



WELCOME

Agenda

- 1. Welcome**
- 2. Contacts & Registration**
- 3. Fundraising**
- 4. Operations**
- 5. Resources, Dismissal & Questions**

BOOSTER CLUB RE-CERTIFICATION 2023-2024

Valerie Little

Executive Director of Athletics

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Michael Sain

Assistant Director of Athletics

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Nick Sharp

Athletics Events Supervisor

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THE ROLE OF BOOSTER CLUBS

1. ***SUPPORT***

2. ***BOOST THE SPIRIT***

3. ***COMPLY***

- **Umbrella Booster Clubs** – Distribute concession proceeds & support projects that benefit multiple groups.
- **Middle School Booster Clubs** – Support ***ALL*** sports at the middle school campus they serve.

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PISD BOOSTER CLUB WEBSITE

The screenshot shows the Prosper ISD Athletics website. At the top, there are navigation links: "About Us", "New to Prosper ISD", and "Departments". The "Athletics" section is highlighted. Below it, a vertical menu lists: "Home", "Athletic Information", "Booster Clubs" (circled in red with a red arrow pointing to it), "Children's Health Stadium at PISD", and "District Contacts". To the right, there is a "Latest News" section with a "2022 Summer camps" article and a "New P" article. Further right, there is a "Prosper ISD Booster Club Information" section with a list of documents: "21-22 Booster Club Guidelines", "22-23 Advertising Packet - High School", "22-23 Advertising Packet - Middle School", "22-23 BC Officer Acknowledgement Form", "22-23 BC Officer Information Sheet", and "22-23 Prosper ISD BC Start Up Guide".

1. Go to the Prosper ISD website.
2. Find Departments
3. Athletics – Booster Clubs

<https://www.prosper-isd.net/Page/13694>

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ANNUAL REGISTRATION WITH DISTRICT

ATHLETIC & FINE ARTS BOOSTER CLUBS – All forms due to Michael Sain

ALL OTHER BOOSTER CLUBS – All forms due to a designated Campus Administrator

DOCUMENTS DUE BY SEPTEMBER 5, 2023

- ***All listed documents are required to operate as a booster club for Prosper ISD.***
- 1. Bylaws***
 - 2. 501 (c)(3) letter***
 - 3. State of Texas Sales Tax permit***
 - 4. Officers Info Sheet***
 - 5. Officers Acknowledgement form***
 - 6. Registration & Approval Form (For New Clubs Only)***

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CAMPUS CONTACTS

➤ Prosper HS

- Nick Jones, Principal P: 469-219-2180
- Heidi Starkey, Secretary F: 972-346-9246

➤ Rock Hill HS

- Terry Mouton, Principal P: 469-219-2300
- Kellee Albrecht, Secretary F: 972-346-2756

➤ Walnut Grove HS

- Dustin Toth, Principal P: 469-219-2000
- Erin Jones, Secretary F: 469-219-2000

➤ Hays MS

- Zach De Vito, Principal P: 469-219-2260
- Gina Dale, Secretary F: 972-346-9650

➤ Reynolds MS

- Justin Goldsmith, Principal P: 469-219-2165
- Lisa Kuhlman, Secretary F: 972-346-2455

➤ Rogers MS

- Jason Jetton, Principal P: 469-219-2150
- Donna Fabian, Secretary F: 972-346-9248

➤ Rushing MS

- Danielle Wallace, Principal P: 469-219-2370
- Nancy Nichols, Secretary F: 972-433-1360

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STATE & FEDERAL CONTACTS

Competition and Rules

University Interscholastic League 512-471-5883 www.uiltexas.org

Incorporations

Texas Secretary of State 512-463-5555 www.sos.state.tx.us

Raffles

Texas Attorney General 512-463-2100 www.oag.state.tx.us

Sales Tax (Sales Tax Permit, Exemption, Reports and Franchise Tax)

Texas Comptroller's Office

General Information 1-800-252-5555

Exempt Organizations Department 1-800-531-5441 ext. 34142

IRS Exempt Status as a 501(c)(3) Organization and Tax Returns

Internal Revenue Service (IRS)

General Information 1-800-829-1040 www.irs.gov

Tax-exempt Organizations 1-877-829-5500 www.irs.gov

(Select Charities & Non-Profits)

