



ASSOCIATED STUDENT BODIES (ASB) CLUBS & ACTIVITIES

DISTRICT PROCEDURAL MANUAL



Last Revised: March 2022

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PARENT GROUPS

Information for PTA | PTO | Booster Clubs

Click the links below to view the district's board policy and procedure in its entirety.



[4120 SCHOOL-SUPPORT ORGANIZATIONS](#)
[4120P SCHOOL-SUPPORT ORGANIZATIONS](#)

If you have any questions about the information contained in this document, please contact your school's secretary/ASB Secretary.

PARENT GROUPS



PTA/PTO

Information included in this section is per WASBO's ASB Procedural Manual

A PTA or PTO is not a “school-related organization.” Each PTA and PTO is a local, selfgoverning, nonprofit (and usually, tax-exempt) membership association with their own set of bylaws, elected officers and membership.

Parent support groups such as PTA/PTSA and PTO, in cooperation with the school administrative staff, are very helpful, needed, and can be an enriching component to the school climate. Encouragement to involve parents comes from the local school board and the superintendent. Their volunteer involvement provides added resources for both students and staff.



PTA/PTO

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If the PTA or PTO holds a fundraising activity at a school, on or off school district property, or involving students, and is conducted at the direction or under the supervision of the PTA or PTO, the money belongs to the PTA or PTO. See the Washington State PTA publication, *PTA and the Law*, for further clarification.



DONATIONS

PTAs and PTOs making a donation to a school should contact the building Principal or Assistant Principal to determine district policies and guidelines governing donations. Per School Board Policy, donations exceeding \$5,000 must be approved by the board.



USE OF DISTRICT COPIERS

The use of district copiers by a PTA or PTO organization shall be reimbursed back to the District at the rate posted on the annual fee schedule (per copy charge).



REQUEST TO DISTRIBUTE MATERIALS

Our district cooperates with approved community partners by posting eflyers online and distributing them electronically through our service provider, **Peachjar**. As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we have transitioned from paper to electronic flyer delivery.

For more information on the criteria for district distributed materials, please visit our website at: https://www.pullmanschools.org/community/peachjar_request_to_distribute_materials

PROCEDURES

In order for these funds to belong to the PTA, the entire activity must have been conducted at the direction and/or supervision of the PTA. This means that the PTA must be clearly in charge of the activity, including advertising the activity. To determine if the PTA directed or supervised the activity, all of the following criteria are used:

1. If there was a contract involved, the PTA must have signed the contract in accordance with their bylaws. If someone else (i.e., a school district representative) signed the contract, then the activity is not a PTA/PTO activity.
2. The PTA or PTO 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 volunteer members;
 - have a properly structured committee for the activity; and
 - provide insurance for the activity.
3. 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.
4. The activity must follow PTA or PTO guidelines which may include:
 - approval by the PTA or PTO membership or Executive board; and
 - being a part of their budget.
5. A facility use permit may be required by the school district, in accordance with district policy.
6. Monies collected from the fundraising activity are not to be counted by school district employees, held in a district facility or school safe, or be deposited into a district bank account. Instead, money is to be counted by the designated PTA/PTO representative in accordance with its rules. It must be deposited into a separate bank account which is operated solely by the PTA or PTO.
7. When students are asked to participate in a PTA or PTO fundraiser, it must be clearly advertised that the activity is a PTA or PTO event. Students are discouraged from collecting money for the PTA or PTO. A contract between the PTA or PTO and the ASB is advisable when students are asked to work a PTA or PTO event, because it clearly defines the responsibility and distribution of the funds. If a majority of the work or sales is performed by students, or the event could not be successful without student participation, then it becomes an ASB event.
8. By Washington State PTA rules, local PTA chapters are not allowed to sponsor student athletic contests.

If the activity does not meet the above criteria, then it is not a PTA or PTO activity and the money raised at the activity does not belong to the PTA or the PTO.

PARENT GROUPS



BOOSTER CLUBS

Information included in this section is per WASBO's ASB Procedural Manual

Like PTA's and PTO's Parent Booster Clubs are separate entities from the school and school district. Although these groups are not governed by the school district, they must follow certain local school district policies and procedures especially when renting district facilities, gifting donations, or involving student groups.

Booster Clubs generally support and supplement the athletic and music programs of a specific school although they can also support other school activities. Encouragement to involve parents in these school activities comes from the local school board and the superintendent. This volunteer involvement provides added resources for both students and staff.



