

## **PROCEDURES SUPPORTING BOOSTER CLUB AND ACTIVITY POLICY**

- 1. The Thornton Township High School District 205 Board of Education has the ultimate authority and control over District 205 and any related events.**
2. District 205 Board Policies and Procedures supersede the policies and procedures (including, but not limited to, by-laws) for any organization (including, but not limited, to booster clubs) related to District 205, Thornton, Thornridge, and Thornwood High Schools, and District 205 grounds.
3. The District 205 Board of Education has authority and control over all fundraising transactions that occur on District 205 grounds, and/or otherwise use the name or likeness of District 205, or any of the District 205 schools. These transactions include, but are not limited to: concession sales for all athletic, theater, and academic events. The Board of Education or its designees (the Superintendent and Building Principals) also must approve any type of sales (e.g. bake sales, flower sales, magazine sales, etc.) that occur within the buildings, funds of which will be used for District-related events.
4. Funds that are held by District 205 cannot be used for non-District authorized events.
5. Funds generated through events outside of the district grounds, that do not use the name of the District or any of the schools, shall not be comingled with funds held by the District, nor will the District provide funds to support this activity.
6. Donations to District related activity groups or booster clubs become possession of the organization, and the use of those funds is then subject to the policies and procedures set by the Board of Education.
7. The Board of Education or its designees (the Superintendent and Building Principals) has the sole authority to grant permission to fundraise; however, such decisions are made at the discretion of the Board of Education or its designees (the Superintendent and Building Principals), on an event-by-event basis. Priority to work District-related fundraising events shall be given to the activity groups or organizations within the building that are hosting the event. To the extent possible, the Board of Education or its designees (the Superintendent and Building Principals) may rotate the fundraising opportunities among the groups within the District that express an interest in participating. The Board of Education or its designees (the Superintendent and Building Principals) also may, in its sole discretion, offer fundraising opportunities to the various booster clubs that support District programs.
8. Supplies and equipment necessary to operate fundraising events shall be purchased and maintained by each building concession manager.
9. The group volunteering to work the fundraising event shall only be entitled to the profits generated by the event (income less the expenses related to operating the event).

10. No volunteer shall be paid for his/her time spent working at a District-related and authorized event.
11. To be entitled to the profits generated by the event a group must have enough volunteers to work the event.
12. Without exception, monies generated by each event shall be counted by both a Building Administrator and a representative of the group working the event, and those monies are then to be deposited with the building cashier. If the cashier is not on duty the monies shall be deposited in the cashier station night drop box within the building. Before the event starts the building administrator responsible for counting at the end of the event shall be identified to the organization working the event.
13. All revenues generated by a booster club or any other District 205 related organization must be approved by the Board of Education or its designees (the Superintendent and Building Principal).
14. Under no circumstances are booster clubs or any other District 205 related organization to use credit and/or debit cards to complete transactions. All expenses must be approved by the Board of Education or its designees (the Superintendent and Building Principals).
15. Use of funds generated through fundraising must follow the District 205 purchase order system. In emergency circumstances an expense reimbursement can be completed, but only when the purchase has prior approval from the Board of Education or its designees (the Superintendent and Building Principals). Approval of expense reimbursements is at the discretion of the Board of Education or its designees (the Superintendent and Building Principals).
16. In order to be reimbursed, which is subject to the discretion of the Board of Education or its designees (the Superintendent and Building Principals), all receipts must be itemized for approval by the Board of Education or its designees (the Superintendent and Building Principals).
17. Requests to work fundraising events shall be submitted in writing to each building principal and submitted in advance of the proposed fundraising event.
18. Without exception, any fundraising off of District 205 grounds that intends to use the name and/or likeness of District 205, or of any of the District 205 schools, must also be approved by the Board of Education or its designees (the Superintendent and Building Principals) prior to engaging in a fundraising event or activity.