



# WELCOME

## Agenda

1. **Welcome**
2. **Contacts & Registration**
3. **Fundraising**
4. **Operations**
5. **Resources, Dismissal & Questions**

**Sign In Here:**



# **BOOSTER CLUB RE-CERTIFICATION 2024-2025**

**Jeff Smith**

**Director of Athletics**

[jmsmith@prosper](mailto:jmsmith@prosper)

**Kyle Lintelman**

**Assistant Director of Athletics**

[aklintelman@prosper-isd.net](mailto:aklintelman@prosper-isd.net)

**Kristyn Shelton**

**Assistant Director of Athletics - Middle Schools**

[kjshelton@prosper-isd.net](mailto:kjshelton@prosper-isd.net)

**Nick Sharp**

**Athletic Program Administrator**

[nrsharp@prosper-isd.net](mailto:nrsharp@prosper-isd.net)

# THE ROLE OF BOOSTER CLUBS

1. ***SUPPORT***
2. ***BOOST THE SPIRIT***
3. ***COMPLY***

- **Umbrella Booster Clubs** – Distribute concession proceeds & support projects that benefit multiple groups.
- **Middle School Booster Clubs** – Support **ALL** sports at the middle school campus they serve.

***We are PROSPER! We are ONE!***

# PISD BOOSTER CLUB WEBSITE

## Athletics

Home

About Us

Athletic Informati

**Booster Clubs**

Campus Contacts

+ Children's Health Stadium at PISD

District Contacts

Maps & Directions

Recruiting

1. Go to the Prosper ISD website.
2. Find Departments
3. Athletics – Booster Clubs

📄 23-24 BC Advertising Packet - Middle Schools

📄 23-24 BC Advertising Packet - High Schools

📄 23-24 BC Re-Certification Presentation

📄 PISD BC Start Up Guide

📄 PISD Equipment Donation Form

📄 PISD Booster Club Guidelines

📄 23-24 BC Officer Acknowledgement Form

📄 23-24 BC Officer Information Sheet

📄 PISD BC Financial Review Information

📄 PISD BC Registration Form

📄 PISD BC Scholarship Guidelines

📄 PISD District Facility Use - Board Policy

📄 PISD Donation Approval Form

📄 PISD Food Truck Guidelines

<https://www.prosper-isd.net/Page/13694>

***We are PROSPER! We are ONE!***

# **ANNUAL REGISTRATION WITH DISTRICT**

ATHLETIC & FINE ARTS BOOSTER CLUBS – All forms due to Kyle Lintelman

ALL OTHER BOOSTER CLUBS – All forms due to a designated Campus Administrator

## **DOCUMENTS DUE BY SEPTEMBER 3, 2024**

**☐ All listed documents are required to operate as a booster club for Prosper ISD.**

- 1. Bylaws**
- 2. 501 (c)(3) letter**
- 3. State of Texas Sales Tax permit**
- 4. Officers Info Sheet**
- 5. Officers Acknowledgement form**
- 6. Registration & Approval Form (For New Clubs Only)**

***We are PROSPER! We are ONE!***

# CAMPUS CONTACTS

## Prosper HS

- Nick Jones, Principal P: 469-219-2180
- Heidi Starkey, Secretary F: 972-346-9246

## Rock Hill HS

- Terry Mouton, Principal P: 469-219-2300
- Kellee Albrecht, Secretary F: 972-346-2756

## Walnut Grove HS

- Dustin Toth, Principal P: 469-219-2000
- Erin Jones, Secretary F: 469-219-2000

## Hays MS

- Katie Britain, Principal P: 469-219-2260
- Rachel Cochran, Secretary F: 972-346-9650

## Jones MS

- Zach De Vito, Principal P: 469-219-2260
- Gina Dale, Secretary F: 972-346-9650

## Reynolds MS

- Jessica Mullins, Principal P: 469-219-2165
- Lisa Kuhlman, Secretary F: 972-346-2455

## Rogers MS

- Jason Jetton, Principal P: 469-219-2150
- Donna Fabian, Secretary F: 972-346-9248

## Rushing MS

- Dr. Kari Roan, Principal P: 469-219-2370
- Kelly Joseph, Secretary F: 972-433-1360

# STATE & FEDERAL CONTACTS

## Competition and Rules

*University Interscholastic League* 512-471-5883 [www.uiltexas.org](http://www.uiltexas.org)

## Incorporations

*Texas Secretary of State* 512-463-5555 [www.sos.state.tx.us](http://www.sos.state.tx.us)

## Raffles

*Texas Attorney General* 512-463-2100 [www.oag.state.tx.us](http://www.oag.state.tx.us)

## Sales Tax (Sales Tax Permit, Exemption, Reports and Franchise Tax)

*Texas Comptroller's Office*

*General Information* 1-800-252-5555

*Exempt Organizations Department* 1-800-531-5441 ext. 34142

## IRS Exempt Status as a 501(c)(3) Organization and Tax Returns

*Internal Revenue Service (IRS)*

*General Information* 1-800-829-1040 [www.irs.gov](http://www.irs.gov)

