



FAYETTE COUNTY PUBLIC SCHOOLS



EXTERNAL BOOSTER GROUP GUIDELINES & REQUIREMENTS

Fayette County Public Schools (FCPS) welcomes and appreciates the valuable contribution that external booster organizations provide. As a separate legal entity, each booster organization is responsible for adherence to IRS guidelines, state and federal regulations, district policies, Title IX regulations and the external support/booster organization guidelines in *Redbook*.

All external booster organizations must receive local board approval to establish and lend support, seek assistance, fundraise in the name of the district or school or students or a district or school program.

This document addresses the basic rules and regulations required of ALL external booster/support groups, regardless of size. The school district, with approval of the local board of education, may establish additional guidelines and/or requirements.

If you have any questions, please contact the Principal at your local school.

DEFINITION OF EXTERNAL BOOSTER GROUP:

- Is established by adults/parents to support the school, an associated club, sports team, or activity.
- Is a separate legal entity that has its own Federal Employer Identification Number (F.E.I.N.) issued by the IRS, that
- Has filed with the Kentucky Secretary of State to do business, and
- It operates under the direction of a board or group of officers (President, Secretary, Treasurer, etc.).
- It uses its own bank account.

If a group does NOT satisfy all of the above criteria it is not an external booster group, it is an internal booster group and all financial activities must be handled through a school activity fund account and must comply with the guidelines established by "Redbook".

BOOSTER GROUP REQUIREMENTS:

- Must receive local board approval to establish, lend support, seek assistance or fundraise
- Have a district employee as a sponsor
- Enter into a booster agreement with FCPS. The agreement must be signed annually.
- Obtain and use its own Federal Employer Identification Number (F.E.I.N.).
- Use their own external bank account
- Carry separate general liability insurance.
- Receive local board approval for all school-wide fundraisers **BEFORE** the fundraiser begins.
- Receive the Principal or a designee's approval of all other fundraisers **BEFORE** the fundraiser begins.
- Fundraise for the benefit of the group as a whole.
- Must ensure compliance with Title IX.

ANNUAL REPORTING REQUIREMENTS:

The following documents are due to the Principal at the beginning of the school year or within 30 days of the first transaction of the organization, unless otherwise noted:

1. Current FCPS Booster Agreement
2. Federal Employer Identification Number (F.E.I.N.) – recommend using a W-9
3. Name(s) of the officers (form F-SA-4C)
4. Proof of General Liability Insurance (copy of Declaration Page)
5. Annual Budget (form F-SA-4B)
6. Fundraiser & Crowdfunding Approval Form(s) (F-SA-2A) for all planned fundraisers, and as needed.
7. Annual Financial Report, for fiscal year ending June 30th - **due by July 25th** - this shall contain, at minimum, cash beginning balance, cash ending balance, and revenues and expenditures by category.
8. List of expenditures made by External Booster organization - **due by July 25th** - (Title IX compliance).

PROHIBITED ACTIVITIES:

External Booster groups shall NOT:

- **Assess students or parents for any dues, fees or charges.** However, PTA's can charge dues per member to cover membership fees they have to pay forward to national/state/district chapters;
- Use the F.E.I.N. of the school or district;
- Use the state tax-exempt number of the school or district;
- Request or receive reimbursement from the school for any purchases;
- Permit local board members or district employees to serve the organization as the treasurer or any other officer with check signing authority on the organization's bank account;
- Apply fundraising monies to individual student accounts;
- Require participation in fundraisers;
- Require an amount "donated" in lieu of participation in a fundraiser;
- Allow district employees to order or receive goods, receive funds, deposit funds, pay vendors or disburse funds;
- Pay the fees for any referees or officials of athletic events regulated by KHSAA and counted on the school's record; (*)
- Pay or enhance salaries or stipends for any district employee; (*)
- Create paid positions; (*)
- Reimburse district employees for personal and booster club purchases.

(*) The Booster group may donate to the district/school for these purposes as long as the salaries paid are under the district's salary or stipend schedule.

ADDITIONAL NOTES:

- ✓ An External Booster group is exempt from federal tax, and donations made to the organization are tax-deductible to donors, *only if it obtains its own federal tax exempt status.*
- ✓ Anything purchased by a booster organization for the school, in the name of the school or for the group they group they support, becomes the property of the school district. If the district accepts the item, then the district will be responsible for maintaining and repairing that item.
- ✓ Students may handle funds during a fundraiser conducted by an external support/booster organization.
- ✓ If a fundraiser involves stations (carnival or fall festival, for example), tickets shall be sold at a central ticket book. Patrons purchase tickets from the central ticket booth and remit a ticket at each station.
- ✓ If the external booster group expends the funds directly from their bank account, the accounting and safeguarding of the funds is the responsibility of the external booster organization.
- ✓ External support/booster organization funds remaining on school property must be kept in a secure location which cannot be accessed by any school personnel.
- ✓ The school or district, with approval of the local board of education, may establish additional guidelines/requirements for the external booster organizations.
- ✓ The school district may disassociate with any booster organizations that does not comply with the External Support/Booster Organization section in the Redbook. If the school disassociates with the organization, the booster group shall not use the school name for activities, conduct any fundraising in the name of the school or group within the school and may not use the school facilities to conduct such activities.
- ✓ Treasurers of booster organizations should be bonded.
- ✓ The *recommended* amount of general liability insurance coverage is \$1,000,000.