

Laguna Creek High School Cardinal Boosters

Coaches/Advisors Packet 2019-2020

Laguna Creek High School Cardinal Boosters Purpose

- To support to all student body activity programs at LCHS by encouraging school spirit, citizenship, academic excellence and physical growth through competition.
- To encourage and support good sportsmanship among students and adults at all LCHS activities.
- To encourage and promote good relationships between LCHS and other schools with which LCHS may engage in extracurricular and academic activities.

What the Cardinal Boosters Provides:

The LCHS Cardical Boosters (LCHSB) provides an avenue for parents to support their students, coaches, group leaders and the school. Groups operate as one of two types of groups - an *affiliate group* or *subgroup* under the umbrella of the boosters.

To manage the wide variety of student activities at Laguna Creek High School, LCHSB operates as the primary umbrella organization to provide the following to each registered affiliate group:

1. Liability Insurance for approved Booster Club Fundraising Events.
2. Federal Non-Profit Tax Identification
3. Non-Profit Corporation (Incorporated in the State of California)
4. Bank Account
5. Accounting system for tracking all deposits and withdrawals submitted by the LCHSB affiliate groups.

How Do Funds Get Deposited into a Group Booster Account?

Fundraising is a key component of the LCHSB. There are two main types of fundraising activities: those run by the LCHSB and those run by a affiliate or sub groups.

1. **LCHSB run event** (i.e. fireworks, etc.) - Funds collected are deposited into the LCHSB General Fund and then distributed into group sub accounts in accordance to the fundraising guidelines established prior to the event.
2. **Group run event** - Funds collected are deposited in the LCHSB bank account directly under that group's sub account.

How Does a Group Attain Approval for a Fundraising Event?

It is important that each fundraising activity attain approval by both the LCHS and LCHSB PRIOR to any fundraising activity. Approval should be attained in the following order:

1. LCHS - The ASB Fundraiser Authorization Request Form, which is located in the Front Office Mail Room, should be completed FIRST. This form must be signed by the principal and run through the ASB approval process. A copy must be submitted with your LCHSB Fundraiser Request

Form.

2. LCHSB - Complete the LCHSB "Fundraising Request Form". Fundraising forms can be submitted to your LCHSB Board Director, the LCHSB Board at a Board Meeting, or by placing the form in the LCHSB mailbox in the school office. Please be sure to give your group enough time to get LCHSB approval. All events must be approved no less than 30 days **PRIOR** to the start of an event.

Please note: Fundraisers cannot begin until the following steps have occurred:

1. Completed form turned into to LCHSB at **least 30 days** prior to fundraiser
2. Fundraiser must be confirmed to meet the requirements of our non-profit status
3. Fundraising events are calendared on the School's Master Calendar

All LCHSB sponsored events must have these forms submitted and any flyers or advertisements must include the words "**LC Cardinal Booster Sponsored Event/ [your group's name]**" and "**This is not an Elk Grove Unified School District sponsored program and EGUSD accepts no liability or responsibility for this program/activity**". Forms will be found on the LCHSB website. It is important that these procedures are followed in order to ensure the school and the booster club know what activities are happening. This will also allow your event to be covered under the LCHSB liability insurance. See the "LCHSB Boosters Fundraising Guidelines" below for details.

What is the Difference Between a Booster-Sponsored Event and an ASB Event and Their Funds?

ASSOCIATED STUDENT BODY (ASB)

ASB is the primary account for all school clubs and sports. Any club doing fundraising or an activity working to gain funds and the expenditure of those funds are processed through the ASB account. ASB activities are those sponsorships that function during regular school hours including one-half hour before and after the regular school hours. Also, any activity that occurs after regular school hours that are considered a school function (i.e. dances, games, in-season tournaments) is considered an ASB event that raised ASB funds. ASB funds are considered public money and must be processed through the establish ASB account and benefit the students of the school as prescribed by law. They cannot be co-mingled with any other account.

