

**PLACENTIA-YORBA LINDA
UNIFIED SCHOOL DISTRICT**



**BOOSTER CLUB
GUIDELINES**

BOOSTER CLUB GUIDELINES

Table of Contents

Purpose and Scope	1
Where to Go for Help	2
Forming a Booster Club	3
Booster Club Constitution.....	3
Maintaining Records	3
Establishing the Bank Account	4
Applying for Non-Profit Status	4
Submitting Tax Forms	4
Minutes of Meetings	5
Booster Club Insurance	5
Use of Facilities	5
Annual Financial Statement	6
Budgets and Budget Management.....	6
Receipt Management and Procedures.....	6
Disbursement Management and Procedures.....	7
Bank Reconciliations	7
Fundraising Events.....	8
Employees and Consultants.....	8
Equipment Purchases and Management	8
Donations and Gifts	9
Appendices	10

Placentia-Yorba Linda Unified School District

BOOSTER CLUB GUIDELINES

Purpose and Scope

Booster Club Philosophy

Thank you for your commitment to the students of PYLUSD. Your support on behalf of the students is to be commended, and will be a memorable, rewarding and gratifying experience that you will always treasure. Thank you for your dedication and support on behalf of the students of PYLUSD.

The primary role of a Booster Club is to enrich students' participation in extracurricular activities. The fundraising role of Booster Clubs is particularly crucial in today's economic climate. Booster Clubs and parents are being asked to contribute and to raise more money than ever before. This increased need for parental contributions generates a higher level of accountability for the Coach/Advisor, school and Booster Club officers.

This handbook has been developed to assist boosters and schools in establishing quality booster programs that are a reflection of the high caliber teams and groups they support.

Overview

Booster Clubs are organizations established to provide support to the District and its students. These groups may raise funds and donate these funds to the District or purchase items for the District. These groups are not legally considered a part of the District. Each Booster Club is responsible for its own tax accounting and must obtain its own tax identification number.

Off Limits

Booster Clubs do not have the authority to direct the duties of District employees.

Booster Clubs may not hire Coaches, Advisors, choreographers etc.

The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the District.

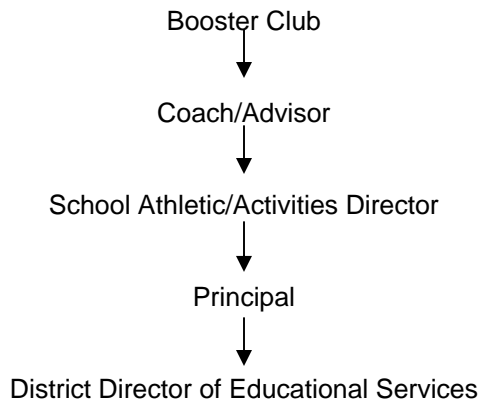
Priorities

All co-curricular activities require an enormous commitment of time and energy on the part of the students. This commitment must be balanced with the students' academic and family commitments. Time and scheduling priorities must be established by students and their families prior to accepting a position on the team or club. In this way, scheduling conflicts and difficult decisions will be agreed upon ahead of time and conflict with Coaches, Advisors and team mates will be avoided.

In a similar manner, Booster Clubs must also establish priorities before making financial commitments or obligations relative to supporting their organization. In establishing Booster Club priorities, careful consideration should be given to the level of support required from each family. The economic burden of all families should always be a paramount concern. Both financial and time commitments can place an unnecessary burden and undue hardship on families. While it may seem absolutely necessary to have the latest and greatest equipment, or travel to New York, please consider carefully the priorities of the entire group before embarking on such a large commitment of resources.

Where to Go for Help

Many people are involved in organizations to provide services for our students. Here are a few PYLUSD staff members that are available to solve problems, provide guidance, and answer questions that arise. A recommended flow chart for getting questions answered is illustrated below:



Definition of Responsibilities:

Booster Club

The Booster Club should work together with the Coach/Advisor for the benefit of all students. Regular communication with the Coach/Advisor and school administrator should be established. All guidelines presented in this manual should be adhered to.

The Coach/Advisor

The role of the Coach/Advisor is to work together with the Booster Club toward common, agreed upon, student-focused goals. In addition, the Coach/Advisor should receive monthly financial reports and Booster Club meeting minutes.

Athletic/Activities Director

The role of the Athletic/Activities Director is to certify the following: All Coaches and Assistants under their supervision, who have an active Booster Club supporting their program, will be in-serviced on Booster Club guidelines and provided this manual at the beginning of each season.

Principal

The role of the Principal will vary by school level and by the size of the school. The Principal has ultimate responsibility for **ALL** activities at the school site.

Director of Educational Services

The role of the Director of Educational Services is to provide in-service and training for Booster Club officers and school site leaders. In addition, disputes not resolved at the site level will be directed to the Director of Educational Services.

Additional Support

The following departments are available for assistance:

- Finance and accounting – Accounting Department (714) 985-8424
- Use of Facilities – Accounting Department (714) 985-8429
- Booster Club Liability Insurance – Risk Management (714) 985-8476

Information about forming a non-profit organization is available on the Volunteer Center of Orange County website: <http://www.oneoc.org/resources/oneoc-nonprofit-toolkit/>.

Forming a Booster Club

To promote good governance, the Principal will require persons who wish to form a Booster Club in support of the school to submit a formal application that has the endorsement of a coach, teacher or other faculty member of that school who agrees to serve as the Club Advisor for the entire school year.

The normal cycle for operation in forming a Booster Club is as follows:

1. Booster Club is formed
2. A bank account is established
3. Internal controls are established
4. A budget is prepared
5. Booster Club Annual Application and supporting documentation are submitted to the School Principal.

All Booster Clubs must submit a Booster Club Annual Application, Appendix A, to the principal. Each application must have the following documentation attached:

- Booster Club Constitution and By-Laws, Appendix B
- 501(c)(3) Non-Profit Exemption letter, Appendix D
- Application for Use of Facilities, Appendix F
- Annual Financial Statement from the prior school year, Appendix G
- Proposed Budget for the current school year, Appendix H
- A Booster Club check for the annual insurance premium or Certificate of Insurance from a non-District sponsored insurance program.

Booster Club Constitution

The club must prepare and adopt a Booster Club Constitution, see Appendix B as an example. This document should clearly state all of the policies and rules for governance of the organization or club. A set of bylaws that identifies operational parameters is also an important component of a club. At a minimum, the constitution must include:

- Background information on the organization
- The name of the organization
- The purpose of the organization
- The type of activities that the club will conduct
- The membership requirements for the organization, including the eligibility requirements
- How the constitution is amended
- Information on the officers and meetings
- The titles and terms of office of the officers
- The duties of the officers
- How officers are elected
- The time, frequency, and place for meetings
- Financial information
- How and when the budget is prepared
- How expenses are approved
- Who will monitor the budget
- How remaining assets will be dispersed if the Booster Club disbands.

Maintaining Records

The records are the history of what occurred during the year. As in any business, the Booster Club must maintain records in accordance with California Administrative Code, Title V. It is highly recommended that the Booster Club maintain a binder containing all records including, but not limited to: membership rosters,

agendas, minutes, correspondence, financial statements, annual reports, copies of all checks and receipts, tax returns, federal and state filings and exemptions.

Establishing the Bank Account

Booster Clubs, at a minimum, will need a checking account at a local bank. Because of the large amount of money raised, the organization may also want to establish savings accounts. Required information is as follows: name of bank where funds will be deposited, the number of signatures required to withdraw funds and the names of those persons authorized to withdraw funds from the account.

Best Practices for Bank Account Management

The bank accounts must be held in the name of the Booster Club and not in the name of any individual or school site. These bank accounts are for the exclusive use of the Booster Club and the officers of the Booster Club shall ensure that all funds are deposited into these accounts. To request an Employer Identification Number (EIN), use IRS Form SS4 available at: <http://www.irs.gov/pub/irs-pdf/ss4.pdf>. For a sample EIN Notification letter, see Appendix C.

Whenever possible, the organization should place funds in interest bearing accounts. All accounts shall require a minimum of two signatures of non-related adults. All checks written shall require two signatures of non-related adults.

Booster Club funds may not be co-mingled with any member's personal accounts.

No PYLUSD employee, including Coaches/Advisors, may have signature rights or authorization over the accounts. No PYLUSD employee may collect funds on behalf of the Booster Club

Applying for Non-Profit Status 501(c)(3)

Booster Clubs must apply for Non-Profit Status 501(c)(3). Individuals and businesses that wish to donate to the Booster Club may require documentation from you regarding your non-profit status. The Booster Club will be considered non-profit for the purpose of tax-deductible donations only if the Booster Club is able to verify its status as a 501(c)(3) exempt organization. For a sample 501(c)(3) Non-Profit Exemption letter, see Appendix D.

Information regarding Tax-Exempt Status for Your Organization (Publication 557) is available on-line at the IRS website: <http://www.irs.gov/publications/p557/index.html>. Form 1023 is available on-line at the IRS website: <http://www.irs.gov/pub/irs-pdf/f1023.pdf>. Assistance with completing the form is available from the IRS.

