2019-2020
BOOSTER CLUB
ORIENTATION
September 16, 2019
WELCOME!
INTRODUCTIONS

▪ **Hank Carter**, Athletic Director
carterh@ltisdschools.org

▪ **Michael Drinkwater**, Assistant Athletic Director
drinkwaterm@ltisdschools.org

▪ **Evelyn Sorrels**, Administrative Assistant, Athletics
sorrelse@ltisdschools.org

▪ **Katie Kaufmann**, Director of Development and Corporate Relations
kaufmannnk@ltisdschools.org
INTRODUCTIONS

LTABC President
Art Nava

LTABC Treasurer
Julia Erwin

LTABC Vice President
Jill Baker

LTABC Secretary
Jennifer Spille
LT Boosters

● Thank you for what you do. Volunteering is a fantastic gift.

● LT is Special. So are our boosters. We can’t do it without you.

● Head Coach/Booster Partnership. Very important!
DISTRICT POLICIES

• Relations with Parent Organizations-
  GE Local
  • Be voluntary and support student activities of the school.
  • Have no authority to guide, direct, or establish guidelines for any school or student activity.
  • Have no authority in directing or influencing District employees in the administration of duties.
  • Have no authority to represent or obligate the District contractually or operationally.
Athletic Department Expectations of Booster Clubs

- Enhance the experience for your kids while they participate in our athletic programs.
- Be a positive ambassador of the program.
- Support the program and coaches at all times.
- Do not expect control/influence in return.
UIL Booster Club Guidelines

This document provides guidelines which govern all booster club activities related to UIL-sponsored competition. Since the UIL regulates and governs what participants, sponsors, and coaches may and may not accept, it is very important booster club members and parents are aware of these guidelines.

Download Instructions:
Right click on the link and select Save Target As (Internet Explorer), Save Link As (Firefox and Chrome), or Download Linked File (Safari). Open the file from the download window or find the location of the downloaded file on your computer and open it from there.

Download the UIL Booster Club Guidelines
Locating the LTISD Parent Organization Handbook

1. LTISD Website
www.ltisdschools.org

2. Community - (Top of the Page)

3. Community Relations
   Welcome
   Community Partner Awards
   Facility Use / Rentals
   Fundraising and Other Activities
   LTISD Volunteer Program
   LT Mentor Me Program

Parent Organizations and Associations
Booster Club Orientation Power Point
Parent Organization Handbook
LTISD Parent Organization Handbook

Campus PTO/PTA Information
- Bee Cave Elementary PTO
- Lake Pointe Elementary PTO
- Lake Travis Elementary PTA
- Lakeway Elementary PTO
- Serene Hills Elementary PTO
- West Cypress Hills Elementary PTO
- Bee Cave Middle School PTO
- Hudson Bend Middle School PTO
- Lake Travis Middle School PTO
- Lake Travis High School PTO
Guidelines for Use of Athletic Logos

The District Athletics & Activities Logo is a less formal version of the District logo and is available for use by school and community organizations. The logo is primarily used on athletic uniforms, apparel/spirit wear, and merchandise.

- The 'LT' may be used alone, as illustrated (A)
- The 'LT' may be used with the word 'Cavaliers,' as illustrated (B)
- The 'LT' may be embellished to represent the school club, organization, or event, as illustrated (C)
- The colors to be used are: Cavalier Red (Pantone 1795), White, and Cavalier Black (Pantone Process Black)
- When adding letters or words to accompany the 'LT' graphic, the preferred font is Collegiate Black FLF

Permission to use the District's official logos is granted to external entities and organizations on a case-by-case basis. Approvals are for one-time use only. Subsequent use of official logos must be requested separately for each purpose.

All vendors contracted by Lake Travis ISD, outside organizations or citizens requesting to use or reproduce Lake Travis ISD official logos on any media, apparel, or merchandise must complete a Request for Use of District Logo Form.