LCHSB

Booster funds are monies raised by authorized LCHSB activities and supported by the adult volunteer members of the LCHSB . These are private funds of a non-profit corporation and are not allowed to be combined with other accounts. LCHSB sponsored events can be held anytime. If events are held during school hours or soliciting during school hours on campus, the Booster Club must have the approval of the local School Board. However, Booster Club events held before or after the normal school hours are considered acceptable and students may participate in those events and funds are still considered LCHSB Funds. LCHSB funds can be used to reimburse an ASB account for support of expenditures paid by the school.

LCHSB is self-standing Non-profit organization that carries proper liability insurance. The LCHSB puts the liability of operations on the organization and not the individuals or Board Members. Being a federally established non-profit status provides the LCHSB the ability to operate as a

non-profit business under a corporate status. The LCHSB operates autonomously from the school and student body. However, the LCHSB operates in cooperation with school policies and their administration to support the school activities.

Can LC Cardinals Booster Club Pay Stipends to Coaches and Assistants?

No. LCHSB has agreed not to pay any form of stipend to any person affiliated with a LCHSB group, sport, or club. However, the LCHSB can designate funds back to the ASB for the sole purpose of paying a stipend. A check in the designated amount will be drafted directly to ASB from the affiliate or sub group and will serve as a donation to the ASB for the sole purpose of paying a stipend. The ASB will process the stipend request as determined by the guiding practices of the EGUSD.

Can The LC Cardinals Booster Club Sponsor an "In-Season" Tournament?

No, the LC Cardinals Booster Club cannot host or support tournaments that coincide with the sport's season. If a club or sport wishes to sponsor a 'tournament', it must run through ASB. All venues at a tournament typical of a regular season game will be conducted the same way as a game.

LCHSB can support spirit wear sales and vendor supported snack sales (premade – pre-purchased food items sold by a vendor carrying their own health department certificate)

LCHSB Boosters Fundraising Guidelines

1. All clubs and teams have a right to generate revenue with the approval of the school.
2. **Spirit Wear:** If an LCHSB group chose to include spirit wear in their fundraising efforts, spirit wear must carry a logo that displays their group's identity. The school retains the right to sell the "classic" look spirit wear which is more generic and covers the entire student/parent population. LCHS will chose their items and create their catalog for display on the school's web page. After the "line" has been set, all groups are asked to refrain from duplicating the efforts of the ASB, but create their selections based on what would appeal to their particular group or sport. All spirit wear must be in good taste and display LCHS in a manner conducive to the school's dress code. The administration reserves the right to prevent the sale of spirit wear that does not meet a standard of decency.
3. **Fundraising:** All non-ASB fundraising must -get **prior approval** from the LCHSB through its established practices. After the LCHSB approves fundraisers they will be placed on the calendar. This ensures that a group does not inadvertently encroach on another group's fundraising efforts or saturate the fundraising calendar.

A group's fundraising should not compete with ASB events. Careful consideration with calendaring needs to be given when selecting events. **All LCHSB Fundraisers must be approved by the LC Cardinals Booster Club Board no less than 30 days prior to the fundraiser.**

4. **Merchandise Sales:** Clubs and organizations should only sell at events where they are directly involved or invited to participate. Some events, like football games, involve multiple groups (football, band, cheerleading) and so all three groups would have an equal footing to fundraise at these events.
5. **Large Scale Fundraising:** There are some fundraising programs like Fireworks Sales that are so big that they need to be coordinated across multiple groups who want to participate in the

promotion. The LCHSB board will determine if a particular fundraising scheme is large enough to warrant this level of coordination, and they will help to ensure that this process is fair and equitable for all interested groups.

6. **Accounting Procedures:** All groups must follow standard accounting practices when dealing with funds raised or collected, and all groups are subject to an outside audit. All fundraising events must be included in a group's budget and yearlong plan. When a fundraising event is added to a group after they have already submitted their yearly budget, the group must submit a revised budget to the LCHSB prior to beginning any activity.

