



LIVERMORE  
SCHOOL DISTRICT

## Livermore Valley Joint Unified School District

685 East Jack London Boulevard, Livermore, CA 94551

Tel (925) 606-3200 Fax (925) 606-3327

### School Site Parent Groups Guidelines

Booster Clubs, PTAs, and PTOs are organizations that are separate legal entities from the Livermore Valley Joint Unified School District (LVJUSD). These organizations are formed for the purpose of fundraising in order to contribute funds to school clubs, teams, or programs. The term “Booster Clubs” will be used to refer to any of these types of organizations in this guidebook.

Booster Clubs may raise funds and donate those funds to the District, but they are not legally considered a part of the District and are not included in the District’s annual audit. Booster Clubs are responsible for their own tax status and accounting. Booster Clubs must show proof of independent legal status, for example: IRS 501 (c) (3) nonprofit. Booster Clubs must use their own tax identification number, not the school District’s.

Booster Clubs are prohibited from hiring or directly paying District employees. Organizations may make donations to the District to cover the costs of additional employees, but only if such positions are approved in advance by the Board of Education or designee. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

Booster Clubs wishing to purchase supplies, services or equipment for a school should make a donation to the District and the District’s existing purchasing procedures should be used to complete the purchase.

Booster Club members who will come into contact with students must complete the school volunteer program application and complete the registration and clearance process through the District’s Human Resources Department. Only approved volunteers will be allowed to assist in activities where students are present.

District administrators should not hold any office or position within the Booster Club that includes financial responsibility, financial oversight or expenditure approvals.

Booster Club members cannot benefit personally as a result of their membership. In case of dissolution, the organization's by-laws should provide for distribution of excess funds to another school-connected organization, the school student body organization or the District.

**Booster Clubs are required to:**

1. Complete and file an application to form a Booster Club (Appendix A).
2. Submit for approval annually a copy of the application and an updated plan of activities.
3. Submit a copy of the organization's adopted constitution and bylaws with the application.
4. Ensure the renewal applications include the following:
  - a. An annual financial statement for the year just ended; the statement is to include all expenditures and all income for all events and fundraisers
  - b. A budget for the upcoming year
  - c. A budget plan for the related activities
5. Carry liability insurance in an amount equal to or exceeding a minimum determined by the District. Booster Clubs must include the Livermore Joint Unified School District and its Board Members as additional insured. Since the minimum insurance limits required by the District may be changed or certain types of events may require higher limits due to increased risk and hazard, specific insurance requirements may be obtained from the LVJUSD Business Services Office.

**Fundraising**

Booster Clubs provide financial support and/or direct assistance through their fundraising efforts. Booster Clubs must adhere to the following fundraising procedures:

1. Booster Clubs must be properly organized under the laws of the state, county, and city.
2. Booster Clubs must raise funds independent of the student body.
3. Fundraising activities shall not take place on school grounds during the school day.
4. Booster Clubs wishing to use District facilities should contact the Maintenance Department regarding community use, associated fees, and permission.
5. Individual students or staff may volunteer to assist a Booster Club in its activities, providing that this assistance is given during non-instructional time and is not linked to course credit or grades. Participating in a fundraiser must be strictly voluntary.

Appendix A

**Livermore Valley Joint Unified School District**

**Authorization Request for Organization/Reauthorization to Operate on behalf of  
a School(s) or School Group(s)**

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Tax ID#: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a copy of the by-laws, rules, and procedures under which your organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination.

Please list the name, phone number and e-mail (if available) for each officer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Objective: \_\_\_\_\_

\_\_\_\_\_

Name of the bank where the organization's account is located: \_\_\_\_\_

List names of those authorized to withdraw funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If your organization is not continued or is not authorized to continue in the future, please list the planned use for any money remaining at the end of the year: \_\_\_\_\_

\_\_\_\_\_

Attach a copy of organization's liability insurance showing the District as the certificate holder. Please include an endorsement listing the Livermore Joint Unified School District and School Board Members as additional insured.

As required, requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from the prior year. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall inform the Board of Education of the rationale for that denial.

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Principal Name: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent or Designee Signature: \_\_\_\_\_

Superintendent or Designee Name: \_\_\_\_\_

Date: \_\_\_\_\_