***Spiritwear and merchandise, even when using already approved vendors, must be cleared by the Athletic Office and the Head Coach.
• Only LTISD Head Coaches may submit the request (no students or booster officers.) This automatically tells the administration that your event is approved by your campus sponsor or coach. PTO / PTA officers are the exception because they are representing an entire campus and receive principal approval ahead of time.

• For district auditing purposes, the term ‘fundraiser’ includes all charitable activities where money is being donated to another organization. Note: LTISD campus organizations may not donate funds to individual families or people. Also, Booster Clubs/PTOs must be cautious about this practice.

• All requests must be submitted at least 21 days in advance to avoid decline.

• Do not start your activity until your campus sponsor has received word from Community Programs that the event has been approved.
FUNDRAISING POLICIES CONTINUED

Major Fundraisers (3)

A “major fundraiser” is any fundraising event or activity that occurs within a defined time period and involves students, staff, parents or volunteers selling, soliciting, promoting, or contributing to benefit the campus or school district.

Passive Fundraisers (unlimited)

A “passive fundraiser” is an event that occurs without solicitation, where the customer seeks the transaction himself. The following are examples of passive fundraisers: Sales from student stores or concessions at scheduled events Box top collections Ongoing spirit wear sales On-going retail programs (Randall’s, Target, Chick-Fil-A, Amazon Smiles, etc.)
Monetary Philanthropic Drives (1)

Student organizations and their boosters will be allowed one monetary philanthropic drive per school year. Note: Donation checks may not be payable to LTISD or any LTISD organization. An official representative of the charity must be on site during the event to receive monetary donations in person.

Non-Monetary Donation Drives (1)

Student organizations and their boosters will be allowed one donation drive per school year. Examples include: Coat drive, canned food drive, etc.
FUNDRAISING POLICIES CONTINUED

HOW TO ADVERTISE YOUR EVENT

- **Grounds signage**
  - LTHS: **Not Allowed.**
  - Middle schools and elementary campuses: **Not allowed. No banners in the front parent loops.**
  - Social Media: Use your team handle to promote your events (some limitations: You cannot raise funds via social media (crowdsourcing).

- **Campus wall posters**
  - LTHS: Work with Head Coach who will work with Principal’s Secretary Debbie Black for Principal’s approval.
  - Middle schools and elementary campuses: CONTACT COMMUNITY PROGRAMS AT LEAST 10 DAYS IN ADVANCE

- **Hard copy or electronic flyers**
  - All Groups: Must use PeachJar. Head Coach will contact Assistant Athletic Director Michael Drinkwater for approval. Fundraisers not providing an experience/service will not be approved for solicitation via PeachJar. Approved flyers must be in English and Spanish.
Beverage Sales
What you need to know

If you are selling drink products on campus,
this applies to you

- You may sell donated re-labeled water OR Aquafina
- You may sell fresh brewed tea
- You may sell fresh brewed coffee
- Pepsi Products for ALL else
- Purchase from vendor
ACCOUNTING GUIDELINES/PROCEDURES

1. Comply with administrative regulations and Board policy when offering money or gifts to the District. [See CDC]

2. Comply with UIL and any other state regulations pertaining to parent organizations or booster clubs.

3. File with the District, in accordance with GE(REGULATION), and for public access, a copy of the final budget, the minutes of all meetings, and the end-of-year audit by July 1.

4. File Federal IRS 990 Form, and State forms with Texas Comptroller. If you have questions or need CPA assistance, you may contact Bud Welborn (512) 266-1040.

5. Issue receipts for all money received.

6. Have an annual audit performed by an individual or entity not responsible for maintaining organization records.

7. Update paperwork at Southstar Bank annually (June 1st - May 31st)
Booster Insurance

• The athletic booster clubs are now required to carry insurance in order to use LTISD property.

• We have a policy in place that covers all groups and officers.