The Submission of Exemption Request (Form 3500A) for the California FTB is available at: <https://www.ftb.ca.gov/forms/misc/3500a.pdf> or can be requested by calling FTB at (800) 338-0505

The Booster Club must also file with the Office of the California Attorney General. The Initial Registration form (CT-1) and the annual Registration/Renewal Reports (RR-1) are available at: <http://oag.ca.gov/charities/forms>

For additional information regarding the Booster Club's California non-profit status, go to the Secretary of State website: http://www.sos.ca.gov/business/corp/pdf/articles/corp_artsnp.pdf.

Submitting Tax Forms

Booster Clubs that are 501(c)(3) exempt are required to file federal and state income tax returns annually. Fees and penalties are the sole responsibility of the Booster Club. Federal IRS Forms 990 or 990EZ are available at: <http://www.irs.gov/formspubs/index.html>. California FTB Forms 199 and 199N are available at: <https://www.ftb.ca.gov/forms/search/index.aspx>. The annual filing of these forms allows the Booster Club's non-profit status to remain active.

Minutes of Meetings

Because there is a formal process of governance for organized groups, the Booster Club must prepare and maintain a record of each meeting. The meeting minutes serve as the record of each meeting and demonstrate that the organization has followed the policies and procedures.

Best Practices for Meeting Minutes

At a minimum, the following information should be documented in the meeting minutes:

- Name of the Booster Club holding the meeting
- Date, time and place of the meeting
- Names of those in attendance or an attached sign-in sheet
- What was discussed during the meeting
- What actions were taken during the meeting, e.g., the budget was amended or the expenses were approved
- The results of any votes taken, including who made a motion and who seconded the motion
- Notice of the date, time and place of the next meeting
- Name and title of the person who prepared the minutes.

At the next regularly scheduled meeting, review and approve the minutes of the previous meeting. The secretary should maintain a binder of all of the approved minutes for the school year. (See Appendix E for a sample Meeting Minutes form. The sample can be modified for use by your Booster Club).

Booster Club Insurance

Booster Clubs are required to provide the District with a Certificate of General Liability Insurance endorsing the District as a named Additional Insured for a minimum of \$1,000,000 per occurrence/ \$2,000,000 aggregate.

Booster Clubs that wish to secure their insurance through the District must attach a Booster Club check to the Booster Club Annual Application to be submitted to the Principal. District-sponsored insurance information, including the cost, is available in the Risk Management Department. Booster Clubs that purchase the District-sponsored insurance do not need to provide the District with a Certificate of General Liability Insurance. This insurance does not cover loss of funds or Directors and Officers Liability.

Booster Clubs that wish to secure insurance through an outside agent must attach their Certificate of General Liability Insurance and Additional Insured endorsements to the Booster Club Annual Application to be submitted to the Principal. See Application for Use of Facilities, Appendix F, for insurance requirements.

Booster Club insurance also provides Certificates of General Liability Insurance for venues other than the District. The Booster Club must inform the venue that the event is not District-sponsored.

Call Risk Management (714-985-8476) to request a Certificate of Insurance for any event held at a non-District venue. A copy of the use agreement and the venue's insurance requirements must be submitted to Risk Management.

Use of Facilities

For a Booster Club to operate at a site, a completed Application for Use of Facilities form, Appendix F, must be attached to the Booster Club Annual Application and submitted to the Principal. The approved Use of Facilities Application will allow the Booster Club to have access to the site for the distribution of information and for any approved meetings, events and fund-raisers listed on the form.

Booster Clubs that would like to use District facilities for additional events need to complete a Use of Facilities Application for each event or series of events. The Use of Facilities Application and Guidebook are available at: <http://www.pylusd.org/useoffacilities>. Booster Clubs will not be charged an application fee.

No agreements may be signed in the name of the school or school personnel. Agreements, including Use of Facilities Applications, must be signed under the name of the Booster Club.

Annual Financial Statement

An Annual Financial Statement must be submitted to the membership of the Booster Club at the end of every school year. This statement must be submitted along with the Booster Club Annual Application for the following year. See Appendix G.

Budgets and Budget Management

Overview of Budget Planning

A budget is a financial plan for a period of time. A budget allows the organization to estimate at the beginning of the school year where it will be, in financial terms, at the end of the year.

Budgets are usually prepared for a one-year period. The budget allows the organization to determine if it will raise enough funds during the year to cover the anticipated expenses.

Budget Development and Monitoring

Each Booster Club shall carefully list and estimate income from its proposed income-producing activities for the year, as well as its proposed expenditures for the year. The estimated expenditures shall not exceed the income estimate plus the beginning balance. See the Proposed Budget Form, Appendix H and Budget Monitoring Form, Appendix I.

Receipt Management and Procedures

Receipts

The Treasurer shall provide a receipt for all money belonging to the Booster Club and keep a Receipt Book Log, Appendix J. The receipt shall show the name of the payer; the date received; the purpose for which money is paid; the amount; the event that generated the funds; and the person receiving the money. There may be events for which receipts are not practical, at which time pre-numbered tickets or cash register tapes, which supply cumulative readings, may be used.

All money collected by the organization shall be turned over as soon as possible to the Treasurer of the Booster Club.

Cash may not be used to make purchases, pay invoices or pay for services. All cash must be counted and submitted to the treasurer for deposit directly into a bank account. See Cash Count Form, Appendix K.

If the Booster Club sells tickets for an event, the tickets must be handled as cash. All tickets must be numbered and recorded on a Ticket Inventory Form, Appendix L.

Goods and tickets, ordered or sold, and cash received shall be reconciled for each activity by someone independent of the Coach/Advisor. Coaches/Advisors may not accept money or distribute tickets on behalf of the Booster Club.

Deposits

All funds received by the Booster Club shall be deposited directly into the appropriate Booster Club account, in the bank designated by the Club. A Summary Deposit Recap form, Appendix M, must be submitted to the Treasurer at the end of each fund raiser by the event chairperson.

Checks returned by the bank for insufficient funds, a closed account, or any other reason, shall be charged to the appropriate Booster Club fund. Immediate and reasonable attempts must be made to collect cash from the maker of a returned check. A returned check is surrendered to the maker only when cash is received to

replace it. Replacement checks are not acceptable, and the returned check is not to be re-deposited (bank charges are incurred). If the check is collected upon, then the same fund is credited.

Disbursement Management and Procedures

Internal Controls

In general, the internal controls over cash disbursements should ensure that:

- All disbursements are for items that were included in the budget
- All disbursements are for items that were authorized by the Booster Club and recorded in the minutes
- The Treasurer only pays for goods that were authorized and received
- The Treasurer maintains adequate records of all expenses.

Internal Controls that Apply

Booster Club members should never pay for an expense out of cash collected from a fund-raising event; all of the cash must remain intact for deposit. This ensures that the Treasurer can perform a complete reconciliation of the fund-raising event.

The following items are general internal controls for cash disbursements:

1. No goods or services are to be ordered in the name of the school or school personnel. Goods and services must be ordered under the Booster Club name.
2. All disbursements of money belonging to the Booster Club require a valid invoice or receipt. In the case of a missing receipt, a Missing Receipt Form, Appendix N, may be submitted for payment.
3. All disbursements of money belonging to the Booster Club shall be made by check drawn against the bank authorized as a depository. A minimum of two signatures of non-related adults shall be required on all checks written.

Prohibited Expenditures

Activities intended for the personal benefit of members of the Booster Club or District employees shall not be permitted:

1. Salaries or supplies, which are the responsibility of the District
2. Articles for the personal use of District employees
3. Gifts, loans, credit for District employees or others
4. Contributions to fund-raising drives for charitable organizations.

Change Fund

A change fund is normally established for a period of time, for a specific purpose or activity, and solely for the purpose of making change. When the purpose is completed, the funds must be returned, in full, for deposit in the bank account. The deposit must be recorded using the Cash Count Form, Appendix K. Under no circumstances may expenditures be made from the change fund.

Bank Reconciliations

Overview

Timely and accurate bank account reconciliations and reviews are two of the fundamental cornerstones of prudent business practices. Each Booster Club will have at least one bank account with monthly statements.

Best Practices for Bank Account Management and Reconciliation

1. The Booster Club should ensure that the bank statement is reconciled within three weeks of the time the statement arrives.
2. The Booster Club should compare the bank statement and the checkbook or general ledger to the bank reconciliation.
3. The Advisor should initial and date the bank reconciliation as evidence that the reconciliation was reviewed. See Bank Reconciliation Form, Appendix O as an example.
4. The Treasurer provides monthly reports on bank account balances. This report is entered into the organization minutes. See Balance Sheet, Appendix P as an example.

Fundraising Events

For fundraising, the Principal or designee shall pre-approve materials, performances and publications. Any program, fundraiser or other activity planned by the Booster Club shall only be permitted if properly scheduled with the Principal or designee and will not conflict with the master calendar. See Request for Approval: Fundraising Event, Appendix P.

A Use of School Facilities Application for the fundraiser must be submitted to the Accounting Department.

