

Harlandale Independent School District



Volunteer Policies and Procedures for HISD Booster Clubs

Master Edition
(Revised 4-27-15)

I. Foreword

- a. The Harlandale Independent School District (HISD) Athletic/Band/Spirit Program has a long history of benefiting from and welcoming Athletic/Band/Spirit parent volunteers. The Athletic/Band/Spirit Booster Clubs at Harlandale High School and McCollum High School function as vehicles for assisting the Athletic/Band/Spirit Program and the HISD Athletic/Band/Spirit Directors.
- b. Guidelines for parent volunteers and the Booster Clubs will foster continued success of the Athletic/Band/Spirit Programs by clarifying relationships, responsibilities, procedures, and policies for parent chaperones, parent volunteers, and the Athletic/Band/Spirit Booster Clubs in their support of the Athletic/Band/Spirit Program.

II. Authority

- a. HISD has ultimate responsibility for the Athletic/Band/Spirit Programs
- b. Campus Athletic/Band/Spirit directors have direct responsibility for operation of the Athletic/Band/Spirit Program at and away from their campus, including but not limited to:
 - i. Athletic/Band/Spirit Students at all Athletic/Band/Spirit functions
 - ii. HISD Athletic/Band/Spirit equipment and property
 - iii. Site selection and direction of parent volunteers and chaperones
- c. Additionally, the Head Athletic/Band/Spirit Director has the added, unique responsibilities of coordinating the campus Athletic/Band/Spirit program, subject to the policies of HISD , including but not limited to:
 - i. Directly responsible to HISD for all aspects of the campus Athletic/Band/Spirit program including planning, budgeting, organizing, operations, public relations, and decision-making.
 - ii. Advising the Athletic/Band/Spirit Booster Club, including:
 - 1. Overall enforcement in partnership with the campus principal of the HISD Booster Club Bylaws and Volunteer Handbook.
 - 2. Approval of nominees and election of officers
 - 3. Approval of appointments by officers
 - 4. Approval of governance of the Athletic/Band/Spirit Booster Club
 - 5. Approval of plans, fundraising, expenditures, and activities of the Athletic/Band/Spirit Booster Club including but not limited to:
 - a. Fundraising per the policies and approval of HISD
 - b. Management of funds raised by and handled by the Booster Club
 - c. Selection and direction of chaperones and volunteers

III. Responsibilities of parent volunteers, chaperones, and the Athletic/Band/Spirit Booster Club

- a. In their capacity as volunteers and chaperones for the Athletic/Band/Spirit Program, volunteers must adhere to all policies and procedures of HISD and the Athletic/Band/Spirit Program
- b. Any authority vested in volunteers and chaperones originates from campus Athletic/Band/Spirit directors and principal. Volunteers and chaperones take action under the direction of campus Athletic/Band/Spirit directors
- c. Any authority vested in Booster Club officers and appointees originates from the Principal, his designee, or a Athletic/Band/Spirit director.

IV. Qualifications and conduct of parent volunteers, chaperones, and Booster Club officers

- a. The impression made by the Athletic/Band/Spirit Program in the community and larger public is of great concern to HISD and the Athletic/Band/Spirit directors. Parent volunteers, chaperones, and Booster Club officers and appointees often form that impression on behalf of the Athletic/Band/Spirit Program.
- b. The Athletic/Band/Spirit Director and/or Principal will select, approve selection of, and approve of continued service by parent volunteers, chaperones, and Booster Club officers and appointees based in part upon conduct that reflects positively on the Athletic/Band/Spirit Program and HISD.
- c. Compliance with HISD policies
 - i. In compliance with the policies of HISD, parent volunteers, chaperones, and Booster Club officers and appointees are required to complete HISD volunteer applications (background check) on HISD approved forms in advance of certain volunteer activities (forms available from the Booster Club Executive Board)
 - 1. Volunteers who will be supervising or assisting in the supervision of children
 - 2. Volunteers who will be responsible for district assets, including facilities, funds, keys, and equipment
 - 3. All Booster Club officers and appointees shall complete such applications upon taking office
 - 4. Parents of alumni Athletic/Band/Spirit members and alumni Athletic/Band/Spirit members frequently volunteer their services. Per HISD approved Booster Club Bylaws, these individuals are granted special membership, but do not retain voting rights. Chaperoning may only be approved by the Athletic/Band/Spirit Director/Principal. Alumni parents and members are still subject to background checks

