



Booster Club Procedures Notebook

2017-2018

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I Overview of the Centurion Foundation

The Centurion Foundation (CF) began in 1986 as “The Centurion Club”. In 1987 the name was changed to “The Centurion Alumni Foundation of University City High School.”

Our purpose has always been to support the extracurricular activities of the students at University City High School. (UCHS) Our Mission Statement is:

The Centurion Foundation of UCHS is a non-profit 501(c)3 organization dedicated to supporting the UCHS Departments and Clubs, students and families of our school community. Our primary mission is to enrich our children’s extracurricular activities that are a vital extension of their daily school experience.

We work with the parent booster groups of many of the sports teams at school, as well as the Music Program and Cheer.

Current Board Members – 2016-2017

President	Linda Villalobos
VP – Programs	Marilyn Gallegos
VP-Fundraising	Kurt Meeder
Secretary	Sharon Joe-Hom
Treasurer	Sandra Ramirez
Assistant Treasurer	Netanya Cranford
Grants	Art Samora
Club Liaison	Julie Hicks
Website Director	Dave Lynch
Member at Large	Jemma Samala – Past President

- Our website is <http://uc-centurionfoundation.com>

(The CF website can also be accessed from the UCHS website, under the Parent Tab.)

You will find PayPal donation buttons on our website as well as an email subscription box for newsletters and meeting announcements.

- Our mailing address is 6949 Genesee Avenue, San Diego, CA 92122
- Our profile on the San Diego Foundation website can be found under the Better Giving Section at:

<http://bettergivingsd.guidestar.org/NonprofitProfile.aspx?OrgId=30194>

- Meetings are held at University City High School, usually in the media center.
- Executive Board Meetings – Second Tuesday of each month at the Media Center at 6:00 pm. All are welcome.

Our current parent groups are:

Baseball	Girls Waterpolo
Boys Basketball	Homecoming Game
Boys Beach Volleyball	Journalism
Boys Freshmen Basketball	JROTC
Boys Golf	Lacrosse
Boys Soccer	Music & Band
Boys Tennis	P.E. ACCOUNT
Boys Volleyball	Huszar Scholarship
Boys Waterpolo	Wolfe Scholarship
Cheer Club	Robotics Team
Dance Team	Softball
Field Hockey	Swim and Dive Team
Football	Track and Field
Girls Basketball	UC Pals
Girls Beach Volleyball	UCHS Class of 2017
Girls Golf	UCHS Hall of Fame
Girls Soccer	Uganda Club
Girls Tennis	Wrestling
Girls Volleyball	

- We raise funds for the Centurion Foundation general account. Our current fundraising efforts include direct donations with school registration packets as well as on-line via web page, and hosting fundraiser events such as the Memorial Brick Campaign. Please see the Centurion Foundation website for information about supporting the Centurion Foundation.
- We offer scholarships, specifically the Coach Al Wilson Award, the Centurion Award, and the Lady Centurion Award. Scholarship amounts and availability may change due to budgetary status.
- We offer grants to groups that operate under the Centurion Foundation umbrella. Grants are considered three times a year contingent on availability of funds. Grant dates and grant applications are posted on the Centurion Foundation website.
- We fund awards and trophies coordinated and awarded by the school.
- We sponsored the Optimal Giving Mobile Fundraising Platform for member groups from April 2017-April 2018. This is a fundraising app that groups can use in place of the traditional donation letter.
- Centurion Foundation has operating expenses which include liability insurance and maintaining foundation status.

II Booster Club Structure

The Centurion Foundation is the primary organization that enables parent boosters and community organizations the means to help support the school's athletic and club groups at UCHS. It fills a vital niche that complements that of ASB (for students), EdUCate (for teachers), and the PTSA.

The CF provides the means for groups to:

- Raise funds and operate under a 501(c)3 tax-exempt status.
- Accept tax-deductible donations
- Apply for fundraising opportunities and grants with external organizations as a 501(c)3
- Utilize the CF insurance policy for district facility rentals. Liability insurance is required for use of district facilities
- Accept credit card payments online and at events.