All informational materials must contain the following verbiage: **This is not a Placentia-Yorba Linda Unified School District sponsored event.**

Coordinating Fund-raising Events

The form provided in the Appendices (Request for Approval for a Fundraising Activity Form, Appendix O) is to help coordinate fundraising events

- | | |
|----------------------|--|
| Education Code 51520 | Prohibits teachers or others from solicitations during the school day or one hour before or after school unless the solicitation is for a charitable organization or an organization under the control of the District |
| Penal Code 319-329 | Lotteries, raffles and bingo. For information check with the Office of the Attorney General, http://oag.ca.gov/charities/raffles . |
| Penal Code 326.5 | Authorizes bingo games that are run by charitable organizations but states, "No minors shall be allowed to participate in any bingo game." |

Employees and Consultants

In certain circumstances, Booster Clubs may provide funds for someone to perform some services on behalf of the students e.g., additional coaches, instructors, advisors or consultants.

Current Employees

Current employees who perform extra duties for the organizations will be paid for such extra duties as employees through the District. The Booster Club or organization will send a check to the District's Accounting Department on a District Deposit Summary form (see Appendix S for form #95910) and an Extra Duty (Lump Sum) Time Report form (see Appendix T for form #95018) to the District's Payroll Department, after assigning the proper salary account number. The only exception allowed is for current employees who are also assigned by the California Interscholastic Federation (C.I.F.) as game officials for our schools. The game officials may be paid as independent contractors by the organization and payments shall be reported.

Non-Current Employees

All employees in positions funded by Booster Clubs where they will work directly with students must go through the same fingerprint screening process as all District employees and will remain on a short term contract until the duties are completed.

Equipment Purchases and Management

Equipment Ownership Options

When a Booster Club purchases equipment, the equipment is the property of the organization. The Booster Club may donate the equipment to the District. This has a lot of advantages to the Booster Club because the District generally assumes the responsibility for maintaining and repairing the equipment.

Inventory Practices

If the District accepts donated equipment, the staff will place a tag on the equipment identifying it as District property. The equipment marking is done with electronic bar coding at the District's Warehouse. If the Booster

Club retains the ownership of the equipment, it should ensure that the equipment is marked and identified as Booster Club equipment.

In addition, the Booster Club should maintain a list of all equipment that it owns. This list should include the date the property was purchased, the purchase price, and the club that made the purchase. See Equipment Inventory, Appendix T for an example.

Once a year, the Treasurer should take a physical inventory of the equipment and verify that all items on the list of Booster Club owned equipment are still at the school site.

When equipment that is owned by the Booster Club is sold, the Treasurer should credit the proceeds of the sale to the Booster Club account that originally purchased the item and remove the item from the equipment inventory records.

Donations and Gifts

There is a significant and practical difference between a donation to the District, where the funds are under the jurisdiction of Business Services, or to a Booster Club.

Typically, these gifts are made for three uses by the District:

- For use at a specific school site
- For use in a specific program
- For student activities

These gifts may be in the form of cash or equipment.

Donations to District for Specific School Site or Program

If the donation is made to the school District for a particular school site, the Principal must remit the donation to the District business office. The business office will deposit the funds into the County Treasury and record the revenue as a donation for that school site. The school site budget will be adjusted to allow the Principal to use the funds for the school. A gift budget is set up to identify donor funds and to show how they have been spent and the available balance on hand. Unexpended funds at year-end are carried over to the new budget year. See District Deposit Summary, Appendix S, form # 95910.

Donations of Equipment

If a donation of equipment is made to the District, a school or a program, the Principal or site administrator must remit a Gift Form, Appendix U, form 95912, to the Board of Education for approval of the donation. Only equipment that is approved will be maintained and repaired by the District and covered by District insurance. Equipment that is not donated and approved will remain the property of the Booster Club.

APPENDICES

Forming the Booster Club

- A. Booster Club Annual Application¹
- B. Format for a Booster Club Constitution
- C. Employer Identification Number (EIN) Letter from the Department of the Treasury - Sample
- D. 501(c)(3) Non-Profit Exemption Letter from the IRS – Sample

Minutes of Meetings

- E. Booster Club Meeting Minutes – Sample

Use of Facilities

- F. Use of Facilities Application¹

Annual Financial Statement

- G. Annual Financial Statement

Budgets and Budget Management

- H. Budget Development Form
- I. Budget Monitoring Form

Cash Receipt Management & Procedures

- J. Receipt Book Log
- K. Cash Count Form
- L. Ticket Inventory
- M. Summary Deposit Recap

Cash Disbursement Management & Procedures

- N. Missing Receipt

Bank Reconciliations

- O. Bank Reconciliation Worksheet
- P. Balance Sheet

Fundraising Events

- Q. Request for Approval: Fundraising Event¹
- R. Revenue Potential – Expense – Profit Form

Employees and Consultants – These two forms are available in the school office

- S. Extra Duty (Lump Sum) Time Report (Form #91018)²
- S. Deposit Summary (Form #95910)²

Equipment

- T. Equipment Inventory

Donations and Gifts

- U. Donation Form (Form #95912)²

¹ These forms are District forms and must be used to submit to the appropriate departments.

² These forms are available in your school office.

All other forms are samples available for your convenience.

BOOSTER CLUB

CONSTITUTION

ARTICLE I

Section A The name of this Organization shall be _____, (City), California.

Section B The Organization shall consist of all interested parties.

ARTICLE II

Membership

Section A The objectives of this charitable organization are:

1. To provide support to the school District and its students.
2. To encourage active participation.
3. To abide by the rules of good governance.
4. To help in furthering the interests of its members.

ARTICLE III

Executive Branch

Section A The executive branch shall be known as the _____ of the Organization.

Section B Membership shall consist of (number) officers: _____ (List Officers)

Section C Executive Branch shall be elected in (Month “prior to” or “for that”) school year.

Section D Failure to maintain required standards shall be cause for removal of the organization.

Section E Resignation of any member shall become effective upon written notice to the President or Secretary after careful consideration, and a subsequent election shall be held to fill that vacancy.

ARTICLE IV

Election of Officers

Section A The officers of the Organization shall be (List Officers, e.g. President, Vice President, Secretary, Treasurer).

Section B The officers of this Organization shall be elected for a term of one year.

Section C A General Election will be held by secret ballot any time after May 1st to be effective in the next year. Voting will take place at a regular scheduled meeting.

Section D All elections shall be conducted by the Officers under the guidance of the Coach/Advisor.

Section E No officers may receive payment for service to this Organization.

ARTICLE V

Use of Funds

Section A There shall be no dues of any kind in this Organization.

Section B Funds to this Organization may be secured with the approval of the administration from: After-school programs, fund drives, shows and programs from collective enterprises.

Section C No students, classrooms, or school organizations may hold a fund drive or sale without prior approval of the Student Council and the School Administration.

ARTICLE VI

Responsibilities of Officers

Section A The President shall be Chief Executive Officer of the Organization. He/She shall preside at all meetings. He/She shall appoint the standing committees and oversee elections.

Section B If, for any reason, the President is unable to perform his/her duties, the Vice President shall fill that position. The Vice President shall assist the President with elections.

Section C The Secretary shall keep a record of all minutes of the meetings held by the Organization. Meeting minutes will include all reports submitted by the Treasurer.

Section D The Treasurer shall keep a record of all receipts and payments of funds made by the Organization. The Treasurer shall also assist in the deposit of funds to the bank.

ARTICLE VII

Disbursement of Funds

Section A All money shall be expended only after the approval of the Organization at a meeting and is stipulated in the minutes.

Section B All money shall be expended for the benefit of the existing students of (sponsored team or activity).

Section C All money shall be deposited in a checking account at a local bank.

Section D All checks shall require signatures of two non-related adults. Those authorized to sign are: President, Vice President, Secretary, and Treasurer.

Section E Upon dissolution of the Organization, all remaining assets must be used exclusively for the sole purpose of the support of the (sponsored team or activity).

ARTICLE VIII

Meeting of the Organization

Section A The Organization shall meet at least (insert meeting schedule, e.g. once a month) during the school year unless otherwise designated.

Section B An attendance of fifty-one percent (51%) of the members in good standing shall be necessary for a quorum at any meeting.

BOOSTER CLUB CONSTITUTION

ARTICLE I

Section A The name of this Organization shall be the Any High School Volleyball Booster Club, Any City, California.

Section B The Organization shall consist of all interested parties.

ARTICLE II

Membership

Section A The objectives of this charitable organization are:

1. To provide support to the school District and its students.
2. To encourage active participation.
3. To abide by the rules of good governance.
4. To help in furthering the interests of its members.

ARTICLE III

Executive Branch

Section A The executive branch shall be known as the Executive Officers of the Organization.

Section B Membership shall consist of four officers: President, Vice President, Secretary, and Treasurer.

Section C Executive Branch shall be elected in May prior to the beginning the following school year.

Section D Failure to maintain required standards shall be cause for removal of the Organization.

Section E Resignation of any member shall become effective upon written notice to the President or Secretary after careful consideration, and a subsequent election shall be held to fill that vacancy.

ARTICLE IV

Election of Officers

Section A The officers of the Organization shall be President, Vice President, Secretary, and Treasurer.

Section B The officers of this Organization shall be elected for a term of one year.

Section C A General Election will be held by secret ballot any time after May 1st to be effective in the next year. Voting will take place at a regular scheduled meeting.

Section D All elections shall be conducted by the Officers under the guidance of the Coach.

Section E No officers may receive payment for service to this organization.