V. Athletic/Band/Spirit Booster Club

- a. The Athletic/Band/Spirit Booster Club shall have a panel of officers as outlined in the *HISD Booster Club Bylaws*. The officers, with the approval of the Athletic/Band/Spirit director and principal, shall develop duties for the officers and other positions in the organization. (Please view the supplemental document, “Suggested Job Descriptions for Booster Club Officers” for suggested duties and responsibilities)
- b. Officers shall fill vacant committee positions by selecting from among active booster club members as defined by the *HISD Booster Club Bylaws*. Persons filling committee positions will report to officers as specified by the Executive Board.
- c. The campus Athletic/Band/Spirit director and Booster Club officers shall constitute a Board of the organization. The Board will conduct the business of the Booster Club.
- d. Officers are vested with specific authority by the directors with responsibility and authority to take actions for the benefit of the Athletic/Band/Spirit Program.
 - i. Any directive or decision issued by an officer in his or her area or responsibility, shall be considered as a directive or decision of a director; therefore, officers should always act in the best interest of the Athletic/Band/Spirit director
 - ii. The Athletic/Band/Spirit director and/or principal shall regularly meet with the Booster Club officers to ensure that policies and procedures of HISD, the Athletic/Band/Spirit Program, and the director are well understood by the officers.
- e. As per GE Local Policy, adopted February/2015: Board members may participate as supporters or active members of District-affiliated school-support or booster organizations. Board members are prohibited from serving as officers or formal voting members of any such organization. Further, Board members are prohibited from any involvement that would require them to have responsibility for the handling of any money or finances of the organization.

District employees may participate as supporters or active members of District-affiliated school-support or booster organizations and may serve as voting members. Employees of the District cannot serve in any financial capacity of a booster club or parent organization. Financial capacity includes holding the positions of president, treasurer, or fundraising chairperson; serving as an authorized check signer; or having any responsibility for the handling of any money or other assets of the organization. Additionally, a District employee should not be a member of the audit committee.

VI. Policies and Procedures

- a. Chaperones, volunteers, volunteering
 - i. HISD and the Athletic/Band/Spirit Program rely heavily on volunteering.

- ii. The time volunteers donate to the Athletic/Band/Spirit Program (volunteer hours) should be tracked and recorded by the Booster Club. The Athletic/Band/Spirit director(s) or officers of the Booster Club under the direction of the Athletic/Band/Spirit director(s) will determine which activities qualify for tracking of volunteer hours.
- iii. Time spent on activities not authorized as qualifying for volunteer hours will not be counted.
- iv. Chaperones for major trips of the Athletic/Band/Spirit Program are selected based, in part, upon:
 - 1. Approval by the campus Athletic/Band/Spirit director
 - 2. Must be active members and their student(s) must be participating in the specific trip for which chaperones are being selected,
 - 3. Meeting the qualifications of a chaperone as previously specified herein,
 - 4. Specific trip related responsibilities as determined by the director(s)
 - 5. Accumulation of volunteer hours contributed on authorized activities,
 - 6. Prior satisfactory experience as a chaperone (e.g. for away football games and in local area contests)
- v. The Vice-President of Functions:
 - 1. Accumulates the volunteer hour records
 - 2. Certifies the qualifications of chaperones as approved by the campus director(s)
- vi. A Volunteer Notebook will be created and made available at all certified Booster Club events
- vii. Volunteers are responsible to sign-in and out at activities in order to receive credit for volunteer hours
- viii. The Vice-President of Functions will define the format and requirements for the volunteer notebook as well as devise a system for consistent usage.
- ix. Recruitment of volunteers and the number of volunteers required to serve for events shall be determined under the direction of the campus Athletic/Band/Spirit director(s) and/or the Executive Board.
- x. Failure to properly record volunteer hours as specified herein and as instructed by the Vice-President of Functions shall result in a disqualification of the hours volunteered for the activity
- xi. A volunteer report will accompany the annual Booster Club audit highlighting overall hours throughout the year and submitted to the Fine Arts Coordinator. A weekly list of