*Tax-exempt Organizations* 1-877-829-5500 [www.irs.gov](http://www.irs.gov)

*(Select Charities & Non-Profits)*

*Tax Forms & Publications* 1-800-829-3676 [www.irs.gov](http://www.irs.gov)

*(Select Forms & Publications)*

***We are PROSPER! We are ONE!***

# BYLAWS

## BYLAWS MUST INCLUDE -

- *Membership rules*
- *Address the fiscal year (Discretion of BC)*
- *Organization's structure*
- *Election/Impeachment of officers*
- *Must state the official Booster Club name (cannot use PISD in the name but must be identified as a Booster Club, can use the school name)*
- *Sample bylaws are included in the booster guidelines*

*We are PROSPER! We are ONE!*



# FINANCE

- **EIN (Employer Identification Number)**
- **Federal - 501 (c)(3) status with IRS**
- **State – Sales Tax Exemption**
- **File a 990 annually**
- **File a 1099 when needed (over \$600 payment).**
- **Invest in insurance (Error and Omissions Insurance)**
- **Conduct an annual audit and submit end of year financial statements to the correct contact at the end of your fiscal year found in your bylaws. Due to the Athletic office by Friday, June 14<sup>th</sup>**
  - *ATHLETICS – Kyle Lintelman*
  - *FINE ARTS – John Alstrin*
  - *ALL OTHERS – Designated Campus Administrator*

***We are PROSPER! We are ONE!***

# **NEW CLUBS – START UP FUNDS**

- ***WGHS School Booster Clubs will receive \$10 (Minimum) for each student in the program that is moving from current school to Walnut Grove.***
  - ***EX. - 4 PHS and 6 RHHS current baseball players will be going to Walnut Grove. The PHS baseball booster club will donate \$40 and the RHHS baseball booster club will donate \$60 dollars to the Walnut Grove baseball booster club.***
- ***The amount of students moving from their current campus to WGHS can be gathered by the current program's head coach or sponsor.***
- ***Current booster clubs are welcome to go over the \$10 dollar minimum amount.***
- ***Money will be given directly to the new booster clubs, not individual boosters. Money will NOT be passed from the district to the new clubs.***
- ***WGHS Booster Clubs will need to have accounts setup to receive funds.***

# **NEW CLUBS – START UP FUNDS**

- ***Jones Middle School Booster Club will receive \$2000 TOTAL, split between the existing Middle Schools - Hays, Reynolds, Rogers & Rushing. This flat rate is the minimum donation, please feel free to donate more if your booster club would like. This was done when we opened both Hays and Rushing.***
- ***Money will be given directly to the new booster club. Money will NOT be passed from the district to the new club.***
- ***Jones Middle School Booster Club will need to have accounts setup to receive funds.***

***We are PROSPER! We are ONE!***

# FUNDRAISING: General

- **Need fundraising approval at least 10 days prior to event. All fundraisers must be approved.**
- **Head Coach or Sponsor will enter the request in Laserfiche**
- **Must benefit ALL**
- **Annual sponsorship packages (Banners)**
- **NOT ALLOWED - violates IRS provisions:**
  - *Individual accounts*
  - *Required participation in fundraising*
  - *Required sales quotas*

***We are PROSPER! We are ONE!***

# FUNDRAISING: Advertising

## • CRITERIA

- **Children's Health Stadium and the PISD Natatorium - contact Athletic Office**
- **Arena Jumbotron - Athletic Office**
- **Campus facilities are able to be used with approval**
- **District oversight & final approval**
  - *We will ensure the banner is appropriate to display at district facilities. Please provide a draft prior to the banner going to print*
  - *It is up to the booster club to provide an invoice to the business planning to advertise if requested.*
- **Booster Clubs do not have approval rights for Facility advertising**
- **Digital advertising is offered in the arenas. See website.**
- **District Banner Advertising Guidelines at athletic facilities are available. See website.**
- **There should be a banner agreement on file for each banner that is hanging or digitally displayed at district athletic facilities**

***We are PROSPER! We are ONE!***

# FUNDRAISING: Advertising (cont...)

- **Updates to Banner Advertising –**
  - **Display Timeline** - UIL designated 1<sup>st</sup> day of practice through the state championship game for that particular sport.
  - **Banners will not be allowed to be displayed that don't meet the following physical criteria –**
    - **Dimensions** – 3ft. x 5ft.
    - **Orientation** – Landscape
    - **Top Border** - School colors – “Proud Sponsors of PHS Softball”
    - **Outdoor Banners Only** – Must be made out of a vinyl mesh material (windscreen)



*We are PROSPER! We are ONE!*

# FUNDRAISING: Concessions

- Prosper ISD contracts with Aramark to stock our concessions with product and to handle the money from its sale.
- The District sets the menu for the concessions stands around the district
- Percentages of Sales:
  - Booster Club = 78.5%, Aramark = 18.5%, District = 3%
- Timeline breakdown of booster club receiving funds –
  - ✓ Around the 15<sup>th</sup> of each month, checks are ready to be picked up by umbrella booster clubs
  - ✓ These are large checks for the whole campus that the umbrella booster club will distribute funds where needed based off the accounting sheet provided by Aramark
- Food Handlers Certifications
- Please follow opening and closing guidelines. \$250 Fine for noncompliance.
- Food Truck Guidelines are available on the website.