In order for groups to co-op with the Centurion Foundation, each group will have a designated CF liaison. This CF liaison is responsible to read this manual and follow the Fundraising Guidelines below.

- have a minimum of \$100 in the account.
- create an organized, independent account with the Centurion Foundation and protect the 501(c)3 status.
- adhere to district and school guidelines regarding fundraising and other activities.

Each recognized booster group must agree to the following Objectives, Operations and Finances.

Objectives

The purpose of a Booster Club is to promote athletics and clubs at University City High School (UCHS). This includes fundraising, promotion, and general support.

Fundraising. This includes obtaining sponsors, soliciting donations and grants, participating in local revenue generating functions, sales of spirit wear and managing the income and expenses of the fundraising activity.

Promotion. This includes supporting school spirit, advertisement, website updates, good sportsmanship and inclusive attendance at events.

Inclusiveness. To make every activity available to every participant regardless of their ability or willingness to fundraise or donate.

The Booster Club is not a means to obtain Pay-For-Play or to force a personal preference on a team or coach. Any activity suggesting this behavior will be referred to the Centurion Foundation for review and action, which may include termination of the Booster Club

Operations

Organization and Leadership

It is recommended that the Booster Club designate certain parent participants as leaders, or points of contact in various positions. This will improve operability and minimize duplication of effort within the group. The volunteers are considered “sub-committees of the Centurion Foundation” rather than independent Board Members of their group. Examples of positions that each group may consider include:

Centurion Foundation Liaison - to promote two-way communication between CF and their group

Financial Clerk – to manage finances of the group and submit data and monies to the Centurion Foundation Treasurer

Coach Communications Officer/Team Parent– to create a single point of contact for coach, minimizing interaction and duplication of efforts.

Parent Communications Officer/co-Team Parent – to create a one point of contact for parents, generating email updates on a regular basis.

Public Communications Officer – to create one designated person to communicate team status (win, loss, score, important info) to the PTSA Communications Officer for the weekly email. Coordinate with Coach to inform UT of team results.

Event Planner –one person designated to coordinate each event with supporting committee parent participants.

Fundraising – one person to formalize a fundraising plan, with supporting parent committee participants

Academic Liaison – to create one person focused on supporting academic success among participants by identifying those at risk and making improvement opportunities available to those in need.

And others as deemed necessary by the group.

Fundraising Guidelines

Booster Clubs must obtain written permission from school via the Centurion Foundation for any fundraising activity, by completing the **CF Fundraising Request form**. This is available on the Centurion Foundation website at <http://www.uc-centurionfoundation.com> under the “Docs & Forms” tab. This form must be submitted to the Club Liaison of the Centurion Foundation clubsliaison@uc-centurionfoundation.com. She/he then submits it to Marie Byrd, UCHS Parent Liaison to be approved by the Principal. **You cannot begin your fundraising activity or publicize it until the Principal has signed this form and you receive a signed copy of approval from Centurion Foundation.**

An approved copy will be returned to your group via email. A member must keep a copy of the approved form during the fundraising event. Please allow at least **two weeks** for the approval.

Any activity that makes money is a fundraiser and needs an activity approval form. This includes:

- Promotional activities
- events
- selling items
- soliciting for donations (letter must be submitted for approval)
- money made in excess of costs (e.g. charging parents more than the actual cost of the banquet meal. Note that students cannot be charged to attend their awards banquet.)

School Facility Use

If the fundraiser or other event takes place at UCHS, an **UCHS Activities Request and Facilities Reservation** form must be submitted (on blue paper) to the School Administrative Assistant for approval and to be placed on the school calendar.

