



# NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive  
No.  
3.7

**SECTION:** FINANCE  
**TITLE:** BOOSTER CLUB AND OTHER SUPPORT GROUP FUNDRAISING  
**DATE:** JANUARY 2024  
**SUPERINTENDENT APPROVAL:** 

## 1. GOVERNING POLICIES

Extracurricular activities are primarily financed through two sources: (1) general funds disbursed to schools from the District, and (2) student participation fees paid by parents in accordance with District policy. District administration believes that between these two sources there are adequate funds to operate schools and programs. Booster clubs and other parent support groups, however, frequently wish to raise additional money for schools and programs. The following policies must be consulted and followed when navigating the interactions between support groups and schools, especially when considering the raising and use of money.

- 1.1. [DJA, Accounting Procedures](#)
- 1.2. [DJB, Purchasing](#)
- 1.3. [GF, Coaches and Advisors](#)
- 1.4. [JN, Student Fees](#)
- 1.5. [KA, School Facility Use](#)
- 1.6. [KAB, PTAs, PTOs, Booster Clubs, and Other Parent Support Groups](#)
- 1.7. [KABA, Donations](#)
- 1.8. [KAC, School Fundraising Activities](#)
- 1.9. [KACA, School Advertising Restrictions](#)
- 1.10. [KAD, Summer/Out of Season Activities](#)
- 1.11. [KB, Volunteers](#)

## 2. SPONSORED VS NON-SPONSORED

- 2.1. Before any fundraising activity is undertaken by a booster club or parent support group, whether internal or external, the activity must first be designated by the school principal as either sponsored or non-sponsored. See Policy KAB, Section 7.
- 2.2. If the activity is sponsored, meaning sponsored by the school or district (see definition in Policy KAB Section 7), then all proceeds are considered public funds and must be deposited directly into a school or district account. See Policy KAB, Section 7.3.2 and DJA, Sections 6.1.5 and 9.2. No funds from a sponsored activity may be held by a booster club or parent support group, its members, or any other non-employee.
- 2.3. If the activity is not sponsored, the following policy provisions must be strictly enforced.
  - 2.3.1. The activity may not include the use of any school or district facilities unless they have been properly rented under Policy KA.

- 2.3.2. The activity may not include the use of school equipment or property that is not specifically listed on the Facility Use Fee Schedule or otherwise rentable under Policy KA.
- 2.3.3. The activity may not be organized, managed, or supervised by a school employee in their capacity as an employee, including through the employee's use of their district email address or other school or district resources (Policy KAB, Section 7.3: use of district personnel may constitute district sponsorship).
- 2.3.4. The activity may not include the use of any school students in their capacity as students (Policy KAB, Section 7.3: use of students may constitute district sponsorship). This means their involvement, if any, may not be construed to be part of their participation in a school activity or program. Students cannot be recruited during school time or using school resources (including practices, rehearsals, competitions, or any other time they are on campus or at a school-sponsored event) to participate in the non-sponsored activity.
- 2.3.5. The activity may not include the use of any school or district name or logo unless a license agreement has been signed by the principal and the person sponsoring the activity (Policy KAB, Section 6.1: external support groups may not use the name or logo without a license agreement). The license agreement must be approved by the Legal Department and must outline the specific permissions and restrictions related to use of the name and logo.

### **3. GENERAL RULES**

- 3.1. The Director of Secondary Education must approve the receipt of any donation or combination of donations above \$10,000 from a single donor or members of a parent support group within the same 12-month period. Therefore, donors and members of parent support groups are encouraged to seek prior approval before engaging in an activity anticipated to raise more than \$10,000. Donations may not be used in a way that creates inequities among school or district programs, students, parents, or patrons.
- 3.2. If members of a booster club or parent support group use a district-owned building or other district equipment to sell concessions during a game or activity, all proceeds must be deposited into a school or district account in accordance with Policy DJA. Because the game is a school-sponsored activity, any use of district property during that activity is also a school-sponsored activity, and all funds raised are considered public funds. However, members of the public, including booster clubs, parent support groups, food truck vendors, and others, may, by invitation from, or application to, the school principal, sell food during a game or activity using their privately-owned vehicle, tent, or other equipment. As long as the vendor has approval from the school principal, and as long as no district or school equipment is used, the revenues generated are not considered public funds.
- 3.3. No activity, whether sponsored or non-sponsored, may create inequities among students, parents, or patrons at a school-sponsored event. Events that are open to the public must adhere to equitable and fair pricing and admissions practices.
- 3.4. No booster club or parent support group may exercise control over non-rented facilities or any portion of a sponsored activity, except as specifically delegated by the school principal.