Presentation on CVUSD Booster Clubs

March 15, 2023



Purpose

- Provide an overview on booster clubs and parent organizations and their relationship with CVUSD
- Present an overview of the re-authorization process between CVUSD and booster organizations
- Seek input and feedback on potential improvements

Booster Clubs and Parent Organizations

- Booster clubs and parent organizations are formed by parents, community members, and staff members to support school activities (e.g. music groups, athletic teams, debate teams).
- The primary role of a booster club or parent organization is to enrich students' participation in extracurricular school activities.
- Parent organizations and booster clubs are often referred to as "school-connected organizations." Booster clubs and parent organizations:
 - Are legally separate from the district
 - Are not under the legal control of the Superintendent, Board of Education, site administrators, other district staff or students

CA Education Code 51521

"No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards."

- A school-connected organization may not legally operate unless and until it obtains the prior written approval of the district's governing board or its designee.
- Need approval from the governing board in order to raise funds on behalf of the District
- The district governing board should adopt board policies and administrative regulations that booster clubs and parent organizations must follow to operate as a school-connected organization.

Current Process - Orientation

Orientation meeting held at the start of the school year

Information presented:

- Booster Club Handbook Presentation
- Important & required documents/processes for reauthorization
- Facility reservation overview
- General guidance and Q & A

One member of the executive board is required to attend. All members are invited, but Treasurers and Presidents are strongly encouraged to participate.

Reauthorization Packets to be submitted to school by Oct 1st

- Athletics/Activities administrative assistants first reviews for errors
- Athletics/Activities APs reviews and submit to Principal
- Principal approves
- Submit to High School Education for final review no later than November 1st

Key Points:

- Tax ID number
- President's verification of Tax ID
- Executive board contact information
- Annual financial statement
- Annual proposed budget
- Annual audit report
- Proof of booster insurance
- All items on checklists have been addressed in packet



Name of Organization:

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

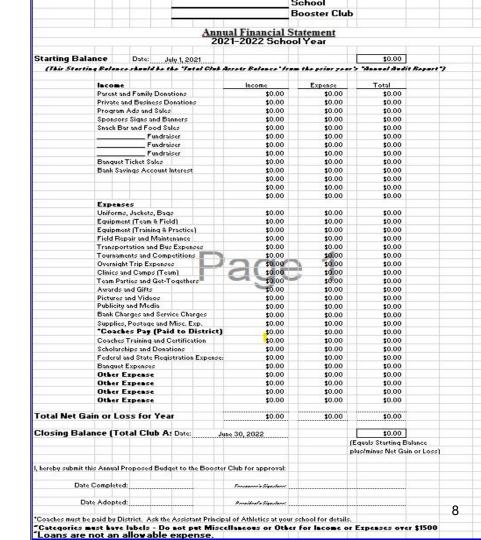
PARENT SUPPORT/BOOSTER ORGANIZATION APPLICATION FOR REAUTHORIZATION – YEAR 2022/2023

No. of students served by club

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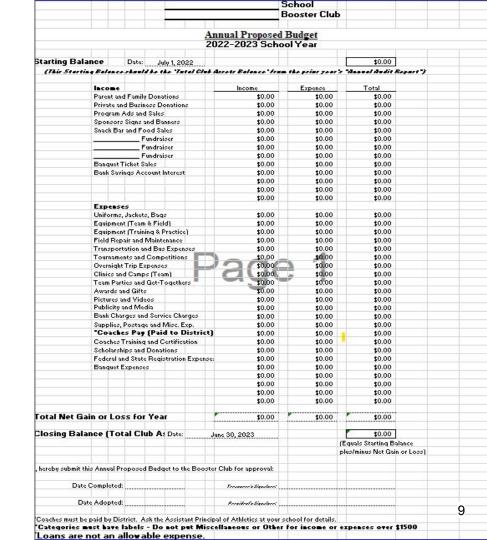
Prior Year Budget Breakdown

- Discloses the actual spending from the prior year of operation.
- Includes income, fundraising and expenses
- The form must have ALL signatures prior to submission



Current Year Proposed Budget Breakdown

- Proposed spending for the upcoming year of operation
- The form must have ALL signatures prior to submission



Prior Year Audit Report

- Form must be completed by a third party auditor
- Amounts and balances must match per the document
- Form must have ALL signatures prior to submission

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Communication and Collaboration

Regular booster meetings provide an opportunity for updates by each booster organization. A time to plan, organize, answer questions, and/or troubleshoot any issues together.

Points of contact at the school sites: Assistant Principals of Athletics or Activities

Boosters contact sites, as needed, with questions such as:

- Calendar dates
- Potential conflicts of events
- Guidance with facilities reservations
- Promoting upcoming events/fundraisers
- Coaching stipends

Role of the district to create consistent structures and supports.

Planned Improvements

- Additional meetings with boosters and school site administrators during the year to provide information, share practices and support transitioning year-to-year
- Frontload the reauthorization forms to incoming booster members in late spring, and providing exemplars to serve as a guide
- Redesign reauthorization process to be more effective and user friendly
- Communicate Fiscal Crisis & Management Assistance Team (FCMAT) "Best Practices Guide" to all booster organizations

Questions?