volunteers will be submitted to the sponsor and organization president and will be shared with the membership at each meeting. Approval must be given each week by the campus Athletic/Band/Spirit Director.

b. Communications

- i. All written communications including flyers, letters, email, handouts, website, etc. must be reviewed and approved by the campus Athletic/Band/Spirit director.

c. Fundraising

- i. Fundraising and cash management rules of HISD must be followed
- ii. A fundraising calendar must be prepared and approved by the campus Athletic/Band/Spirit director and principal. A final copy of this calendar must be submitted to the Fine Arts Coordinator by September 1st.
- iii. For each fundraiser, a form provided by HISD must be completed. Copies must be provided to the campus Athletic/Band/Spirit director and campus administrator.
- iv. At the completion of a fundraiser, money and appropriate documentation will be delivered to the Booster Club Treasurer to be attached to the Gross Profit Form.
- v. For students account fundraisers, the Athletic/Band/Spirit director (or teacher in charge) must collect and organize student profit and issue receipts. The Athletic/Band/Spirit director/teacher may enlist assistance from approved parent volunteers provided all FERPA regulations are followed. The summary sheet must list the names of each student who participated in the fundraiser and the amount raised by/for that student. Student fundraising money must be deposited in the Campus Student Activity Fund. Student fundraisers are defined as:
 1. Any fundraising activity that directly involves students (e.g. brochure/candy sales, discount cards, etc.
 2. Any fundraising activity for which the profits will be individualized and tracked to benefit individual students
- vi. When raising funds, the Booster Club may only utilize corporate fundraising activities defined as:
 1. Work of process of activity does not directly involve students
 2. Profits must be utilized for general fund accounts only and benefit the entire program
 3. Participation is optional
 4. No individual (per person) tracking of profits for student accounts
 5. Booster account fundraisers: All copies of receipts must be submitted to the Athletic/Band/Spirit treasure for records

d. Scholarships

The following suggestions are provided for those booster clubs/parent organizations wanting to implement a scholarship program. The group should design their own scholarship procedures which may or may not include the following criteria.

1. Since the purpose of the booster club/parent organization is to operate in support of their selected program, scholarships not relating to program activities should be limited in accordance with IRS guidelines. All continuing education scholarships should only represent 10% - 15% of the booster/parent organizations operating budget. The main principle of funding by an IRS 501(c)(3) non-profit organization is that the booster club/parent organization may not discriminate in making grants to youth or college students on the basis of their family's membership in, or funding to, the booster club/parent organization, or the family's fund-raising or time put into booster club/parent organization activities.
2. Requirements for scholarships could include the following:
 - i. All qualifying individuals must have the opportunity to apply for the scholarship(s).
 - ii. UIL Guidelines should be reviewed for compliance when establishing and administering a scholarship program.
 - iii. The application process must be clearly communicated, and the application forms must be readily available to all potential applicants and their parent and/or guardian before the end of the first grading period of the academic year.
 - iv. The Scholarship Review Committee must consider all qualifying applicants.
 - v. The Scholarship Review Committee should be made up of an odd number (5-7) of members (parents from the club/organization who do not have children eligible for consideration for the scholarship). The sponsor can be an ex-officio member of the Scholarship Review Committee and not an actual voting member so that the sponsor is a source for additional information/input to the Scholarship Review Committee and a final review resource for the Scholarship Review Committee decisions.
 - vi. Scholarship applicants shall be full-time District students for a minimum of one full semester prior to the application deadline.
 - vii. All scholarship applications which do not have the required information will be considered incomplete and returned to the applicant.
 - viii. Scholarship awards may not be "need" based, but applicants who have received full scholarships from other sources may not be eligible for local scholarships.
 - ix. The applicant's intended major may or may not be a factor in scholarship consideration.