Laguna Creek Cardinals Boosters Group Procedures

It is important that each authorized person, LCHSB Affiliate, or LCHSB Sub-group follow these procedures. This helps the LCHSB comply with school policies, its By- Laws, legal requirements, and insurance coverage. **Any group that does not comply with these procedures may have their funds 'frozen' until the group complies with the bylaws and procedures of the LCHSB or removed as an authorized LCHSB group.**

AUTHORIZED LCHSB GROUPS

An authorized LCHSB group is one that has filed a "Booster Account Request Form" for the current school year. Forms are valid from Aug 1 to July 30 of any given school year. This form establishes the requirement for a LCHSB financial tracking account to be setup, and provides the names and signatures of those who are the authorized persons that are responsible for fund withdrawals from that account. Funds will be frozen until proper forms are submitted each year.

The LCHSB supports two different levels of groups: *Affiliate Groups* and *Sub-Groups* as defined by our Bylaws.

Each Affiliate Group will:

1. Be represented by a liaison of the LCHSB Board who serves in a Director position.
2. Send a representative to a mandatory meeting scheduled at the beginning of each school year that will review rules, coordinate schedules, and set review LCHSB goals.
3. Provide the LCHSB an account registration form updated yearly.
4. Provide the LCHSB a copy of yearly goals and budget that support the objective and purpose of this organization by September 15th of each school year. Funds cannot be distributed without an approved budget.
5. Be assessed an administrative fee of \$1.00 per player/participant as of the first day of the previous season. (i.e. Men's Basketball = 10 players x \$1.00 per player/member = \$10.00 yearly administrative fee). Fees must be paid prior to any expenditure distribution.
6. Be provided liability insurance for all activities that meet the requirements of liability of the LCHSB .

7. Be responsible for the management, distribution of funds, and accountability of all fundraising activities performed by the affiliate as determined by their yearly budget and directed by the procedures established for the LCHSB .
8. Submit an ASB Fundraiser Authorization Request Form attached to the LCHSB Fundraising Request Form for each fundraiser where funds will be deposited into the affiliate account (for scheduling and insurances purposes only) no less than 30 days prior to any fundraiser or event.
9. Agree to the terms and conditions set forth by these bylaws without exception. Affiliate Groups that do not comply will have their assets frozen until the Board deems them in compliance by a quorum vote of LCHSB Board members.

B. Sub-Group

Each Sub - Group will:

1. Be represented by a liaison of the LCHSB Board who serves in a Director position.
2. Send a representative to a mandatory meeting scheduled at the beginning of each school year that will review rules, coordinate schedules, and review Booster goals.
3. Provide the LCHSB an Account Registration Form updated yearly.
4. Provide the LCHSB a copy of yearly goals and budget that support the objective and purpose of this organization by September 15th of each school year. Funds cannot be distributed without an approved budget.
5. Be assessed an administrative fee of \$1.00 per player/participant as of the first day of the previous season. (i.e. Men's Basketball = 10 players x \$1.00 per player/member = \$10.00 yearly administrative fee). Fees must be paid prior to any expenditure distribution.
6. Be provided liability insurance for all activities that meet the requirements of liability of the LCHSB .
7. Be responsible for the management, distribution of funds, and accountability of all fundraising activities performed by the affiliate as determined by their yearly budget and directed by the procedures established for this organization.
8. Submit an ASB Fundraiser Authorization Request Form attached to the LCHSB Fundraising Request Form for each fundraiser where funds will be deposited into the affiliate account (for scheduling and insurances purposes only) no less than 30 days prior to any fundraiser or event.
9. Provide a copy of updated Sub-Group policies and procedures, including officer names and a copy of the group's bank signature card to the LCHSB no later than September 15th of each school year.*

