

**ANNUAL BOOSTER CLUB/PARENT-SUPPORT GROUP
APPLICATION FORM**

School: _____ Date: _____

Name of Booster Club: _____

Mailing Address: _____ Phone: _____

Athletic/Activity Program (in support of): _____

Describe the Booster Club's Mission and Operations (attach additional sheets if necessary)

Leadership (please list the name, title and phone number for each club official/representative)
Please indicate who will be responsible to submit receipts for reimbursement.

Booster Club/Parent-Support Group plans have been discussed with the Head Coach and/or Advisor.
Name of Head Coach/Advisor: _____
Print Name Signature

By signing below, the booster club agrees to familiarize themselves with and abide by all applicable District policies and procedures and Utah Administrative Code.

Official Club Representative: _____ Date: _____

Official Use Only
School Administrator: _____ Date: _____
School Performance Director: _____ Date: _____
District Athletic Compliance Director (if applicable): _____
Date: _____

Booster Clubs & Parent-Support Groups

The following guidelines represent Canyons School District's (CSD) policy regarding the organization and operation of booster clubs and parent-support groups.

- A. Any group organizing with the intent to promote, raise funds or provide support for any athletic or activity program within a school **must** submit an **annual** application to the school's Administrator and the District Athletic Compliance Director (if related to a school athletic program) using the Annual Booster Club/Parent-Support Group Application Form. Refer to the Appendix for a copy of the Annual Booster Club/Parent-Support Group Application Form.
- B. It is recommended that parents who are involved in booster clubs or parent-support groups have a child that participates in the organized sport or activity.
- C. Any booster club or parent-support group using the school's name, mascot/logo, associating itself with the school or participating in a school sponsored event (as defined by Utah Administrative Code R277-113-1) shall follow Canyons School District policy pertaining to:
 - a. Accounting
 - b. Purchasing
 - c. Fundraising
 - d. Overnight Travel
 - e. Drugs and Alcohol
 - f. Personnel Evaluation
 - g. Other Applicable Policies (as specified by District & School Administration)
- D. Booster clubs and parent-support groups must agree that **all** activities and financial transactions (cash receipts and cash disbursements) require school administration approval. All booster club and parent-support group financial transactions must be monitored and tracked through the school's general ledger (this includes fundraising of any kind, concessions and other sales).
- E. All fundraisers must be approved by the school's Administrator, the School Performance Director and the District Athletic Compliance Director (if applicable) prior to the fundraising event, program or activity. Concession sales will be subject to sales tax if the fundraising forms are not completed and on file at the school. Refer to the Fundraising section of this manual for additional information.
- F. Booster clubs and parent-support groups are not permitted to have a bank account separate from the school's main checking account.
- G. Checks written to the school should never be deposited into personal or non-school bank accounts.
- H. Purchases should be made in accordance with school and district policy. All purchases must be approved by the school Administrator. An Internal Purchase Requisition form must be signed by the school's Administrator **before** any purchase is made.
- I. Do not spend any funds until an Internal Purchase Requisition form has been signed by the school's Administrator. Reimbursements will not be made if prior approval was not granted. Internal Purchase Requisition forms are available at the school's main office.
- J. Cash boxes and/or cash registers for fundraising activities are available at the school's main office. No outside cash boxes or registers are to be used. All monies collected needs to be counted and turned into the main office. If an Administrator or Assistant Administrator is at the location where the fundraising event is held, the cash box or register should be given to him/her at that time. Refer to the Cash Box Section in this manual for additional information.
- K. Cash receipts must be submitted to the main office on a **daily** basis. Students are encouraged to submit fundraising proceeds to the main office, not to parents. When turning money into the main office, count the money and have an accounting of the deposited amount. Count checks and cash separately. All coins should be rolled.
- L. Student clothing and equipment is exempt from sales tax if every participant in the program is required to have the clothing. Student clothing and equipment will be waived for those students who qualify for a fee waiver. Spirit clothing is usually not required for participation in an activity and, therefore, is subject to sales tax.
- M. Fundraising proceeds should not be used to purchase spirit clothing for booster parents.
- N. Coaches, advisors, booster clubs and parent-support groups should never use school funds or fundraising proceeds to operate non-school sponsored athletic programs such as private summer or off-season camps/clinics. If a camp, clinic or other event falls within the definition of "school sponsored" then the event shall **not** be considered "private" and shall comply with any and all applicable Canyons School District policy and Utah Code. **Refer to the Camps & Clinics section of this manual for additional information.**