



Principals and Booster Clubs

As a principal you are responsible for ensuring that booster groups follow all District Local and Legal policies and guidelines as well as those set out by the Texas Education Agency and UIL. GE(LOCAL)



Annually, each Booster Club must submit the following to you:

- * Copy of their bylaws
- * Name, address and telephone number of persons authorized to sign legal papers, documents, instruments or checks on behalf of the Booster Club
- * Name, address and telephone number of all current officers
- * Name, address and telephone number of the banking institution(s) where the Booster Club's funds are deposited
- * Schedule and/or calendar of fund-raising activities including location and a brief description



Is a Booster Club allowed to . . .

| | Athletic | Academic | Fine Arts |
|---|----------|----------|-----------|
| Use funds to support camps, clinics, etc.? | NO | YES | YES |
| Have coaches/directors of UIL activity serve in an advisory capacity to boosters? | YES | YES | YES |
| Have coaches/ directors of UIL activities control or have signature authority over boosters' monies in any way? | NO | NO | NO |
| Should Wish-Lists receive prior approval from the principal before submitting to boosters? | YES | YES | YES |
| Is there an "amateur rule" that Boosters must comply with? | YES* | NO* | NO* |

*For more information regarding the differences between these types of booster clubs visit the UIL website at <http://www.uil texas.org/policy/booster-club-guidelines>.



Information contained in this brochure was compiled from TEA, UIL, Plano ISD Legal and Local policies.

Teamwork for Excellence



PLANO
Independent School District

Principals and Booster Clubs (continued)



Booster Clubs are PROHIBITED from using Plano ISD's tax identification Number as the id number for their organization.



DONATIONS:

- If a booster Club makes a monetary donation to the school for a specific item or piece of equipment, they **FIRST** donate the money to the school. **THEN** the school will initiate a purchase order to purchase that item. **ALL** items purchased in this manner become the property of the District.
- Booster Clubs can suggest or recommend how they would like cash donations they give to the school to be spent. However, you are not required to follow their suggestions.



ACTIONS:

- Booster Clubs have no authority to direct any school employee in any of their duties. Additionally, members of the Booster Club may not assume duties that are the responsibility of staff.
- It is the club's responsibility to understand the UIL fund-raising rules and guidelines as well as the District guidelines and policies.
- You have veto power over any action of a school-related club or organization, including use of District facilities.



FUND RAISING:

- Booster Clubs are encouraged to use District-approved fund-raising vendors.
- When the Booster Club organizes, controls, participates in and supervises the fund-raising activity with **NO** District staff member supervision and student participation is secondary, the monies shall be deposited in the Booster Club account.
- If students are the primary participants and the event is organized, controlled and supervised by a District staff member the event is a student activity fund-raiser and proceeds will be deposited in the District's Student/Campus Activity account.
- **DOOR to DOOR** selling by students is prohibited.

*Information compiled by Plano ISD Internal Audit
from TEA, UIL, Plano ISD Legal and Local policies.*

Plano Independent School District

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