- x. The applicant's enrollment in an accredited institution (college, university, trade school, military academy, etc.) is a requirement for receiving scholarship funds.
- xi. Disbursement checks including scholarship funds shall be made payable to the college/university in the student's name.
- xii. The scholarship committee may require an essay for judging purposes. Essay topics may be selected each year and given to all applicants, or the Scholarship Review Committee may allow each applicant to select their own topic upon the sponsor's approval.
- xiii. If desired, essays must be original works of the applicant and be a minimum of 250 words and a maximum of 500 words. The applicant must be willing to relinquish all rights to his/her work.
- xiv. If an applicant is applying for multiple scholarships, the applicant must write multiple essays – the same essay cannot be used. Essays must be submitted with the application in order for the applicant to be considered for a scholarship. The essay should account for no less than 10% and no more than 20% of the total points or weighting for the decision process.
- xv. Other areas where scholarship points may be earned could include responsibility, character, outside activities, leadership, academics, attitude, behavior, attendance, participation, service, involvement, attitude, and others at the sponsor's discretion.
- xvi. The Booster Club/Parent Organization may or may not require interviews of applicants in the decision process.
- xvii. Scholarship money will be funneled through the student's high school bookkeeper.

a. Purchasing

- i. All purchases for the benefit of the Athletic/Band/Spirit Program, including functions of the Booster Club must be approved by the Athletic/Band/Spirit director in advance of a purchase commitment.
- ii. Purchases for the Athletic/Band/Spirit Program are exempt from sales taxation only in the following instances:
 - 1. If the Booster Club has 501(c)3 tax exemption status
 - 2. If the purchase is made using school-based student activity funds
- iii. Any funds utilized from the campus student activity fund must be requested by the Athletic/Band/Spirit director following HISD purchasing procedures
- iv. Receipts are required for all purchases. Receipts shall show the place, date, and amount of purchase. Receipts are to be turned in to the treasurer within one week of purchase date

- v. No cash expenditures shall be made at any time. Booster Clubs are not authorized to maintain petty cash
 - vi. Purchases for the benefit of the Athletic/Band/Spirit Program or the Booster Club shall be made separately from personal purchases and separate receipts shall show evidence of the same
 - vii. Members and volunteers are not reimbursed for their personal time, mileage, travel, or mileage expenses
 - viii. Purchase reimbursements will only be granted with prior approval of the Executive Board and/or campus director and requires an itemized receipt submitted to the treasurers
- b. Treasury and Cash Management
- i. All rules of HISD shall be followed
 - ii. All persons handling cash can be protected by strictly following the rules and procedures of HISD and those stated herein.
 - iii. Security
 - 1. All funds collected and handled by the Booster Club are the property of HISD. Maximum effort to maintain security of funds and safety of those handling cash must be made
 - 2. Doors to concession stands, ticket booths, etc. must be locked whenever cash is on hand. When HISD security is present, access will be determined at their sole discretion
 - 3. At large events, the final count of money should take place in a secure location in the presence of an official HISD security officer or an appropriate school official
 - 4. Cash and deposits shall be moved from location to location by more than one person
 - 5. Cash boxes shall be utilized at all times
 - 6. Cash in excess of \$2000.00 shall be bundled and deposited
 - 7. Deposits should be made within 24 hours of collection
 - iv. Counting and Verification
 - 1. Event Cashier
 - a. For every event where cash is required, there shall be an event cashier (Cashier)
 - i. The Cashier shall be the Treasurer if at all possible. The Cashier may be assisted by appointees of the treasurer or president