BOOSTER CLUBS

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It is recommended that they become a 501 (C) 3 non-profit organization and maintain clear communications with the building principal or assistant principal (or their designee) regarding their activities. In many districts, Booster Clubs are officially recognized by the local school board. They must carry liability insurance for their activities, particularly when renting district facilities. Additional special insurance may also be required if the Booster Club sponsors athletic events.



DONATIONS

To legally solicit donations or fundraise, Booster Clubs must register with the Secretary of State as a non-profit corporation as well as a charitable organization. Booster Clubs usually have elected officers, membership, and pass an annual budget. They are subject to their Articles of Incorporation and Bylaws. Booster groups wishing to make a donation of either goods or money to a school should contact the building Principal or Assistant Principal to determine district policies and guidelines governing donations. All donations of money or items exceeding a value of \$5,000 must be approved by the school board.

Booster Clubs need to be aware of the equity issues when donating money and/or equipment to the school's athletic teams. Title IX issues for equity comes into play when donations favor one segment of athletics over another, e.g., boys' over girls' sports. It is recommended that any Title IX questions be directed to the district's Assistant Superintendent.

[FACT SHEET: Paying for the Playing Field - Booster Clubs, Funding School Sports and Title IX](#)

Additional information on Title IX can be found by contacting the Office of Superintendent of Public Instruction (OSPI) website: <http://www.k12.wa.us/equity>



BOOSTER CLUBS

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PHS BOOSTER GRANT REQUESTS

The PHS Booster Committee is pleased to offer Team/Group/Club Grants in amounts up to \$1,750.00. The intent of the Booster Grant Program is to provide funds for equipment which will help teams, groups and clubs be more competitive, to partially fund extra travel to competitions and gatherings, or to fund activities which benefit large portions of the PHS student population.

Proposals with specific justifications and precise cost estimations as well as proposals from teams, groups and clubs who have assisted in Booster fund raising activities (Booster Meetings, Auction, Concessions, Christmas Tree Sales, etc.) will have priority.

For more information about Booster Grants and to apply for a Booster Grant, complete the online grant request form that is available at the link below:

<http://pullmanhighboosters.org/grant-request-form>



PROCEDURES

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 that the Booster Club must be clearly in charge of the activity from start to finish. To determine if the Booster Club directed or supervised the activity, all of the following criteria are used:

1. If there was a contract involved, the Booster Club must have signed the contract in accordance with their bylaws. If someone else (i.e., 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.
2. 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:
 - o provide the majority of manpower for the activity through its non-student volunteer members;
 - o have a properly structured committee for the activity;
 - o provide insurance for the activity and;
 - o handle all financial aspects of the activity including: product management, sales, and security of assets.
3. 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.
4. The activity must:
 - o have been approved by the Booster Club membership or Executive board; and
 - o be part of the organization's budget.
5. 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

EQUIPMENT AND SUPPLIES

Equipment and supplies provided by building's ASB budget or district

- Sport specific and safety equipment (i.e. bats, helmets)
- Uniforms (practice/game) provided by Booster Club on a calendar rotation basis
- Rain gear/warm-ups provided by Booster Club on a calendar rotation basis
- Shoes provided by individual students

Activity expenditures must be approved by the Pullman School District Title IX officer.

Under state and federal law, the overall benefits and treatment of athletic programs for girls and boys must be equitable. All interscholastic, club, or intramural athletics operated, sponsored, or provided by the school district must provide similar benefits, opportunities, and treatment to female and male students. Contact the school principal or Title IX coordinator to address concerns or disagreements about equity in athletic programs.

FUNDRAISING (ASB)



FUNDRAISING PROCEDURES

WASHINGTON ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

WASBO ASB PROCEDURES MANUAL 2020

(WASHINGTON ASSOCIATION OF SCHOOL BUSINESS OFFICIALS)

Pullman School District's fundraising procedures are in alignment with WASBO's Fundraising procedures. Parent groups can click the link below to the WASBO ASB Procedures Manual that outlines the fundraising procedures that are necessary to ensure accounting controls in accordance with Generally Accepted Accounting Principles and a good internal control system. For more information, please contact the secretary/ASB secretary at each school.