***We are PROSPER! We are ONE!***

# FUNDRAISING: Donations

- **PROCESS**

1. *Coaches/Directors issue donation forms*
2. *Booster Club submits check made payable to PISD & form to Coach*
3. *Coach submits to the Athletics Department*
4. *All parties receive decision within 10 days*

- **Donations can't put the district in jeopardy of breaking federal guidelines**

- **The district donation form is available on the website.**

*We are PROSPER! We are ONE!*



# DISTRICT TRADEMARKING & LICENSING

- School logos may not be altered. Includes both middle school and high schools.
- Prosper “**Block P**” is not a trademark logo
- Can only sell goods associated with your home campus.
- Use of logo - booster club purposes ONLY. Vendor may not use logo for any other purpose.
- A vendor must complete the district’s Trademark Reprint Agreement, prior to receiving permission to print on a yearly basis.
- You, the booster club, will reach out to the athletic office to get the next steps. Part of our process will be to check to see if this vendor is already on file for the current calendar year.

*We are PROSPER! We are ONE!*

# PROGRAM FEES & MEMBERSHIP COSTS

- Student-Athletes in Prosper ISD will not be charged to play sports.
- Neither the program nor the booster club may have a required or optional “fee.”
- Membership dues/packages should not exceed \$100.

*We are PROSPER! We are ONE!*

# CONTRACTS & CHARITIES

- **No approval to sign contracts on behalf of PISD.**
- **Contracts must be in the name of the Booster organization.**
  - *Example: Prosper High School Tennis Booster Club*
- **CHARITABLE GIFTS**
  - *It is illegal to donate Booster Club Funds -- "Mistrust of Public Funds"*
  - *Exception* -- *Project Graduation*

***We are PROSPER! We are ONE!***

# **BOOSTER CLUB WEBSITES/SOCIAL MEDIA**

**Must clearly state on BOOSTER CLUB website & social media (Facebook, X, Instagram)**

Example: Prosper HS Band Booster Club

**Must have a statement similar to the following:**

*"This web site is maintained by the Prosper High School Basketball Booster Club and is not a part of Prosper High School or the Prosper Independent School District. Neither Prosper High School nor Prosper ISD is responsible for the content of this web site or the content of links external to this web site."*

***We are PROSPER! We are ONE!***

# MEETINGS & COMMUNICATION

- The leader of the booster club, Coach/Sponsor, MUST attend in an advisory capacity.
- All actions of the booster club meeting are to be recorded in the meeting minutes. They are subject to review/revocation if deemed outside of any PISD/UII policies. Finally, all actions taken by the booster club should go through the head coach or sponsor.
- All Athletic BC Communication to the district Athletic office should go through and/or include the head coach of the team the booster club serves.
- All Fine Arts BC Communication to John Alstrin should include the director or sponsor, of the group the booster club serves.

***We are PROSPER! We are ONE!***

# FACILITIES USE

- Julie Brantley is the main point of contact if you have a facility request or question. [jjbrantley@prosper-isd.net](mailto:jjbrantley@prosper-isd.net)
- Coach or Sponsor must reserve in GOFMX. The Community Room books up quickly. Reservations are filling up for 2024-2025 school year.
- Building use may result in fees charged to booster club. *(custodian, facility manager, technology etc...)*
- Please make sure to be as specific as possible when covering all of the potential needs of the event. This includes technology, # of tables, table clothes, room layout, etc...

***We are PROSPER! We are ONE!***

# **BANQUETS: Gifts**

- **COACHES**

- *No direct checks*
- *Limit - \$500 annually per coach*

- **NO ALCOHOL OR OTHER PROHIBITED ITEMS**

- **STUDENT ATHLETES**

- *No gifts at all – especially banquet gifts*

***We are PROSPER! We are ONE!***

# BANQUETS: Scholarships

## • CRITERIA

- *Must be UIL compliant*
- *Over award*
- *SENIORS ONLY, but must be open to ALL SENIORS.*
- *Cannot be need based*
- *May not be awarded or announced until student has exhausted all remaining UIL eligibility*
- *Sponsor may not be involved in selection process*
- *Identifying information must be removed/edited from the applications*
- *Checks are written to the university (not student), after receipt/invoice provided*
- *If using a certificate as part of the award ceremony, the head coach or sponsor may be one of the signatures listed.*

***We are PROSPER! We are ONE!***



# RESOURCES

- **PISD Website Link:** <https://www.prosper-isd.net/Page/13694>
- **Example Bylaws**
- **District Board Policy GE (Local)**
- **PISD Booster Club Information Sheet**
- **Example: Financial Reports**
- **Booster Officer Acknowledgement Form:**
  - <http://www.uiltexas.org/policy/guidelines-for-booster-clubs>

*We are PROSPER! We are ONE!*



**QUESTIONS?**

**NEXT YEAR'S MEETING  
APRIL 21, 2025**

***We are PROSPER! We are ONE!***