10. Provide the LCHSB Controller a monthly transaction statement of all deposits and expenditures prior to the monthly Booster Meeting.
11. Provide an annual report in preparation for the LCHSB Tax filing no later than January 15th of the school year.
12. Be provided access to a LCHSB checking account under the 501.(c)(3) Tax Identification number of the LCHSB after Board determines that all financial conditions have been met in accordance with IRS accounting procedures. Accounts will be re-approved each year at the meeting directly following the submission of all of the required documents mentioned above.
13. Agree to the terms and conditions set forth by these bylaws without exception. Sub- Groups that do not comply will have their assets frozen until the Board deems them in compliance by a quorum vote of LCHSB Board members.

Group Representation at LCHSB Board Meetings

1. Meeting Representative Requirement

- a. All groups at Laguna Creek High School will be represented by a member of the LCHSB Executive Board. By the September Annual LCHSB Meeting, all affiliate and sub-groups will be assigned a Director Representative who can act on your behalf if you are unable to attend any meeting. This director will act as your liaison to support the interests of your affiliate or sub-group.
- b. Directors will be listed on the LCHSB website.
- c. All meetings of the LCHSB are open to the public and you can send a representative to speak on your behalf at any meeting. This representative must be either an adult participating to support the group or the group sponsor. If you are sending a representative that is not listed on your sponsor form, you must notify your director in advance so the representative can be recognized.

2. Annual Sponsor/Coach Meeting

- a. All sponsors, head coaches, or coach designee at Laguna Creek High School must attend an annual organizational meeting held no later than mid-September of each school year.
- b. The sole purpose of this meeting is to review LCHSB requirements, introduce directors, and complete annual group registration forms.
- c. Updates to bylaws, current financial information, and changes to procedures will be discussed at this meeting.
- d. Budgets and goals should be presented at or around this meeting. No group or affiliate can request funds disbursement until annual forms are completed and approved by the Executive Board.

Protocol for Disagreements with LCHSB Board

If any subgroup or affiliate group has a disagreement with these bylaws, the principal sponsor of the group should submit in writing to the President the specific disagreement prior to a monthly board meeting. The president shall make every effort to clarify the group's concerns and respond to the group in writing or by inviting the concerned parties to a closed session of the LCHSB Executive Board. Email correspondence to directors and the executive board is not an acceptable form of communication. It is always best to plan on discussions being held in an open forum in front of the LCHSB Executive Board.

As stated in the Bylaws, any affiliate or group that does not comply with the written rules of the LCHSB will have their funds 'frozen' until they comply or the executive board directs the treasurer to act otherwise.

The LCHSB Executive Board has the right to report misconduct or abuse of the privileges of the LCHSB to the LCHS Administration. The LCHSB Executive Board reserves the right to cancel its affiliation with any group belonging to the LCHSB at any time in writing to the affiliate or sub-group if the Executive Board finds that the affiliate or sub group members, coaches, or sponsors have not acted in accordance with these policies. Money collected on behalf of a sub group or affiliate that has been cancelled will be donated to the ASB account with the same name.

Financial Policies and Procedures

A. Requests for Payment (Checks)

1. Any officer, committee chairperson, or member who requires an expenditure of funds from the LCHSB bank account must submit a check request to the group's Director. All requests must include ***original invoices or receipts*** attached to the check request. After review for proper documentation, the director will submit to the Treasurer and Controller for payment.
2. All expenditures from budgets produced by LCHSB Board or Head Coaches/Advisors must be approved by the LCHSB Board if it is an addition to the annual budget.
3. All check requests for expenditures will require two signatures, that of the President, (Vice President, or Secretary) and that of the Treasurer except those designated in (d).
4. All check requests for expenditures will require two signatures, that of the President, (Vice President, Secretary, or President of the LCHSB) and that of the Treasurer of affiliate groups that are governed by policies and procedures. (See Attachment A for designated groups)