Tax Forms & Publications 1-800-829-3676 www.irs.gov

(Select Forms & Publications)

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BYLAWS

BYLAWS MUST INCLUDE -

- ***Membership rules***
- ***Address the fiscal year (Discretion of BC)***
- ***Organization's structure***
- ***Election/Impeachment of officers***
- ***Must state the official Booster Club name (cannot use PISD in the name but must be identified as a Booster Club, can use the school name)***
- ***Sample bylaws are included in the booster guidelines***

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FINANCE

- **EIN (Employer Identification Number)**
- **Federal - 501 (c)(3) status with IRS**
- **State – Sales Tax Exemption**
- **File a 990 annually**
- **File a 1099 when needed (over \$600 payment).**
- **Invest in insurance (Error and Omissions Insurance)**
- **Conduct an annual audit and submit end of year financial statements to the correct contact at the end of your fiscal year found in your bylaws. **Due to the Athletic office by Friday, June 16th****
 - *ATHLETICS – Michael Sain*
 - *FINE ARTS – John Alstrin*
 - *ALL OTHERS – Designated Campus Administrator*

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NEW CLUBS – START UP FUNDS

- ***WGHS Booster Clubs will receive \$10 (Minimum) for each student in the program that is moving from current school to Walnut Grove.***
 - ***EX. - 4 PHS and 6 RHHS current baseball players will be going to Walnut Grove. The PHS baseball booster club will donate \$40 and the RHHS baseball booster club will donate \$60 dollars to the Walnut Grove baseball booster club.***
- ***The amount of students moving from their current campus to WGHS can be gathered by the current program's head coach or sponsor.***
- ***Current booster clubs are welcome to go over the \$10 dollar minimum amount.***
- ***Money will be given directly to the new booster clubs, not individual boosters. Money will NOT be passed from the district to the new clubs.***
- ***WGHS Booster Clubs will need to have accounts setup to receive funds.***

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FUNDRAISING: General

- Need fundraising approval at least 10 days prior to event. **All fundraisers must be approved.**
- **Head Coach or Sponsor will enter the request in Laserfiche**
- **Must benefit ALL**
- **Annual sponsorship packages (Banners)**
- **NOT ALLOWED - violates IRS provisions:**
 - *Individual accounts*
 - *Required participation in fundraising*
 - *Required sales quotas*

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FUNDRAISING: Advertising

• CRITERIA

- **Children's Health Stadium and the PISD Natatorium**
- **Campus facilities are able to be used with approval**
- **District oversight & final approval**
 - *We will ensure the banner is appropriate to display at district facilities. Please provide a draft prior to the banner going to print*
 - *It is up to the booster club to provide an invoice to the business planning to advertise if requested.*
- **Booster Clubs do not have approval rights for Facility advertising**
- **Digital advertising is offered in the arenas.**
- **District Banner Advertising Guidelines at athletic facilities are available. See website.**
- **There should be a banner agreement on file for each banner that is hanging or digitally displayed at district athletic facilities**

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FUNDRAISING: Advertising (cont...)

- **Updates to Banner Advertising –**
 - **Display Timeline** - UIL designated 1st day of practice through the state championship game for that particular sport.
 - **Banners will not be allowed to be displayed that don't meet the following physical criteria –**
 - **Dimensions** – 3ft. x 5ft.
 - **Orientation** – Landscape
 - **Top Border** - School colors – “Proud Sponsors of PHS Softball”
 - **Outdoor Banners Only** – Must be made out of a vinyl mesh material (windscreen)



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FUNDRAISING: Concessions

- Prosper ISD contracts with Aramark to stock our concessions with product and to handle the money from its sale.
- The District sets the menu for the concessions stands around the district
- Percentages of Sales:
 - District = 3% / Aramark = 19% / Booster Club = 78%
- Timeline breakdown of booster club receiving funds –
 - ✓ Around the 15th of each month, checks are ready to be picked up by umbrella booster clubs
 - ✓ These are large checks for the whole campus that the umbrella booster club will distribute funds where needed based off the accounting sheet provided by Aramark
- Food Handlers Certifications
- Please follow opening and closing guidelines. \$250 Fine for noncompliance.
- Food Truck Guidelines are available on the website.

