

University City High School Booster Clubs

The Centurion Foundation (CF) is the sole organization that enables parent boosters and community organizations the means to help support the school's athletic and club groups at UCHS. While parent support groups may have, in the past, operated on their own, San Diego Unified District Procedures require that any organization outside of the school itself maintain a 501c3 status. To minimize duplication, and simplify operations, the CF has agreed to take on this role for parent booster groups under its established 501c3. As a result, these groups have the means to do legal fundraising activities as a non-profit entity. In order to co-op with the CF, the following guidelines have been established to create an organized, independent account within the CF and protect the 501c3 status. Each recognized booster group under the CF must agree to the following Objectives, Operations and Finances:

Objectives.

- a. The purpose of a Booster Club is to promote athletics and clubs at University City High School (UCHS). This includes fundraising, promotion, and general support. The Booster Club is not a means to obtain Pay-For-Play, or to force a personal preference on a team or coach. Any activity suggesting this behavior will be referred to the Centurion Foundation for review and action, which may include termination of Booster Club.
- b. Core Development. It is recommended that the Booster Club designate certain parent participants as leaders in various positions. This will improve operability and minimize duplicity of the group. Examples include:
 - i. Financial Clerk – to manage finances of group and submit data and monies to Centurion Foundation Treasurer.
 - ii. Coach Communications Officer – to create one point of contact for coach minimizing interaction and duplicity.
 - iii. Parent Communications Officer – to create a one point of contact for parents, generating email updates on a regular basis.
 - iv. Status Communications Officer – to create one a designated person to communicate team status (win, loss, score, important info) to the PTSA Communications Officer for the weekly email.
 - v. Event Planner – to create one person formalizing each event, with supporting committee parent participants.
 - vi. Fundraising – to create one person formalizing a fundraising plan, with supporting committee parent participants.
 - vii. Academic Liaison – to create one person focused on supporting academic success among participants by identifying those at risk and making improvement opportunities available to those in need.
 - viii. And others as deemed necessary by the group.
- c. Fundraising. This includes obtaining sponsors, soliciting donations and grants, participating in local revenue generating functions, sales of specific spirit wear and managing the income and expenses of their group. It is suggested that two people review all orders to prevent errors and ensure legitimate purchases.
- d. Promotion. This includes supporting school spirit, advertisement, website updates, good sportsmanship, and inclusive attendance at events.
- e. Inclusivity. To make every activity available to every participant regardless of their ability to pay for the cost of their sport.

2. Operations.

- a. Booster Clubs must obtain written permission from the Centurion Foundation for any fundraising activity, promotional activity, or other event/item, by completing the Request for Approval of Fund-Raising Activity by a Non District Organization Form. This form must be submitted to the Centurion Foundation for signature, who will also obtain signature of the Principal. The purpose of this section is to A) Identify insurance needs to protect all parties, B) Garner school support and cooperation, and C) Prevent duplication and competition.
- b. Booster Clubs must adhere to all CIF regulations, including but not limited to No-Recruitment. It is the Booster Club responsibility to educate each parent participant of these regulations and enforce them to act accordingly to prevent loss of Booster Club status.

3. Finances.

- a. Booster Clubs are responsible for reporting all monies collected under its auspices.
- b. To protect the members of the Booster Club, all monies shall be counted by two (2) people, and recounted when submitted to the Centurion Foundation Treasurer.
- c. Receipts along with a Reimbursement Form are required for all reimbursements. It is strongly recommended that one person be designated as the Financial Clerk within the Booster Club, and that all purchases be pre-approved by this person, in addition to funneling all reimbursements through this Financial Clerk.
- d. Booster Clubs may raise funds using the 501c3 status, however, it must comply with the rules and regulations thereunder as set by the IRS. See www.irs.gov. This includes, but is not limited to, providing tax deductible donation letters to their respective donors.
- e. Booster Clubs may determine an objective method to sponsor participants in need of funding support, and apply equal funding across all participants who qualify.
- f. Booster Clubs must adhere to the San Diego Unified School District's policy of a Free Education. All requests for participant payments must be submitted in writing to a member of the Centurion Foundation for confirmation of wording.