B. Submitting a Check Request

1. Email your respective LCHSB Director indicating the amount which you are seeking reimbursement and the purpose of the expense and copy the **LCHSB Treasurer, Ben Mawson**, at treasurer@LCHSCardinalsBoosterClub@gmail.com. Please include the budget line number corresponding with the expense. Your Director will notify you of approval.
2. Complete the LCHSB Check Request Form.
3. Attach original invoices to the Check Request.
4. Obtain signature from your affiliate group's approved requestors.
5. Submit to the LCHSB Mailbox at LCHS Front Office
6. Allow up to 2 weeks for processing.
7. Please note, if approved requestor's signature is absent, the form will be returned to the

group's sponsor for signatures.

C. PayPal Services or Portable Credit Card Use

1. The LC Cardinals Booster has established a financial partnership with PayPal intended to support all LCHSB groups and activities.
2. PayPal services are available for a "per transaction fee of 2.7% + .30¢"
3. Costs for using PayPal Services are charged to the affiliate/subgroup/committee so be sure to figure in the costs of this service when establishing event pricing.
4. If your group intends to list an item for sale with PayPal on the Booster Website, you can contact your director for more information.
5. We use PAYPAL Here (card reader apps) as our new Credit Card service. Fees for services using credit cards are charged directly to each group.
6. If your group wishes to use the PayPal Here reader, send an email to Ben Mawson at treasurer@LCHSCardinalsBoosterClub@gmail.com.
 - a. The PayPal Here app must be downloaded on a SMART phone or wireless iPad or tablet prior to checking out the reader. No information is stored on the device, but you must use a personal device with the app. The reader is linked directly to our account.
 - b. After your event, your group would submit a Credit Card summary just as you did previously. Directions for printing the report will be provided at check out.

D. Submitting a Cash, Check, or Credit Card Deposit

1. When preparing a deposit, please use LCHSB Deposit Forms.
2. Complete forms as needed – for Credit Card Transactions and/or for Cash and Checks.
3. Cash/Check Deposits
 - a. All Cash and Check Deposits must be counted and verified by 2 representatives from your organization.
 - b. All cash should be counted, verified, and sealed in an envelope with signatures over the seal from both verifiers (representatives).
 - c. **All checks should be counted and checked for correct pay line: LCHS Boosters (Sport or Club in the memo line). Our bank will not accept checks made out to anything other than the LCHS Boosters. Checks not made out properly will be returned to the group and will be reflected in the final deposit.**
 - d. Make a copy of this document for your records and include the original in the sealed envelope. All cash deposits must be made within 5 days of end of an event.
 - e. Make accurate notations on your deposit slip and you have obtained all necessary signatures. LCHSB does not assume responsibilities for funds that are not deposited properly according to these guidelines.
4. Once your deposit is ready for processing, contact the booster Treasurer to arrange transfer of deposit to the Treasurer. Simply email or call the treasurer, **Ben Mawson** at treasurer@LCHSCardinalsBoosterClub@gmail.com or 916-753-0595 to make arrangements for drop off or pick up. There are 2 options for exchange and deposit into Booster account.

Contact Treasurer via phone or email to make arrangements for a drop off and pick up. Make note of the date and time of your contact and seal it in the envelope. Once you meet with the Treasurer, the deposit will be verified.

5. The group is responsible for securing all of its cash properly at and after an event.

E. Requests from Groups under \$100 for Petty Cash

1. Groups who require petty cash, (under \$100) for bona-fide expenses such as start up money for an event of the organization must present written receipts for those expenditures and may be reimbursed or approved post-purchase.
2. All requests for Petty Cash must be made no less than 1 week in advance by submitting a REQUEST FOR PETTY CASH form to the Treasurer. Please be sure to obtain all proper signatures prior to notifying the LCHSB Treasurer.
3. Forms will be available online