A **District Rental Request** form is also required for all booster-sponsored events on school property that take place after school hours. This needs to be faxed or emailed to the District Real Estate Management Department. Their fax number and email address is on the form. There may be a small charge for this, to be determined by the District. Centurion Foundation insurance information is on file with the District. Indicate on the Rental Request form that your group is under the Centurion Foundation.

This approval process is necessary to obtain school approval for facility use, identify insurance needs to protect all parties, garner school support and cooperation, and prevent duplication and competition between clubs.

Liability Insurance

CF provides liability insurance for the rental of school facilities. CF can also provide an additional liability insurance rider for rental facilities for fundraisers and banquets. Groups are

responsible for any additional fees. Insurance requests need to be submitted a month in advance with a contract reviewed and approved by the CF President and Treasurer.

Alcohol-related events for adults only have special consideration. Please contact the CF Treasurer or President for more information.

Fundraising Special Considerations

Raffles

California defines a raffle to be a type of lottery in which prizes are awarded to people who pay for a chance to win. Each person enters the game of chance by submitting a detachable coupon or stub from the paper ticket purchased.

- May only be conducted if CF has their raffle permit.
- Should be approved by the school and CF as a fundraiser
- Raffles are not permitted on school grounds, nor can tickets be sold on school grounds
- At least 90% of the gross receipts from the raffle ticket sales must benefit your group. Expenses may not exceed 10% of the funds raised. Thus, 50/50 raffles (50% of ticket-sale revenue is awarded as the prize and 50% of the revenue is retained by the organization) are illegal in California.
- Funds for the raffle must be kept separate from any other fundraiser going on at the same time. Accounting will need to be reported separately to the State of California.
- A Foundation Board Member must be present at your raffle event.
- For more information, please contact the CF Treasurer. The State of California website also has a lot of information on raffles. <https://oag.ca.gov/charities/faq#raffles>

Opportunity Drawings

Opportunity drawings are permissible, so long as there is no requirement to pay for tickets to enter the drawing, and everyone must be allowed to receive a ticket. Once participants are required to pay for a ticket, it is considered a raffle.

Auctions (Silent and Live)

These are permissible.

A Silent auction is bidding on a paper for an item.

A Live auction is openly bidding with an auctioneer.

Overnight Events

During the school season, please contact the school administration for district paperwork.

Out of season events cannot be approved by the school and are NOT covered by CF liability insurance.

CIF Regulations

Booster Clubs must adhere to all CIF regulations, including but not limited to No-Recruitment. It is the Booster Club's responsibility to educate each participant of these regulations and enforce them to act accordingly to prevent loss of Booster Club status.

Uniforms and Spirit Packs

In keeping with the policy of a Free Public Education for all, only certain items can be required to be purchased by a participant in a school-sponsored activity.

These items include, but are not limited to shoes, liners, spankies, jock straps, socks and other items of an intimate nature.

“Spirit Packs” are optional. They often include shorts, shirts, sweatshirts, warm-up pants, jackets, etc. You may not require any student to purchase and wear at practices, events or other team outings.

An athlete may purchase uniforms if they choose to, or they may use one provided by the school, which they will be expected to return upon completion of the season. If an athlete loses their uniform, they may be required to pay for their replacement.

Coaches

Booster groups may choose to raise funds to pay for coaches, however all hiring must be done, and salaries paid, through the UCHS financial office. The boosters will work with UCHS to reimburse the school through the Finance office.

Gifts

In order to receive reimbursement for a gift, a receipt must be submitted. Therefore, CF cannot reimburse for cash gifts, but can for gift cards.

Finances

Booster Clubs are responsible for reporting all monies collected under its auspices.

All cash funds raised should be deposited into the bank within 24 hours. To protect the members of the Booster Club, all monies shall be counted by two (2) people.

Checks need to be either deposited or placed in the Centurion Foundation in-box as soon as possible.

Booster clubs may raise funds using the 501(c)3 status, however it must comply with the rules and regulations as set by the IRS. See irs.gov and oag.ca.gov.

Please see the Appendix for a Sample Letter that has been approved for soliciting support.