- ii. If unavailable, the Cashier will be appointed by the Treasurer from among other active members
- 2. Second
 - a. A second counter (Second) will be required to verify deposits and transfers of cash.
 - b. Every effort shall be made to obtain a second who is either a member of the Booster Club or an employee of HISD.
 - c. Only one member of the board may serve as the Counter and/or the Second simultaneously
 - d. The Second may not be an immediate family member of the Cashier
- 3. The Cashier and Second shall verify the accounting of cash deposits prior to making any deposits.
 - a. Verification shall consist of independently:
 - i. Counting all cash and checks, and
 - ii. Verifying entries and mathematical computations on deposit and accounting forms.
- 4. Verification shall be recorded by signatures of the Cashier and the Second on the deposit accounting form or other standard form maintained by the Treasurer of the Booster Club and approved by the Executive Board.
- 5. Transportation of deposits or money (e.g. to obtain change) may be needed during an event:
 - a. Transportation shall occur after verification of the money to be transported by a Cashier, a Second, and the person making transport
 - b. Documentation compliant with part 4 of this section shall be prepared before and after transportation of money
 - c. All witnesses must agree with the dollar amount of money sent out prior to transport and exchange and received back after transport and exchange
- 6. Copies of all treasury documents including all verifications in all parts of this section shall be maintained by the treasurer and/or secretary within two (2) school days of the completion of an event. These documents should always be available upon request by a school official
- 7. Availability of Treasury policies and procedures
 - a. The Booster Club Treasurer shall make available for inspection a copy of the policies and procedures listed herein to any persons requested to act as a Second or Transport.

c. Violations of Policies and Procedures

- i. Violations of any of the policies and procedures of HISD, the policies and procedures noted herein, or the directives of authorized school or Athletic/Band/Spirit representatives acting on behalf of HISD, or HISD campus Athletic/Band/Spirit director(s) may result in:
 1. A personal meeting with the campus Athletic/Band/Spirit director and/or principal
 2. A written notice of violation
 3. If appropriate, a request for reimbursement
 4. If appropriate, a denial of reimbursement
 5. A written reprimand
 6. A referral to appropriate school district officials
 7. Loss of elected and/or appointed position
 8. Loss of active membership
 9. Referral to the appropriate authorities for further actions

This document is approved by the office of the Superintendent of HISD and effective as of April 14, 2014. This document in combination with the *HISD Booster Club Bylaws* and *Suggested Job Descriptions for Booster Club Officers* should be considered the governing documents for all HISD Booster Clubs - Athletic/Band/Spirit, Athletic/Band/Spirits, Spirit, etc. The following page is a receipt of documentation and implementation that should be submitted to the Fine Arts Coordinator no later than May 15, 2015.

BOOSTER CLUB GOVERNANCE ACKNOWLEDGEMENT STATEMENT

The Booster Club of the (circle one) **ATHLETIC/BAND/SPIRIT** **BAND** **SPIRIT**

Program of _____(campus) as of this date

_____, has received, reviewed and implemented the policies and procedures as outlined in the *HISD Booster Club Bylaws*, *HISD Volunteer Handbook*, the *Suggested Job Descriptions for Booster Club Officers*, and the *Annual Audit Guidelines*. It is our understanding that these policies and procedures will be upheld by the campus director of each organization, campus administration, and the Office of the Superintendent.

Printed Names

Signatures

Booster Club President (on behalf of the Exec. Board)

Campus Director (Athletic/Band/Spirit, Athletic/Band/Spirits, or Spirit)

Campus Principal

Monica M. Mills, Fine Arts Coordinator

Melissa Casey, Director of Secondary Curriculum

Rey Madrigal, Superintendent of Schools

***Please submit this formed signed by the Booster Club President and Campus Officials to the Fine Arts Coordinator by May 15, 2015. Central Office signatures will be collected and a completed form will be returned to the Campus Principal, Campus Director, and Executive Board by May 30, 2015.*