F. Authorized Booster Affiliate/Sub Group Account Responsibilities

1. **Maintaining Records** - LCHSB Affiliate/Subgroups must maintain a record of their deposits and withdrawals each year.
2. **Validating Records**
 - a. Prior to the last month of school, request a report of the account to ensure they agree with the LCHSB Treasurer's current balance for year end accounting.
 - b. Resolve all discrepancies before June 30 of current accounting or fiscal year; otherwise that ending LCHSB Treasurer's balance becomes valid.
3. **Distribution of an Affiliate Group Funds**
 - a. Should an affiliate group be disbanded, the funds in their booster account will be moved into the LCHSB general fund unless directed by a check withdrawal form for proper disposition of funds within 30 days after the group has been disbanded.
 - b. These funds can be disposed only to one of these groups:
 - i. Used for the benefit of LCHS students,
 - ii. Given to a designated booster or ASB account,
 - iii. Moved to the booster general fund by default when no disposition action is requested.

G. Request for a Fundraising Event

1. Fundraising Request

- a. All individual fundraising requests must be submitted on the "LCHSB Fundraising Request" form. This form must be filed at least 30 days prior to the start date of the event and prior to ordering any items for sale or ticket sales. Please attach any flyers to your requests prior to submitting.
- b. If your fundraising event involves any LCHS facilities, you must first seek approval for facilities use in accordance to the LCHS procedures. A copy of your approved "Facilities Use Request" must be attached to your fundraising request prior to any action by the LCHSB Board. ALSO a copy of the completed ASB Fundraiser Request Form must accompany any request sent to LCHSB!

2. Notifying the Booster Club

- a. Make 2 copies, one for requestor and one for LCHSB Club. Place the LCHSB Club copy in their mailbox at the school located in the school Administration Building.
---OR---
- b. Forms can be submitted electronically to your LCHSB Board Director prior to the monthly meeting. Please indicate "electronically submitted" on the signature line.
- c. Send an email to the your LCHSB Board Director about the fundraising request noting

the type of fund raising event, time, date, location, and contact information of coordinating registered LCHSB Member. This will signal us to check our box for your information.

d. When your event is approved, we will submit to the school's Master Calendar.

3. Processing the Request

- a. Your LCHSB Director shall submit your request on your behalf to the LCHSB Board at its regular monthly meeting.
- b. Once approved, your LCHSB Director will notify the person listed on the request or primary authorized person on to the LCHSB Account.

H. How to Prepare for a Fundraising Activity

1. Ensure an Account is Established for an Affiliate or Sub-Group

Ensure that you have submitted a "LCHSB Account Registration" form, yearly goals, and group budget of expenditures and revenue. This is to establish a booster account with authorized signatures to withdraw funds. This form goes to the LCHSB Treasurer. Otherwise, these funds will be deposited into the LCHSB General Fund.

2. Submitting a Fundraising Request Form Requirements

- a. Provide a copy of the flyer with the LCHSB Fundraising Request and submit to the LCHSB Box located in the Administration Building at the School.
- b. Request must be submitted no less than 30 days prior to fund raising activity for approval. Keep in mind the LCHSB Board meets once per month on the 3rd Thursday of each month.
- c. If an event is to be or have a raffle or any games of chance, you must present your plan to the LCHSB Executive Board for approval at least 60 days prior to the event.

3. Rules for Advertising an Event

- a. After your group registers and you have submitted a Fundraising Request, you are free to advertise your event. If you need to make a change on your flyer, you must email your new flyer to your group's director prior to sending out. Any flyers that are distributed without prior acknowledgement of the LCHSB is prohibited. This is for your protection and for ours.
- b. Be sure to include the words: "Sponsored by the LC Cardinals Booster Club/ [Your Groups name]" and "This is not an Elk Grove Unified School District sponsored program and EGUSD accepts no liability or responsibility for this program/activity".
- c. Ensure the event has a sign stating this is a LCHSB Sponsored Event.