• Philadelphia Insurance
Donations

Donations Policy-Other revenues/grants from private sources: CDC Local/CDC Exhibit

1. Any donation that is given to a school or program of the District shall become the property of the District unless prior to the District’s acceptance of the donation, the donor and the District agree to a separate ownership designation. All donations described in this policy shall be consistent with District goals, policies, and plans.

2. Any donation given without a specific use or designation may be allocated for use by any school or program at the discretion of the Superintendent and/or designee.

3. Any donation of less than $1,000 may be approved by the athletic director.

4. Any donation equal to or greater than $1,000 in value, and/or any donation or combination of donations serving a common or like purpose that have an individual or collective value of $1,000 or more, must have approval through the following procedure.

Completion of the District application for donation shall be submitted to the athletic office and shall include:

a. Name, address, phone number, and name of the person authorized by the donor (if other than the donor) to act on behalf of the donor. Signature of donor on the application for donation. [See CDC(EXHIBIT)]
Booster Spending

---

**FROM DISTRICT**

**BUDGET**

**ACTIVITY ACCOUNT**
- Anything the kids keep.
  - Home meals
  - Coaching clinics
  - Coaching clothes
  - Meals for coaches staff meetings
  - Replacement uniforms (that kids pay for)
  - Extra workout gear (that new kids will buy)
  - Play-off t-shirts*

- Collect enough to cover tax

---

**STUDENT LED FUNDRAISERS (MAJOR), ACTIVITY FEE THAT KIDS PAY**

**486**
We cannot put money in, only comes from booster club, in form of a donation.

- Any thing that belongs to district.
- Changes to storage or locker room.
- Coaches clothes
- Travel (Charters)
- Coaches clinics
- Away meals
- Lodging

---

**MONEY RAISED BY BOOSTER FUNDRAISERS (MINOR)**

**BOOSTER CLUB**
- Concessions
- Spiritwear
- Reimbursement to parents
- Banquet
- Sponsorship
- Donations to district
- Charter busses

District will pay the cost of the yellow bus, 486 / Booster to cover the rest.

---

District also pays yearly:
- $100 for coaches clothing
Coaching clinics:
- $200 for head coaches
- $150 for all other coaches

- Best to use 486 for equipment after budget to save activity account.
**Booster Spending**

**HOW TO WRITE A CHECK**

1. An invoice is submitted to your Treasurer via email or dropped at CAC.

2. Treasurer fills out Check Request Form.

3. Treasurer writes/prints the check.

4. The Treasurer will bring the Check Request Form, Invoice, and the Check to CAC for Approval from Hank Carter or Mike Drinkwater.

5. The Treasurer emails your President and VP/Secretary that there are Checks to be signed by them at CAC.

6. We will be using a “colored” labeled folder with "Your Booster Club" to hold your items once approved by Hank Carter or Mike Drinkwater.

6. Once the Check Request has been signed and approved, and the Check has been signed, Evelyn will mail or call for pick up. (Please make sure mailing address or contact number for pick up is provided)

7. Evelyn will make a copy of the approved check request and put in a booster "hanging file" for the Treasure to pick up at a later date, to show the item has been completely processed.

*All paperwork will be kept on file in the athletic office for reference*

*For details of what can be purchased, see previous page*
Booster Spending

Spending outside of Athletic Office Approved Checks:

- PEX -
  - This is for recurring fees. Stays at the bank
  - No Credit Cards for booster spending
- Merchant Account or Square for receiving funds
- Parent Reimbursement -
  - Must be approved by the Head Coach. Must be something the program will not keep.
- PayPal -
  - Not Allowed
MISCELLANEOUS:

• News and Media Relations-coordinated through coach.

• Food: Booster Club members/parents should not be ordering food.

• Notice of all meetings of the organization shall be posted at least 72 hours prior to meeting date (Posting on website is sufficient)

• Facility use application
  • No less than 21 days prior to event (Head Coaches will work with Athletic Office.)
THANK YOU FOR ATTENDING!

Have a great year!