ARTICLE V

Use of Funds

Section A There shall be no dues of any kind in this Organization.

Section B Funds to this Organization may be secured with the approval of the administration from: After-school programs, fund drives, shows and programs from collective enterprises.

Section C No students, classrooms, or school organizations may hold a fund drive or sale without prior approval of the Student Council and School Administration.

ARTICLE VI

Responsibilities of Officers

Section A The President shall be Chief Executive Officer of the Organization. He/She shall preside at all meetings. He/She shall appoint the standing committees and oversee elections.

Section B If, for any reason, the President is unable to perform his/her duties, the Vice President shall fill that position. The Vice President shall assist the President with elections.

Section C The Secretary shall keep a record of all minutes of the meetings held by the Organization. Meeting minutes will include all reports submitted by the Treasurer.

Section D The Treasurer shall keep a record of all receipts and payment of funds made by the Organization. The Treasurer shall also assist in the deposit of funds to the bank.

ARTICLE VII

Disbursement of Funds

Section A All money shall be expended only after the approval of the Organization at a meeting and is stipulated in the minutes.

Section B All money shall be expended for the benefit of the existing students of the Any High School Volleyball teams.

Section C All money shall be deposited in a checking account at a local bank.

Section D All checks shall require signatures of two non-related adults. Those authorized to sign are: President, Vice President, Secretary, and Treasurer.

Section E Upon dissolution of the Organization, all remaining assets must be used exclusively for the sole purpose of the support of the Any High School Volleyball Teams, Any City, California.

ARTICLE VIII

Meeting of the Organization

Section A The Organization shall meet on the third Tuesday of each month from September through May of each school year unless otherwise designated.

Section B An attendance of fifty-one percent (51%) of the members in good standing shall be necessary for a quorum at any meeting.

Appendix C

**Employer Identification Number Letter from the
Department of the Treasury - Sample**

Department of the Treasury
Internal Revenue Service
Cincinnati OH 45999-0023

Date of this notice: 10-13-2009

Employer Identification Number:
33-1234567

Form: SS-4

Any High School Volleyball Booster Club
(School address)
(City, St ZIP)

Number of this Notice: CP xxx x

For assistance you may call us at:
1-800-829-4993

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 33-1234567. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or

Note: This is only an example of the first page of the letter

SAMPLE

Appendix D

501(c)(3) Non-Profit Exemption Letter from the IRS – Sample

Internal Revenue Service
District Director
PO Box 192
Covington, KY 41012-0192

Department of the Treasury

Employer Identification Number:
33-1234567

Date: February 21, 2010

Contact Person:
Sam I. Gotbucks
Contact Telephone Number:
(562) 555-1111

Any High School Volleyball Booster Club
(School Address)
(City, St ZIP)

Accounting Period:
June 30
Form 990 Required:
Yes
Addendum Applies:
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of the section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purpose, character, or methods of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA)

Note: This is only an example of the first page of the letter

SAMPLE

Appendix E

_____ **Booster Club Meeting Minutes**

Meeting Date: _____ Meeting Time: _____ Location: _____

The meeting was called to order by: _____

The minutes of the meeting dated _____ were read and approved (corrected and approved).

The following purchases were approved: *List below or attach separate listing*

Vendor	Amount	Club	Purpose
---------------	---------------	-------------	----------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

The following invoices and receipts were submitted for payment: *List below or attach separate listing*

Check #	Payable to	Amount	Club	Purpose
----------------	-------------------	---------------	-------------	----------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

Communication and Reports:

Old Business:

New Business:

Submitted By:

Secretary: (Signature and Date) _____

Advisor: (Signature and Date) _____

Meeting Attendees: *List below or attach separate listing*

Appendix E - Sample

Any High School Volleyball Booster Club Meeting Minutes

Meeting Date: May 15, 2012 Meeting Time: 7:00 pm Location: AHS Library

The meeting was called to order by: Michael Imincharj, President

The minutes of the meeting dated April 18, 2012 were read and approved.

The following purchases were approved:

Vendor	Amount	Club	Purpose
Sports Authority	\$304.59	All Teams	Purchase balls and air pumps
Costco	\$692.14	All Teams	Snack Bar Supplies
A-1 Awards	\$876.03	All Teams	Awards

Motion by: Rosa Singleton

Second by: Sam Adams

Vote Count: 24 Number For: 17 Number Opposed: 7 Number Abstained: 2

The following invoices and receipts were submitted for payment:

Check #	Payable to	Amount	Club	Purpose
1034	Costco	\$476.08	All Teams	Snack Bar Supplies
1035	Costco	\$ 17.68	Men's Varsity	Water, tournament
1036	Smart T-shirts	\$298.45	Women's	T-Shirts

Motion by: Tom Simons

Second by: M. Abdul

Vote Count: 26 Number For: 26 Number Opposed: 0 Number Abstained: 0

Communication and Reports:

Thank you letter from the school (May 10, 2012) for the donation to the volleyball athletic fund.

Old Business:

Use of snack bar proceeds. Tabled discussion until next meeting.

New Business:

Election of Officers for the 2012-2013 school year.

President: Michael Imincharj

Treasurer: Isaac Kantadd

Vice President: Tammie Razedmihand

Secretary: John Writeit

End of Year Banquet: at "The Catch" in Anaheim on Thursday, May 31, 2012, 6:30 pm
142 tickets sold. Space still available. Reservation no later than Friday, May 25.

Awards will be ordered tomorrow, May 16, 2012.

Sign-in sheet attached.

Submitted By:

Secretary: John Writeit Signature: _____ Date: May 21, 2012

Advisor: _____ Signature: _____ Date: _____

Meeting Attendees: See attached sign-in sheet

**APPLICATION, AGREEMENT, AND PERMIT FOR USE OF SCHOOL FACILITIES
PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**

Section 1 of 2

1301 E. Orangethorpe Ave., Placentia, Ca. 92870 Ph. 714-985-8745

Contact Name _____

Today's Date _____

Cell Phone _____

E-Mail Address _____

Sched. ID # _____

\$50.00 Application Fee

☐ Cash ☐ Check

_____ (Office Use Only)

School/District use of all facilities pre-empts all other facility use. Possession or use of all controlled substances including alcohol and tobacco is PROHIBITED in all Placentia-Yorba Linda Unified School District (PYLUSD) facilities. Vehicles must remain in designated parking areas. Non-payment of previous use/service fees may cause this application to be denied. Please complete all information requested below and carefully read SECTIONS 1 and 2 of this application. (Incomplete applications and applications submitted without the appropriate application fee will be returned and may delay the approval of your request.)

Name or Description of Event : _____

Organization Name : _____ User Group Classification : ☐ A ☐ B ☐ C

Website : _____ Are you a 501(c)3 non-profit ☐ Yes ☐ No Tax ID# : _____

Billing Address: _____ City/State : _____ Zip : _____

Billing Contact : _____ Phone : _____ Fax : _____

Application is made by the above User Organization/Individual for the following use:

School Site (One site per application): _____

☐ Stadium ☐ Theater ☐ Gym ☐ Pool ☐ Multi-Purpose Room ☐ Classrooms ☐ Kitchen
☐ See Attached Schedule ☐ Other _____ Notes: _____

DAY	START DATE	END DATE	START TIME	END TIME	NOTES
Mon					
Tues					
Wed					
Thu					
Fri					
Sat					
Sun					

Describe the nature of your proposed activity/event: _____

Please list any special equipment you may need: _____

Please answer ALL of the following questions:

What is the nature of your organization? _____ Booster _____ ASB _____ PTA _____

Are you preparing food or using truck vendors? _____

Will you collect any type of fee or solicit contributions for the activity/event proposed under this application? ____ Yes ____ No

What is the fee for people attending your activity/event? \$ _____ daily/weekly/other (describe) _____

What is the estimated attendance for your activity/event? _____ daily/weekly/other (describe) _____

What will the proceeds be used for? _____

Is the general public invited to attend? ____ Yes ____ No How will you advertise? _____

By my signature on this application, I hereby declare my authority to act as a responsible party for the above named User Organization/Individual. I further acknowledge that I have read and agree to comply with all of the terms and conditions as contained in Section 1 and 2 of this Application, Agreement and Permit for Use of School Facilities as described.

Signature of Authorized Representative: X _____ Date: _____

----- Office Use Only -----

Received by _____ Date _____
Person at site receiving application

District Approved by _____ Date _____
District - Theatre & Facilities Supervisor

Approved by _____ Date _____
Site Administrator

Date of Permit Issued _____

SECTION 2

FEES: Schedule of fees is reviewed annually. All increases reflect changes in costs associated with direct costs of operations, maintenance and utilities. See PYLUSD-Use of Facilities Fee Schedule.

All groups are charged an hourly rate for services provided by Field Attendants, Custodians, Theater Technicians and Food Services personnel. Group classifications determine placement on the fee schedule. Invoices are based on time requested. Applicants are required to provide written notification to school sites and the District office of any cancellation at least ten (10) business days prior to the canceled event. All previous invoices must be paid prior to future use.