III Financial Management

All of the Centurion Foundation's Booster Club Members share one bank account. Your club's funds are kept in a separate Quickbooks "account" that allows us to keep track of all of your transactions. At any time, you may request a copy of your ledger that shows all of those transactions for a specified period of time. It is suggested that you coordinate with the Treasurer on a regular basis.

We require that each club designate one individual as the financial clerk. In some instances you may want to also have an assistant. This person will act as the liaison with the Treasurer of the Centurion Foundation to make sure that deposits are recorded accurately, bills are paid in a timely fashion, and donation letters are sent out to donors for tax purposes. As of 2013, a written acknowledgment to substantiate a charitable donation is only necessary for amounts of \$250 and above.

Procedures for Depositing Funds

Deposits are to be made by each booster representative at Chase Bank, located at 4111 Governor Dr, San Diego CA 92122. Please make checks **payable to UC Centurion Foundation** and include your booster name in the memo line. Please make copies of checks for your records and forward a copy of the deposit receipt to the treasurer via email or Centurion Foundation box at UCHS. Please provide name of the booster account (specify boys or girls) and what the funds are for. (Example: \$500, Boys beach volleyball, deposit for spirit-wear.)

To obtain bank account number, for security reasons, please contact the Foundation Treasurer via email at: treasurer@uc-centurionfoundation.com or the Foundation President at president@uc-centurionfoundation.com

PayPal and Square

PayPal is a convenient way for donors to give money to your organization as a donation, to purchase an item, or to sell tickets to an event, such as a team banquet. All PayPal donations need to go through the Centurion Foundation, and we can furnish your webmaster with a button to place on your website, or on the Centurion Foundation's website.

A Square reader is a device to accept credit card payments via smart phone or iPad. This enables groups to accept credit card payments at events. A Centurion Foundation Board Member needs to be present to operate the Square at your event.

Please note that there are service charges incurred when using PayPal and Square services, which will be charged back to your group.

Donor Acknowledgement Letters

While we encourage all of our booster clubs to individually thank donors for their contributions, only letters from the Centurion Foundation on our letterhead and signed by either the Treasurer or President can serve as valid substantiation of a charitable gift in accordance with IRS rules. Donor acknowledgement letters for tax purposes will be given for donations of **\$250 or more only**. Cancelled checks for amounts less than \$250 should be sufficient for IRS documentation.

We accept in-kind donations of items to the school on behalf of a teacher or department. This allows our donors to claim a charitable contribution to the fullest extent allowable. An official letter will be generated by the Treasurer to the Donor and all District required forms will be filled out by the Centurion Foundation, ensuring that the donated property officially becomes the property of the School District.

Reimbursement of Expenses and Payment of Invoices

The Centurion Foundation also functions as the Accounts Payable Department for our Booster Clubs. This means that we will reimburse Booster parents, coaches, teachers and others authorized to spend for the club for valid expenses submitted on our current CF Expense Reimbursement Form. (See Appendix) This PDF form is available on our website. Please fill out the form, preferably electronically, and forward it and all other documentation, including receipts, invoices, etc. to the Treasurer via email. Supporting documents should be in word or pdf form. You can also leave it in the Centurion Foundation box at UCHS. The Centurion Foundation box will be checked on average once per week. If there is an approaching deadline, please be sure to tell the Treasurer in advance.

Please note, school rules prohibit Centurion Foundation from paying coaches for services. Payment /salaries to coaches are paid by the school.

Receipts along with a Reimbursements Form are required for all reimbursements. It is strongly recommended that one person be designated as the Financial Clerk with the Booster Club, and that all purchases be pre-approved by this person, in addition to funneling all reimbursements through this Financial Clerk.

Federal and State Tax returns

At any time you may ask to receive a copy of the Foundation's federal and state tax returns, Form 990 and Form 199 respectively. CF Tax ID number will be provided to the club liaison and can be requested from the CF Treasurer.