



BAINBRIDGE BOOSTER CLUB FUNDRAISING PROPOSAL FORM

The Washington Association of School Business Officials (WASBO) has procedures and guidelines for fundraising by Booster Clubs. The Bainbridge Booster club is using this, in conjunction, with advice from BHS administration, on setting policies and procedures for fundraising for BHS Booster Club members to ensure we are in compliance with laws and regulations of Washington State and the Internal Revenue Service as well as Bainbridge Island School District Policies. The following provides the background guiding these fundraising procedures.

Background

“In order for funds to belong to a Booster Club the entire activity must have been conducted at the direction and/or under the supervision of the Booster Club. This means the Booster Club must be clearly in charge of the activity from the start to finish. To determine if the Booster club directed or supervised the activity, all of the following criteria are used:

- If there was a contract involved, the Booster Club must have signed the contract in accordance with their bylaws. If someone (ie a school district representative) signed the contract, then the activity is not a Booster Activity but becomes a school activity under the direction of the ASB.
- The Booster Club must have been involved in the creation and planning of the activity, as well as the implementation, operation and management of the activity. It **must also**:
 - provide the majority of manpower for the activity through its non-student volunteer members;
 - have a properly structured committee for the activity;
 - provide insurance for the activity and;
 - handle all financial aspects of the activity including product management, sales and security of assets.
- School District employees should be involved only on their own personal (non-staff) time unless the employee's job description requires them to serve in an advisory capacity.
- The activity **must**:
 - have been approved by the Booster Club membership or Executive Board; and
 - be part of the organization's budget
- A facility use permit may be required by the school district, in accordance with district policy.

When students are asked to participate in a Booster fundraiser, it must be clearly advertised that the activity is a Booster Event. Students are discouraged from collecting money for the Booster Club. A contract between the Booster Club and the ASB is advisable when students are asked to work a Booster event, because it clearly defines the responsibility and distribution of the funds.

Source: Washington Association of School Business Officials (WASBO) ASB procedures manual:
http://c.ymcdn.com/sites/www.wasbo.org/resource/resmgr/imported/ASB-Booster_Club_Activity.pdf

Procedure

Based on the above, please follow the steps below for fundraising through the Bainbridge Booster Club:



Step 1: Determine if your fundraiser qualifies as a Booster Club fundraiser. The fundraiser is qualified if it meets the following criteria. Check all that apply:

1. _____ The fundraiser is created, planned, implemented, operated and managed solely by the BHS parent group or booster club. Students, coaches or BISD staff are not the lead planners or organizers of the event. (see RCW and WAC's at <http://www.wasbo.org/associations/5217/files/ActivityCoordinatorsRevised2007.pdf>)
2. _____ Coaches serve in an advisory capacity to the booster club and do not have control or signature authority over booster club funds. Coaches wish-lists for the fundraiser have received prior approval from BHS school administration before submission to the Bainbridge Booster Club.
3. _____ The majority of manpower for the fundraiser will be provided through the booster or parent group non-student volunteer members. If BHS students are asked to participate in the fundraiser, a contract has, or will be made between the Booster Club and the BHS Associated Student Body (ASB) to define responsibility and distribution of funds.
4. _____ BHS Students will not handle any money or financial aspects of the fundraiser. All financial matters will be handled by Booster Parents.
5. _____ If the fundraiser is held on BISD property, the group will pay the facility fees for use of BISD facilities.
6. _____ The Bainbridge High School or Bainbridge Island School District logo, name or representation will not be used, promoted or referenced in the fundraiser.
7. _____ Clear reference will be made that the fundraiser is supporting the Bainbridge Booster Club, and that tax deductions under section 501c(3) of the Internal Revenue Service are through federal tax exempt status of the Bainbridge Booster Club.
8. _____ If vendor contracts are involved, these will be done through the Bainbridge Booster Club. Parents may not personally enter into contracts with vendors or suppliers or do so by themselves on behalf of the Bainbridge Booster Club.

If unsure whether your fundraiser qualifies, contact BISD Assistant Superintendent for Administrative Services : Erin Murphy emurphy@bisd303.org

Step 2: Complete the following Fundraiser Proposal form

Once you have confirmed that your fundraiser qualifies as a Booster Club event, complete the BBC Fundraiser Proposal form on the following page.

Fundraiser Proposal submission options:

- Electronically to BBCOfficer@gmail.com or,
- Mail to Bainbridge Booster Club, PO Box 11705, Bainbridge Island 98110



FUNDRAISER PROPOSAL TO THE BHS BOOSTER CLUB

BHS Team or Club Information	
Team or Club Name:	
Name of Team or Club representative submitting the proposal:	
Contact Email and Phone #:	
Position:	
Date of Proposal:	
Names of 2 Authorized signers on your bank account:	

Fundraiser General Information	
Name of Fundraiser:	
Lead Planner for the Fundraiser and central point of contact for the event.	
Name, Email, Phone # :	
Proposed Date(s) of Fundraiser:	
Fundraiser Goal (\$ amount):	
Have coach wish-lists been approved by BHS Administration?	
Name, Title & Date of approver for coach wish-lists (if applicable).	
Are Vendor contracts involved?	
Are agreements with outside organizations, companies, groups or associations (either for-profit or not-for-profit) involved? If so, specify which ones.	
Intended Use: General description of how the funds raised will be used by the team or club:	

Fundraiser Description

Give a brief description of the fundraiser (include who will be implementing it, how it will be run, who will be working the event, how and where it will be promoted)

Financial Procedures

Give a brief description of how funds will be collected including cash, checks and credit card transactions. Describe who will be collecting funds, cash box procedures, reconciliation and banking procedures. Describe how reimbursements will be made. State if the parent booster club or Bainbridge Booster club will be asked to pay upfront for supplies and/or inventory.

FUNDRAISER APPROVAL

Name of Fundraiser:	
Date request received by BBC:	
Approval given by BBC Booster President (Either : <i>Approved, not approved or need more information</i>)	
Project Number assigned by BBC for tracking:	
Date of BBC Approval:	
Acknowledgement by BHS of Approved Fundraiser: Name and Date	