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FUNDRAISING: Donations

- **PROCESS**

1. *Coaches/Directors issue donation forms*
2. *Booster Club submits check made payable to PISD & form to Coach*
3. *Coach submits to the Athletics Department*
4. *All parties receive decision within 10 days*

- **Donations can't put the district in jeopardy of breaking federal guidelines**
- **The district donation form is available on the website.**

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DISTRICT TRADEMARKING & LICENSING

- School logos may not be altered. Includes both middle school and high schools.
- Prosper “**Block P**” is not a trademark logo
- Can only sale goods associated with your home campus.
- Use of logo - booster club purposes ONLY. Vendor may not use logo for any other purpose.
- A vendor must complete the district’s Trademark Reprint Agreement, prior to receiving permission to print on a yearly basis.
- You, the booster club, will reach out to the athletic office to get the next steps. Part of our process will be to check to see if this vendor is already on file for the current calendar year.

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PROGRAM FEES & MEMBERSHIP COSTS

- **Starting this spring and moving forward -**
 - Student-Athletes in Prosper ISD will no longer be charged to play sports.
 - Neither the program nor the booster club may have a “fee” required or optional.
 - Booster clubs are not allowed to charge higher membership fees to compensate for the loss of funds associated with this policy.
 - Membership fees should not exceed \$100.

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CONTRACTS & CHARITIES

- **No approval to sign contracts on behalf of PISD.**
- **Contracts must be in the name of the Booster organization.**
 - *Example: Prosper High School Tennis Booster Club*
- **CHARITABLE GIFTS**
 - *Illegal to donate-- "Mistrust of Public Funds"*
 - *Exception -- Project Graduation*

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BOOSTER CLUB WEBSITES

Must clearly state -BOOSTER CLUB website

Example: Prosper HS Band Booster Club

Must have a statement similar to the following:

” This web site is maintained by the Prosper High School Basketball Booster Club and is not a part of Prosper High School or the Prosper Independent School District. Neither Prosper High School nor Prosper ISD is responsible for the content of this web site or the content of links external to this web site.”

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MEETINGS & COMMUNICATION

- **The leader of the booster club, Coach/Sponsor, MUST attend in an advisory capacity.**
- **All actions of the booster club meeting are to be recorded in the meeting minutes. They are subject to review/revocation if deemed outside of any PISD/UII policies. Finally, all actions taken by the booster club should go through the head coach or sponsor.**
- **All Athletic BC Communication to the district Athletic office should go through and/or include the head coach of the team the booster club serves.**
- **All Fine Arts BC Communication to John Alstrin should include the director or sponsor, of the group the booster club serves.**

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FACILITIES USE

- **Julie Brantley is the main point of contact if you have a facility request or question.** jjbrantley@prosper-isd.net
- **Coach or Sponsor must reserve in scheduling software.**
The Community Room books up quickly
- **Building use may result in fees charged to booster club.**
(custodian, facility manager, technology etc...)
- **Please make sure to be as specific as possible when covering all of the potential needs of the event. This includes technology, # of tables, table clothes, room layout, etc...**

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BANQUETS: Gifts

- **COACHES**

- *No direct checks*
- *Limit - \$500 annually per coach*

- **NO ALCOHOL OR OTHER PROHIBITED ITEMS ON SCHOOL PROPERTY**

- **STUDENT ATHLETES**

- *No gifts at all – especially banquet gifts*

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BANQUETS: Scholarships

• CRITERIA

- *Must be UIL compliant*
- *Over award*
- *SENIORS ONLY, but ALL SENIORS.*
- *Cannot be need based*
- *May not be awarded or announced until student has exhausted all remaining UIL eligibility*
- *Sponsor may not be involved in selection process*
- *Identifying information must be removed/edited from the applications*
- *Checks are written to the university (not student), after receipt/invoice provided*
- *If using a certificate as part of the award ceremony, the head coach or sponsor may be one of the signatures listed.*

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RESOURCES

- **PISD Website Link:** <https://www.prosper-isd.net/Page/13694>
- **Example Bylaws**
- **District Board Policy GE (Local)**
- **PISD Booster Club Information Sheet**
- **Example: Financial Reports**
- **Booster Officer Acknowledgement Form:**
 - <http://www.uiltexas.org/policy/guidelines-for-booster-clubs>

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QUESTIONS?

**NEXT YEAR'S MEETING
APRIL 24, 2024**

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