Hereinafter the term "Applicant" shall be used in place and instead of the specific name of the "User Organization / Individual" as contained in the above Section 1 of this Application, Agreement, and Permit for Use of School Facilities

PRIMARY USE

1. Use and occupancy of school property shall be primarily for public school purposes. Any authorized use of the property for other than public school purposes shall be subordinate to this primary purpose. No bookings will be made which will interfere with any arranged school function. Although intended to be kept at an absolute minimum, school activities necessitating the use of a school previously reserved for a non-school activity may require the cancellation of a permit.

ELIGIBILITY FOR USE

2. All groups qualifying under the provisions of the Civic Center Act may use school facilities for non-school purposes. They must adhere to the rules and regulations as set forth by the District. In general, the subject matter of such meetings shall pertain to the recreational, educational, scientific, literary, economic, political, artistic or moral interests of the community, or for the discussion of matters of general or public interest. All groups qualifying under provisions of the Civic Center Act are required to comply with applicable city ordinances relating to business and charitable solicitations.
3. Specific restrictions are contained in the laws of the State against the use of school property by subversive groups, for denominational or sectarian purposes, or if the purpose of the meeting is immoral, offensive, or harmful. No group regardless of its character may monopolize the use of school property or interfere with the educational program of the school.

INSURANCE

4. Evidence of continuous valid insurance coverage is to be provided by applicant in an amount no less than \$1 Million per occurrence and coverage shall include bodily injury, personal injury and property damage. An Additional Insured Endorsement from the user group naming the Placentia-Yorba Linda Unified School District as additional covered party must accompany the evidence of General Liability Insurance. The insured's name on the endorsement must exactly match the name of the organization/individual making application for facilities use permit. The endorsement must stipulate a thirty (30)-day written cancellation or reduction in coverage as follows: With respect to the interests of the Entity, this insurance shall not be cancelled, or materially reduced in coverage or limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District. Failure to provide continuous valid insurance coverage at any time during the use of a facility will cause immediate cancellation of the use permit. COPIES AND FACSIMILES ARE NOT ACCEPTED AS EVIDENCE OF INSURANCE.

SAFETY

5. A permit does not necessarily authorize the use of certain District equipment or the use of any student body equipment. Arrangements for the supervision, operation and payment for the use of any special equipment made available shall be made with the school administrator issuing the permit.
6. No structure may be erected or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment be brought thereon unless special approval has been obtained from the school administrator issuing the permit. Any use of school facilities for non-school purposes shall comply with all State and local fire, health and safety laws and regulations.
7. Any recreation and school group using a swimming pool must have a qualified Senior Red Cross Lifeguard who holds a Water Safety Instructor's Certificate present during the use of the facility. A copy of the certificate must be provided with the application for use of the facility.

APPLICATION FORM

8. "Application, Agreement and Permit for Use of School Facilities" form can be obtained from the Facilities Use Site Administrator or the District Office.
9. Deadline - All applications must be made at least fifteen (15) business days in advance of the first date requested. Late applications may be denied. Applications will not be accepted more than 180 days prior to the activity date. Applications submitted prior to July 1st for activities occurring in the subsequent school year will be considered received as of 12:01 A.M., July 1st and will be subject to review for consideration of conflicting school activities.

FEE/RENTAL CHARGE

10. The District's governing board adopts a Cost Usage Fee Schedule annually. Any group that qualifies under the Civic Center Act is charged only for the use of items not included under the Civic Center Act or for services beyond the maximums provided. Others are charged in accordance with Cost Usage Fee Schedule established for such uses.
11. PYLUSD RESERVES THE RIGHT TO REQUIRE PROOF OF APPLICANT'S NON-PROFIT TAX NUMBER PROVIDED FROM THE STATE OF CALIFORNIA FRANCHISE TAX BOARD AND ANY OTHER STATE AND/OR FEDERAL AGENCY TO DETERMINE ELIGIBILITY FOR NON-PROFIT RATES.
12. All fees shall be made payable to: Placentia-Yorba Linda Unified School District. PYLUSD reserves the right to collect payment for facilities use and personnel no later than five (5) business days prior to the anticipated use of facility date. Failure to provide determined fees within time period(s) specified on permit and/or invoice may cause permit for continued use to be revoked and any future requests for use of facility may also be denied.
13. Facility rental rates do not include ushers, stagehands, custodial services, cafeteria personnel or other personnel of a similar nature, utilities, and administrative processing fees. A deposit for minimum/full payment of these services is required no later than five (5) business days prior to initial permitted event date. Any fees incurred that exceed the minimum amounts paid in advance will be invoiced after date of use. Applicant agrees to pay any expenses incurred that were unable to be determined at time of approval of this application, agreement and permit.
14. PYLUSD must receive written cancellation notice three (3) or more business days prior to permitted event date, to avoid full charges. Receipt of written cancellation made less than three (3) days prior to permitted event, will result in charges to the applicant as though facility were used. (Any fee adjustments will be made at the discretion of the PYLUSD).

UNAUTHORIZED USES OF ALL DISTRICT PROPERTY

15. While using district facilities (including accesses thereto, walks, porches, lawns, patios, athletic fields, parking lots or rest room facilities) no person, group or organization may engage in the following activities: nor shall any person, group or organization allow any person or event to engage in the following activities:
 - a. Consumption of alcoholic beverages and/or use of tobacco products.
 - b. Gambling in any form whatsoever (including lotteries).
 - c. Use of narcotics or drugs for purposes other than medical and under the prescription of a duly licensed medical physician or practitioner.
 - d. Fighting, quarreling, abusive language or noise of any kind, which may be offensive to other activities or the neighborhood.
 - e. Any public meeting or entertainment, which discriminates based upon a citizen's race, religious beliefs, color, creed, gender sexual orientation or handicap.
 - f. Uses that could result in picketing, rioting, disturbing the peace, or damage to property.
 - g. The sale of foodstuffs in competition with, or interfering with, school cafeteria operations.
 - h. A meeting of any group where such use of the facility will be in furtherance of any crime or any act, which is prohibited by law.
 - i. Other uses prohibited by law. By signing this Agreement, Applicant affirmatively states and confirms that the district facilities will not be utilized for the commission of any act which is prohibited by law, or for the commission of any crime.

Violation of any of the preceding paragraphs shall be grounds for immediate revocation of the facility use permit. In the event of such a revocation, all persons shall immediately vacate the facilities.

RIGHT OF CANCELLATION

16. The District, at its discretion shall have the right to cancel and terminate a permit immediately and without notice upon its discovery of a violation of any term, condition, or provision of the permit on the part of the permittee. Should any such violation occur, the District, at its discretion, shall have the right to deny any future requests by the permittee for the use of any other facilities.

_____ Initials
 _____ Date

HOLD HARMLESS/INDEMNIFICATION

17. Applicant agrees to defend, indemnify, and hold harmless the Placentia-Yorba Linda Unified School District, its Board of Education and individual members thereof, and all District officers, administrators, employees, agents, and volunteers from and against any and all claims, liabilities, demands, costs, losses, damages, or expenses, including reasonable attorneys' fees and costs, and including but not limited to consequential damages, from any cause whatsoever arising out of, in connection with, resulting from or related to or claimed to be arising out of, in connection with, resulting from or related to any negligent, wrongful, or willful acts or omissions of the Applicant, its officers, administrators, employees, agents or participants, whether such acts or omissions are authorized by this Agreement or not. Applicant shall pay for any and all damages due to the activities of Applicant on District's property. This hold harmless/indemnification provision shall survive the term of this Agreement and is in addition to any other rights or remedies that District may have under law and/or this Agreement. Applicant further agrees to waive all rights of subrogation against the District.

STATEMENT OF INFORMATION

18. Applicant hereby declares to uphold the state and federal constitutions and certifies that applicant does not intend to use school premises to commit unlawful acts.
19. Applicant acknowledges that the Use of Facilities Policy and Regulations for the Placentia-Yorba Linda Unified School District have been made available to said applicant.

GENERAL CONDITIONS.