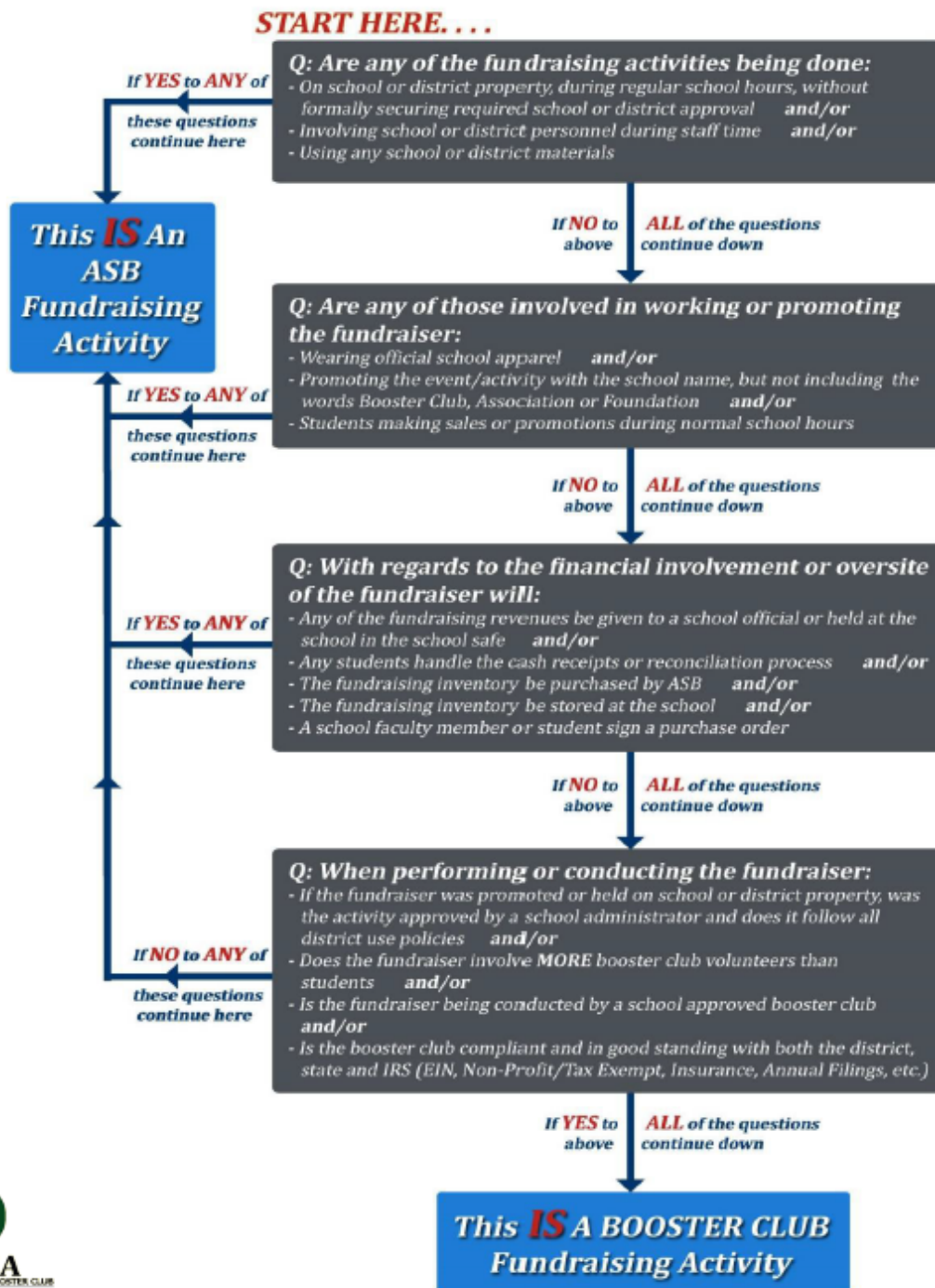
It is required that parent groups contact the school's building principal prior to organizing any fundraiser. All fundraisers need to be preapproved by the Board of Directors.