20. Organizations affiliated and not affiliated with the District may be required to submit to Administrative Services the following prior to utilizing the District's facilities:
21. A list of the names and addresses of their current officers and membership and documentation of their non-profit status, if any.
22. A cleanup deposit may be required equaling the estimated cost of cleanup if the use is to be free and the nature of the activity requires extensive cleanup. Administrative Services will determine the refund-ability of all or part of the deposit.
23. Organizations, which support school activities, will be required to provide evidence of insurance endorsement for meetings and for activities where the members are serving as volunteers in support of a school-sponsored activity. These groups will also be required to provide evidence of insurance endorsement for fund-raising activities at school facilities when these activities are undertaken independently of school sponsorship.
24. PYLUSD reserves the right to have a representative of the District who is employed by the District present on school property whenever an activity is taking place. The designated representative will have the power to enforce applicable rules, regulations and laws and the group shall comply with any directive or order given by the designated representative. Any violations that may occur will be reported to Administrative Services. As a result of any violation, the District may cancel the permit and refuse to accept any further application from the same group.
25. School property will not be available to any activity involving the use of live animals of any type, kind or size, nor is straw, hay or any readily combustible material of a like manner to be used in any activity. This prohibition is due to concerns regarding sanitation and fire hazard (exceptions require prior District approval).
26. When the general public is allowed to park automobiles in school parking lots, they must park in designated areas in such a manner as to allow clear access for emergency vehicles to buildings and fire hydrants. Parking Lot Permits: All permits for the specific use of district parking lots are issued as "Non-exclusive authorization for use of facility. Other public use may be permitted during this same time frame."
27. Juvenile organizations must have adequate adult sponsorship and supervision. Adequate supervision shall be not less than one (1) adult per twenty (20) children.
28. All functions shall close by no later than 11:00 p.m. unless special permission is secured in advance. All premises shall be vacated at the time shown on the application. Deviations or departures from this rule shall be cause for cancellation of all future meetings or functions.
29. When an application is filed and approved, it is considered to be in effect for the period stated on the use application/permit. No use application/permit may be for a period of more than one (1) year.
30. School property must be protected from damage and mistreatment, and ordinary precautions must be maintained. Organizations shall be responsible for the condition in which school facilities and grounds are left. Should school property be damaged or abused beyond normal wear, such damage will be paid for by the group involved and shall be sufficient cause for cancellation of future meetings or functions.
31. No alterations shall be made to any school building, nor shall furniture, pianos or District equipment be moved, except by the assigned custodian.
32. No alterations or additions shall be made to any District facility or grounds without first submitting a written request describing in detail the proposed change and receiving written approval from the District to proceed. If approval is given, it is the responsibility of the organization to return the facility or grounds to its original condition. Failure to do so will result in the District billing the organization for the costs incurred by the District for complete restoration and will be cause for cancellation of future meetings or functions of the organization.
34. All draperies, hangings, curtains, drops and all decorative materials used within or upon the school buildings or grounds shall be made from a nonflammable material or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshall.
35. Applicants must respond to any questions of the Administrative Services staff no later than five (5) business days prior to the desired use in order to avoid denial by PYLUSD.
36. Administrative Services may request that it be furnished with a written discourse, which the organization intends to present during the course of the planned activity. If this material shows in any way the program will be contrary to any law, rule or regulation, the District may deny the proposed use by the organization.
37. PYLUSD reserves the right to deny use of facility for any reason, including but not limited to non-payment or delinquent payment of a prior use or service; mistreatment of facility or personnel; or misconduct of any user, or any user's invited or uninvited guest(s).
38. Any organization, which misrepresents itself when making application for a use permit to gain a group classification resulting in a lower charge than said organization would normally bear, may be subject to the following: a) recalculation of fee at appropriate rate; b) additional administrative costs; c) cancellation of current use permit; and d) denial of future use permits.

_____ Initials
_____ Date

Appendix G**Annual Financial Statement**

School _____ Fiscal Year _____

Club _____ Advisor _____

Cash in the Bank (Beginning): \$ _____

FUND RAISING**INCOME**

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Income	\$	0.00

EXPENDITURES

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Expenditures:	\$	0.00

Cash in the Bank (Ending): \$ **0.00****Assets:**

Cash in Bank – Savings	\$	_____
Petty Cash	\$	_____
Inventory	\$	_____
Equipment	\$	_____
Total Assets	\$	0.00

Liabilities:

Accounts Payable	\$	_____
------------------	----	-------

Ending Fund Balance (Assets minus Liabilities) \$ **0.00**

Signature of Preparer _____ Date _____

Signature is required of Administrator in charge who supports the request for authorization (Administration Regulation 7)

School Administrator _____ Date _____

Appendix G – Sample**Annual Financial Statement**

School Any High School Fiscal Year 2011-2012
Club Any High School Volleyball Booster Club Advisor Herman Smith

Cash in the Bank (Beginning): \$ 939.08

FUND RAISING**INCOME**

Friends & Family	\$	<u>4,825.00</u>
Food Truck Events	\$	<u>2,330.60</u>
Sponsors in Banquet Program	\$	<u>1,128.00</u>
Snack Bar Sales	\$	<u>1,967.24</u>
Car Washes	\$	<u>648.00</u>
	\$	
	\$	
Total Income	\$	<u>10,898.84</u>

EXPENDITURES

Officers' Operating Expenses	\$	<u>84.17</u>
Uniforms	\$	<u>2,676.54</u>
Assistant Coaches - Salaries	\$	<u>3,200.00</u>
Equipment	\$	<u>1,678.65</u>
Awards	\$	<u>847.23</u>
Banquet	\$	<u>2,945.10</u>
Total Expenditures:	\$	<u>11,431.69</u>

Cash in the Bank (Ending): \$ 406.23

Assets:

Cash in Bank – Savings	\$	<u>348.00</u>
Petty Cash	\$	<u>0.00</u>
Inventory – Snack Bar	\$	<u>215.36</u>
Equipment	\$	<u>852.00</u>
Total Assets	\$	<u>1,415.36</u>

Liabilities	\$	<u>0.00</u>
Accounts Payable	\$	<u>0.00</u>

Ending Fund Balance (Assets minus Liabilities) \$ 1,821.59

Signature is required of Administrator in charge who supports the request for authorization
(Administration Regulation 7)

School Administrator _____ Date _____

Booster Club _____

School Year _____

Part I: Revenues

Account Description	Budgeted Revenue
Total:	\$ 0.00

Account Description	Budgeted Expenses
Total:	\$ 0.00

Part III: Ending Balance and Carryover

Difference between total revenues and expenses	0.00
Plus carryover (ending balance) from prior year	
Projected ending balance	\$ 0.00

Submitted By:

Secretary _____ Signature _____ Date _____

Advisor _____ Signature _____ Date _____

Presented on Date _____

Appendix H - Sample**Budget Development Form****Booster Club:** Any High School Volleyball Booster Club**School Year** 2012-2013**Part I: Revenues**

Account Description	Budgeted Revenue
Friends & Families	3,500.00
Snack Bar	1,500.00
Food Truck Events	2,000.00
Car Washes	700.00
Awards Program Advertising	1,400.00
Banquet	2,400.00
Total:	11,500.00

Account Description	Budgeted Expenses
Officers' Operating Expenses	100.00
Uniforms	2,800.00
Assistant Coaches - Salaries	3,200.00
Equipment	1,600.00
Awards	1,000.00
Banquet	2,800.00
Total:	11,500.00

Part III: Ending Balance and Carryover

Difference between total revenues and expenses	0.00
Plus carryover (ending balance) from prior year	754.23
Projected ending balance	754.23

Submitted By:

Secretary: John Writeit

Signature: _____

Date: May 21, 2012

Advisor: _____

Signature: _____

Date: _____

Presented on Date: _____

Appendix I**Monthly Budget Monitoring Form****Booster Club** _____**School Year** _____

Comparison of the Budget to the Actual Revenue and Expenses

Part I: Revenues

Account Description	Budgeted	Received	Over (Under)
Balance Forward			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Totals	0.00	0.00	0.00

Part II: Expenses

Account Description	Budgeted	Expended	Over (Under)
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Totals	0.00	0.00	0.00

Submitted By:

Secretary: _____

Signature: _____

Date: _____

Advisor: _____

Signature: _____

Date: _____

Presented on Date: _____

Appendix I - Sample**Monthly Budget Monitoring Form****Booster Club:** Any High School Volleyball Booster Club**School Year:** 2012- 2013

Comparison of the Budget to the Actual Revenue and Expenses

Part I: Revenues

Account Description	Budgeted	Received	Over (Under)
Balance Forward (2011/12)	754.23	754.23	0.00
Friends & Families	3,500.00	3,985.00	485.00
Snack Bar	1,500.00	624.25	(875.75)
Food Truck Events (3)	2,000.00	795.00	(1,205.00)
Car Washes	700.00	360.00	(340.00)
Awards Program Advertising	1,400.00	0.00	(1,400.00)
Banquet	2,400.00	0.00	(2,400.00)
Totals	12,254.23	6,518.48	(5,735.75)

Part II: Expenses

Account Description	Budgeted	Expended	Over (Under)
Officers' Operating Expenses	100.00	34.63	(65.37)
Uniforms	2,800.00	2,254.56	(545.44)
Assistant Coaches - Salaries	3,200.00	3,200.00	0.00
Equipment	1,600.00	457.29	(1,142.71)
Awards	1,000.00	0.00	(1,000.00)
Banquet	2,800.00	0.00	(2,800.00)
Totals	11,500	5,946.48	(4,942.71)

Submitted By:

Secretary: John Writeit

Signature: _____

Date: October 13, 2012

Advisor: _____

Signature: _____

Date: _____

Presented on Date: _____

Appendix J

Receipt Book Log

School _____ Fiscal Year _____

Club _____ **Advisor** _____

[illegible]

Appendix J - Sample

Receipt Book Log

School Any High School **Fiscal Year** 2012-13

Club Any High School Volleyball Booster Club **Advisor** Herman Smith

[illegible]

SAMPLE

31

Appendix K**Cash Count Form**

School _____ Fiscal Year _____
Club _____ Activity/Event _____
Advisor _____ Date(s) of Activity/Event _____

Denominations	Value	Number of Bills or Coins	Total Amount Collected
Pennies	0.01		0.00
Nickels	0.05		0.00
Dimes	0.10		0.00
Quarters	0.25		0.00
Half dollars	0.50		0.00
Dollar coins	1.00		0.00
Dollar bills	1.00		0.00
Five dollar bills	5.00		0.00
Ten dollar bills	10.00		0.00
Twenty dollar bills	20.00		0.00
Other			0.00
	Total Amount of all cash		0.00
Total Number of Checks	Total Amount of all checks		
	Total of all cash and checks		0.00

Signature of person counting the cash _____ Date _____

Signature of person counting the cash _____ Date _____

Signature of Advisor _____ Date _____

Verified by Treasurer _____ Date _____

Appendix K - Sample**Cash Count Form**

School Any High School **Fiscal Year** 2012-13
Club Any High School Booster Club **Activity/Event** Car Wash – sales day of event
Advisor Herman Smith **Date(s) of Activity/Event** Sat., Oct. 20, 2012, 9 am-2pm

Denominations	Value	Number of Bills or Coins	Total Amount Collected
Pennies	0.01	0	0.00
Nickels	0.05	0	0.00
Dimes	0.10	0	0.00
Quarters	0.25	24	6.00
Half dollars	0.50	0	0.00
Dollar coins	1.00	1	1.00
Dollar bills	1.00	10	10.00
Five dollar bills	5.00	9	45.00
Ten dollar bills	10.00	3	30.00
Twenty dollar bills	20.00	5	100.00
Other		0	0.00
	Total Amount of all cash		192.00
Total Number of Checks	Total Amount of all checks		120.00
	Total of all cash and checks		312.00

Signature of person counting the cash _____ Date _____

Signature of person counting the cash _____ Date _____

Signature of Advisor: _____ Date _____

Verified by Treasurer _____ Date _____

SAMPLE

Appendix L

Ticket Inventory Form

School _____ **Fiscal Year** _____

Club _____ **Activity/Event** _____

Advisor _____ **Date(s) of Activity/Event** _____

[illegible]

Appendix L - Sample

Ticket Inventory Form

School Any High School **Fiscal Year** 2012-13

Club	Activity/Event	Tournament
Any High School Volleyball Booster Club		

Advisor Herman Smith **Date(s) of Activity/Event** Nov. 17, 2012

[illegible]

SAMPLE

Appendix M

Summary Deposit Recap

School _____ **Fiscal Year** _____

Club _____ **Advisor** _____

Date Funds Received	Received from Advisor/Teacher	Receipt Number	Deposit For <i>(Club/Activity)</i>	Amount Receipted
			Total Deposit	0.00

Deposit Prepared by _____

Date _____

Signature _____

Appendix M - Sample

Summary Deposit Recap

School Any High School **Fiscal Year** 2012-13

Club Any High School Booster Club **Advisor** Herman Smith

Date Funds Received	Received from Advisor/Teacher	Receipt Number	Deposit For (Club/Activity)	Amount Receipted
10/20/2012	Herman Smith, Advisor	45112	Car wash 10/20/2012	312.00
			- sales day of event	
			Total Deposit	312.00

Deposit Prepared by _____ Date _____

Appendix N

Missing Receipt Form

School _____ **Fiscal Year** _____
Club _____ **Activity/Event** _____
Advisor _____ **Date(s) of Activity/Event** _____

TO: Treasurer

FROM: _____

SUBJECT: _____
(Missing receipt for)

CHECK NUMBER _____

CHECK DATE _____

I certify that all funds were used for approved business and I am unable to locate or provide the receipt(s) in the amount of: _____

Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Appendix N - Sample

Missing Receipt Form

School Any High School **Fiscal Year** 2012 - 2013
Club Any High School Volleyball Booster Club **Activity/Event** Car Wash
Advisor Herman Smith **Date(s) of Activity/Event** 10/20/2012

TO: Treasurer
FROM: Sylvia Toowet
SUBJECT: Purchase of 3 cases of bottled water
(Missing receipt for)

CHECK NUMBER 2069

CHECK DATE 10/18/2012

I certify that all funds were used for approved business and I am unable to locate or provide the receipt(s) in the amount of: \$16.74

Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

SAMPLE

Appendix O**Bank Reconciliation Worksheet**

School _____ Fiscal Year _____

Club _____ Advisor _____

Name of the Bank _____

Account Number _____

For the Month of _____

A. Ending Balance Per Bank Statement

B. Plus Deposits in Transit

C. Total Deposits in Transit

D. Less Outstanding Checks

Date	Check No.	Amount

E. Total Outstanding Checks

F. Ending Balance (A+C-E)

G. Balance Per Accounting Records

H. Plus Interest

I. Total Interest and Positive
Adjustments

0.00

J. Less Bank Charges

K. Total Bank Charges

0.00

L. Ending Balance (A+C-E) = (G+I-K)

0.00

Reconciliation Prepared By _____

Date _____

Signature _____

Reconciliation Reviewed By _____

Date _____

Signature _____

Appendix O - Sample**Bank Reconciliation Worksheet**School Any High School Fiscal Year 2012-2013Club Any High Scholl Volleyball Booster Club Advisor Herman SmithName of the Bank First UniversalAccount Number 640913For the Month of Sept. 2012

A. Ending Balance Per Bank Statement

1,428.14

B. Plus Deposits in Transit

1,068.00

C. Total Deposits in Transit

1,068.00

D. Less Outstanding Checks

Date	Check No.	Amount
10/15/2012	1052	16.94
10/17/2102	1053	47.31
10/17/2012	1055	109.34

E. Total Outstanding Checks

173.59

F. Ending Balance (A + C - E)

2,322.55

G. Balance Per Accounting Records

2,310.60

H. Plus Interest

11.90

I. Total Interest and Positive Adjustments

11.90

J. Less Bank Charges

0.00

K. Total Bank Charges

0.00

L. Ending Balance (A + C - E)

2,322.55

Reconciliation Prepared By _____

Date _____

Signature _____

Reconciliation Reviewed By _____

Date _____

Signature _____

SAMPLE

Appendix P**Balance Sheet**

School _____ Fiscal Year _____
Club _____ Advisor _____

As of (Month & Year) _____

AssetsCash in Bank - *Checking*Cash in Bank – *Savings*

Petty Cash

Other

Total Assets

0.00

Liabilities

Accounts Payable

Total Liabilities

0.00

Fund Balance**Fund Balance as of:** _____

0.00

Appendix P - Sample**Balance Sheet**

School Any High School **Fiscal Year** 2012-13
Club Any High School Booster Club **Advisor** Herman Smith

As of (Month & Year) October 2012

Assets	
Cash in Bank - <i>Checking</i>	2,244.73
Cash in Bank – <i>Savings</i>	3,698.43
Petty Cash	0.00
Student Store Inventory	0.00
Total Assets	5,943.16

Accounts Payable	792.21
Total Liabilities	792.21

Fund Balance	
Fund Balance as of: November 7, 2012	5,150.95

SAMPLE

Appendix Q

Placentia-Yorba Linda Unified School District

**Request for Approval
Fundraising Event**

School/Site: _____

Proposed Event: _____

Description: _____

Requesting Organization: _____

Proposed Date(s) of Event: _____

Contact Person: _____ Phone _____

Advisor: _____

Location of Proposed Activity: _____

Status of Event (*check one*): New Event _____ Held Previously (Years): _____

Budget Plan for Activity (Attach Description)

Other Background Information (such as other schools or clubs that have held similar events):

Club Representative:

Name Signature Date

Club Advisor:

Name Signature Date

Principal or Designee Action: Approved _____ Not Approved _____

Principal or Designee (name, signature, date):

Name Signature Date

Appendix Q - Sample

Placentia-Yorba Linda Unified School District

Request for Approval Fundraising Event

School/Site: Any High School

Proposed Event: Car Wash

Description: Car wash on a Saturday. Cars washed by students and parents.

Advertise through the volleyball team members and families. Put advertising on school website.

Put large banners on school fences and in parking lots. Pre-sell tickets @ \$6.00 each.

Day of car wash tickets @ \$8.00. Advisor and parents at event.

Requesting Organization: Any High School Volleyball Booster Club

Proposed Date(s) of Event: Saturday, October 20, 2012

Contact Person: Tammie Winall, Vice President Phone 714-555-9999

Advisor: Herman Smith

Location of Proposed Activity: Any High School Circular Drive

Status of Event (*check one*): New Event X Held Previously (Years):

Budget Plan for Activity (Attach Description)

Other Background Information (such as other schools or clubs that have held similar events):

The Track Booster Club has successfully held car washes in the spring for the past 12 years.

We have consulted with them and are using the same strategies.