[WASBO ASB Procedures Manual - Fundraising](#) - Last Revised September 2020

INDIVIDUAL FUNDRAISING ACCOUNTS

Booster clubs cannot require members or students to fundraise or raise a certain amount. If a member or student chooses not to participate in the fundraiser, that person still receives an equal benefit from the revenues generated. Additionally, booster clubs cannot use individual fundraising accounts (IFA's) to credit an individual for funds raised. Fundraising is an opportunity to generate revenue for the booster club as a group, not individual. For more information, please visit: <https://wsbca.org/about-individual-fundraising-accounts/>

Qualifications to determine when a Fundraiser is an ASB or a Booster Club activity



Other resources:

WIAA

[Booster Club vs. ASB Fundraising Guidance](#)

Washington State
Booster Club
Association

<http://www.wsbca.org>

Internet Nonprofit
Center

Information for and
about nonprofits

<http://www.nonprofitcenters.org>

Internal Revenue
Service

See form 1023 for
application, and 990 to
report income/expenses

<http://www.irs.gov>

Secretary of State

Washington State laws
(WAC/RCWs)

regarding charitable
solicitations and trusts.

<http://www.secstate.wa.gov/charities>

The image features a central olive-green banner with the text 'OUTSIDE FUNDING SOURCES' in white, bold, sans-serif font. On either side of the banner are stacks of silver coins, with one coin lying flat in the foreground on the right.

OUTSIDE FUNDING SOURCES

PARENT GROUPS & BOOSTER CLUBS

Outside sources of funding and donations are acceptable, so long as they **do not result in disparities between the male and female athletic programs**. If a donation results in an inequity along gender lines, the school must correct the inequity, using its own funds if needed. Budget for boys' and girls' teams do not have to be equal, but the opportunities, benefits, and treatment provided **must be equal in effect**. Activity expenditures must be approved by the Pullman School District Title IX officer.

A donor or booster club may be adamant that donations go to a particular team. However, a school must understand that accepting a particular donation, schools are obligated to ensure that it does not result in a disparity. Making sure that donors and booster clubs are aware of this obligation is key, and might involve taking proactive steps such as:

- Developing and distributing policies and procedures for athletic fundraising and fundraisers.
- Developing and distributing procedures and forms to request and report donations. This allows for better school and district oversight and avoids donations going directly to individual coaches or teams.
- Establishing an inclusive, school-wide sports booster club policy and procedure, e.g. all donations go into one fund, with the athletic director in control of any distributions from there.
- Establishing a booster club advisory committee comprised of booster club members, parents, coaches, and athletic director(s) to encourage communication and collaboration.
- Developing a consistent system for tracking booster club donations.
- Providing ongoing training for all coaching staff in the areas of equal opportunity in fundraising and donations, as well as in federal and state nondiscrimination laws.

RESOURCES FOR PARENT GROUPS

PTA/PTO/BOOSTER CLUBS



PeachJar - eFlyer Distribution for Pullman Public Schools

Our district cooperates with approved community partners by posting eflyers online and distributing them electronically through our service provider, Peachjar. For more information on the criteria for district distributed materials, please visit our website at:

https://www.pullmanschools.org/community/peachjar_request_to_distribute_materials

Washington State PTA- Every child. One voice

We are people of all ages improving the education, safety, and health of children. Join us in building a better world for children.

<http://www.wastatepta.org/>

Washington State Booster Club

Providing Booster Club - Guidance, Education, Training & Support

<https://wsbca.org/>

Washington Association of School Business Officials

Check for ASB rules

<http://www.wasbo.org/>

Washington Interscholastic Activities Association

Check for athletic and activities rules

<http://www.wiaa.com/>

OSPI Equity & Civil Rights Resources

Equity and Civil Rights ensures that each student has equal access to public education without discrimination.

<https://www.k12.wa.us/policy-funding/equity-and-civil-rights>

TITLE IX RESOURCES

OSPI RESOURCES FOR SCHOOL DISTRICTS

For more information on Civil Rights in Washington Schools, please visit:

<https://www.k12.wa.us/policy-funding/equity-and-civil-rights/resources-school-districts-civil-rights-washington-schools>

Information, resource, & FAQ topics as related to school clubs & activities include:

- [Gender-Inclusive Schools](#)
- [Interpretation and Translation](#)
- [Sex Equity in Athletics](#)
- [Equity in School Athletic Programs](#)

Nondiscrimination Statement

School districts must include a nondiscrimination statement in any publication that is disseminated on an annual or periodic basis to all students, parents, participants, applicants, employees, or stakeholders. This includes district publications as well as building publications.

Some examples include:

- Announcements
- Flyers and brochures
- Course catalogs
- Employment application forms and recruitment materials
- Staff and student handbooks
- School newsletters
- School calendars
- District web site

Routine letters or daily announcements do not need to include the statement, although a school may choose to include the statement on these publications.