Club Representative:

Tammie Winall
Name

Signature

5/9/2012
Date

Club Advisor:

<u>Herman Smith</u>	<u></u>	<u>5/11/2012</u>
Name	Signature	Date

Principal or Designee Action: Approved _____ Not Approved _____

Principal or Designee (name, signature, date):

Name _____ Signature _____ Date _____

Appendix R

Fundraising Event Revenue Potential – Expense - Profit Form

School _____ Fiscal Year _____

Club _____ Activity/Event _____

Advisor _____ Date(s) of Activity/Event _____

Part I: Revenue

	Estimated			Actual			Difference	
	Number	Unit Price	Total (# x price)	Number	Unit Price	Total (# x price)	Units	Dollars
Tickets Sold			0.00			0.00	0	0.00
Tickets Sold			0.00			0.00	0	0.00
Item Sold			0.00			0.00	0	0.00
Item Sold			0.00			0.00	0	0.00
Item Sold			0.00			0.00	0	0.00
Other Revenues:								
Advertising								0.00
Other (describe)			0.00			0.00	0	0.00
Other (describe)			0.00			0.00	0	0.00
Total All Revenue			0.00			0.00		0.00
Losses: Items								
Given Away			0.00			0.00	0	0.00
Lost			0.00			0.00	0	0.00
Stolen			0.00			0.00	0	0.00
Damaged/Returned			0.00			0.00	0	0.00
Remaining Unsold			0.00			0.00	0	0.00
Total All Losses	0		0.00	0		0.00	0	0.00
Total Revenue (Revenues – Losses)			0.00			0.00		0.00

Part II: Expenses

	Estimated Cost of Sales			Actual Cost of Sales			Difference	
	Number	Unit Price	Total (# x price)	Number	Unit Price	Total (# x price)	Units	Dollars
Item Sold			0.00			0.00	0	0.00
Item Sold			0.00			0.00	0	0.00
Item Sold			0.00			0.00	0	0.00
Other Expenses:								
Supplies			0.00			0.00	0	0.00
Advertising								0.00
Custodial Overtime								0.00
Fees								0.00
Other (describe)			0.00			0.00	0	0.00
Other (describe)			0.00			0.00	0	0.00
Total Expenses			0.00			0.00		0.00

Part III:

Part III:	Net Profit	Estimated0.00			Actual0.00		+/-0.00	
	Name, Title		Signature	Date	Name, Title		Signature	Date
Prepared by								
Reviewed by								
					Date presented and recorded in the minutes			

Appendix R – Sample 1**Fundraising Event
Revenue Potential - Expense - Profit Form**Complete Estimated columns
and submit with the Request
for Fundraising Event form

School Any High School **Fiscal Year** 2012-13

Club Any High School Volleyball Booster Club **Activity/Event** Car Wash

Advisor Herman Smith **Date(s) of Activity/Event** Sat., Oct. 20, 2012, 9 am-2pm

Part I: Revenue

	Estimated Sales			Actual Sales			Difference	
	Number	Unit Price	Total (# x price)	Number	Unit Price	Total (# x price)	Units	Dollars
Tickets Sold – pre-sale	200	6.00	1,200.00					
Tickets Sold – day of event	100	8.00	800.00					
Item Sold								
Item Sold								
Item Sold								
Other Revenues:								
Advertising								
(describe) – donations			200.00					
(describe)								
Total All Revenue			2,200.00					
Losses Items								
Given Away								
Lost								
Stolen								
Damaged/Returned								
Remaining Unsold								
Total All Losses								
Total Revenue (Revenues – Losses)			2,200.00					

Part II: Expenses

	Estimated Cost of Sales			Actual Cost of Sales			Difference	
	Number	Unit Price	Total (# x price)	Number	Unit Price	Total (# x price)	Units	Dollars
Item Sold								
Item Sold								
Item Sold								
Other Expenses:								
Supplies – sponges, soap, chamois, drinking water			150.00					
Advertising			250.00					
Custodial Overtime – 5 hrs.			262.00					
Fees								
(describe)								
(describe)								
Total Expenses			662.00					

Part III:

Part III:	Net Profit	Estimated		\$538 .00	Actual			
	Name, Title		Signature	Date	Name, Title		Signature	Date
Prepared by	Tammie Winall, V. Pres.			5/9/2012				
Reviewed by								
					Presented and recorded in the minutes			

Appendix R – Sample 2**Fundraising Event
Revenue – Expense - Profit Form**Complete the entire form and
submit with your final report**School** Any High School **Fiscal Year** 2012-13**Club** Any High School Volleyball Booster Club **Activity/Event** Car Wash**Advisor** Herman Smith **Date(s) of Activity/Event** Sat., Oct. 20, 2012, 9 am-2 pm**Part I: Revenue**

	Estimated Sales			Actual Sales			Difference	
	Number	Unit Price	Total (# x price)	Number	Unit Price	Total (# x price)	Units	Dollars
Tickets Sold – pre-sale	100	6.00	600.00	112	6.00	672.00	12	72.00
Tickets Sold – day of event	50	8.00	400.00	39	8.00	312.00	(11)	(88.00)
Item Sold – Cars washed				83				
Item Sold								
Item Sold								
Other Revenues:								
Advertising								
(describe) – donations, tips			100.00			84.00		(16.00)
(describe)								
Total All Revenue			1,100.00			1,068.00		(32.00)
Losses Items								
Given Away								
Lost								
Stolen								
Damaged/Returned								
Remaining Unsold								
Total All Losses								
Total Revenue (Revenues – Losses)			1,100.00			1,068.00		(32.00)

Part II: Expenses

	Estimated Cost of Sales			Actual Cost of Sales			Difference	
	Number	Unit Price	Total (# x price)	Number	Unit Price	Total (# x price)	Units	Dollars
Item Sold								
Item Sold								
Item Sold								
Other Expenses:								
Supplies – sponges, soap, chamois, drinking water			150.00			105.36		(44.64)
Advertising			150.00			146.19		(3.81)
Custodial Overtime – 5 hrs.			262.00			262.00		0.00
Fees								
(describe)								
(describe)								
Total Expenses			562.00			513.55		(48.45)

Part III:

	Net Profit	Estimated	\$538 .00	Actual	\$554.45	+/-	\$16.45
	Name, Title	Signature	Date	Name, Title	Signature	Date	
Prepared by	Tammie Winall, V. Pres.		5/9/2012	Tammie Winall, V. Pres.			
Reviewed by							
Presented and recorded in the minutes							

Appendix R

EXTRA DUTY (LUMP SUM) TIME REPORT

PERIOD COVERED

CERTIFICATED ☐ 005

FROM _____

CLASSIFIED ☐ 006

TO _____

EMPLOYEE # _____

EMPLOYEE _____ LOCATION _____
(LAST) (FIRST)

PSEUDO NUMBER _____ ACCOUNT NUMBER _____

Duty Assignment _____

Board of Education approval date _____. Extra duty not to exceed \$ _____

I certify that I have performed the duty assignment above and for the period indicated as assigned and approved by the Board of Education.

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

91018 11/05

White - Payroll Department

Yellow - Supervisor

Pink - Employee

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT DISTRICT DEPOSIT SUMMARY

School/Dept. _____ Date _____

PSEUDO	ACCOUNT	DESCRIPTION	AMOUNT

TOTAL CHECKS \$ _____

COIN COUNT:

____ x Pennies _____
____ x Nickels _____
____ x Dimes _____
____ x Quarters _____
____ x Halves _____
____ x Dollars _____

Sub Total \$ _____

CURRENCY COUNT

____ x 100s _____
____ x 50s _____
____ x 20s _____
____ x 10s _____
____ x 5s _____
____ x 2s _____
____ x 1s _____

Sub Total \$ _____

TOTAL COUNT \$ _____

TRANSMITTED BY _____

Appendix T

Equipment Inventory

School _____

Fiscal Year _____

Club _____

Advisor _____

List each piece of equipment separately.

Equipment	Description (Make/Model)	Serial Number	Date Purchased	Original Cost	Fair Market Value
Total Value of Inventory					0.00

Prepared By _____

Date _____

Reviewed By _____

Date _____

Appendix T - Sample**Equipment Inventory****School** Any High School **Fiscal Year** 2012-13**Club** Any High School Booster Club **Advisor** Herman Smith

Equipment	Description (Make/Model)	Serial Number	Date Purchased	Original Cost	Fair Market Value
Laptop Computer	Dell, Inspiron Laptop 14"	DG23987T67	4/5/2011	899.99	550.00
Total Value of Inventory					550.00

Prepared By Sandy SpikeDate 8/22/2012Reviewed By Herman SmithDate 9/1/2012

**Placentia-Yorba Linda Unified School District
Gift Form**

Please place on the agenda for Board approval the following gift(s):

Manufacturer: _____

Model # _____ Serial # _____ Estimated Value _____

Condition of Item _____ New ☐ Used ☐

To (School/Department): _____

Budget Number: _____

To Be Used For: _____

Donor: _____

Address: _____

District Approvals*

Principal/Department Head Approval: _____ Date: _____

Technology Approval: _____ Date: _____

Meets District Technology Standards: Yes ☐ No ☐

Assistant Superintendent Approval: _____ Date: _____

***If gift is not approved, statement of disapproval is to be sent to previous level.**

Appendix S

Placentia-Yorba Linda Unified School District Gift Form

Please place on the agenda for Board approval the following gift(s):

\$500.00

Manufacturer: _____

Model # _____ Serial # _____ Estimated Value _____

Condition of Item _____ New ☐ Used ☐

To (School/Department): Any High School

Budget Number: _____

To Be Used For: the purchase of uniforms and equipment for the Any High School Volleyball Teams

Donor: Any High School Volleyball Booster Club

Address: 1000 Any Street, Any City, CA 92800

714-555-1000

District Approvals*

Principal/Department Head Approval: _____ Date: _____

Technology Approval: _____ Date: _____

Meets District Technology Standards: Yes ☐ No ☐

Assistant Superintendent Approval: _____ Date: _____

***If gift is not approved, statement of disapproval is to be sent to previous level.**