



Booster Club Procedures Manual

2019-2020

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I Overview of the Centurion Foundation

The Centurion Foundation (CF) began in 1986 as “The Centurion Club”. In 1987 the name was changed to “The Centurion Alumni Foundation of University City High School.”

Our purpose has always been to support the extracurricular activities of the students at University City High School. (UCHS) Our Mission Statement is:

The Centurion Foundation of UCHS is a non-profit 501(c)(3) organization dedicated to supporting the UCHS Departments and Clubs, students and families of our school community. Our primary mission is to enrich our children's extracurricular activities that are a vital extension of their daily school experience.

We work with many sport/club parent booster groups at school, as well as the Music Program and Cheer.

Current CF Board Members – 2019 - 2020

President	Dave Lynch	president@uc-centurionfoundation.com
VP - Programs	Valerie Upham	programs@uc-centurionfoundation.com
Secretary	Sharon Joe-Hom	secretary@uc-centurionfoundation.com
Treasurer	Carol Edlin	treasurer@uc-centurionfoundation.com
Treasurer Liaison	Stephanie Castaneda	treasurerliaison@uc-centurionfoundation.com
Assistant Treasurer	Carrie Mayer (music)	assttreasurer@uc-centurionfoundation.com
Grants	Meredith Kennedy	grants@uc-centurionfoundation.com
Club Liaison	Julie Hicks	clubsliaison@uc-centurionfoundation.com
Website Director	Dan Vaught	website@uc-centurionfoundation.com

Board Descriptions:

President. The President has general supervision, direction, and control of the business and officers of the Centurion Foundation. The President shall preside at all meetings of the Board. All insurance requests and contracts should be directed to the President.

VP - Programs. The VP of Programs coordinates general programs and the sport physicals.

Secretary. The Secretary records minutes at the board meetings and keeps a binder of all past minutes.

Treasurer. The Treasurer manages the finances of the Centurion Foundation including the recording of deposits, disbursement of funds, and maintains all Quickbook accounts.

Treasurer Liaison. The Treasurer Liaison serves as the communications officer between the CF Treasurer and the Booster Liaisons. All booster expenditure and general money questions should be directed to the Treasurer Liaison.

Assistant Treasurer. The assistant treasurer is music booster's financial clerk.

Grants. The Grants chair coordinates the Fall, Winter, and Spring grant cycles.

Club Liaison. The Club Liaison works with the club Booster Liaisons on obtaining school approval for fundraising activities.

Website Director. The Website Director maintains the CF website.

Our website is <http://uc-centurionfoundation.com>

The CF website can also be accessed from the UCHS website >Athletics tab > More > Centurion Foundation.

You will find PayPal Donation buttons on our website as well as an email subscription box for newsletters and meeting announcements.

Our mailing address is

UCHS - Centurion Foundation
6949 Genesee Avenue
San Diego, CA 92122

Our profile on Guidestar

<https://www.guidestar.org/profile/33-0073915>

Executive Board Meetings are held at University City High School. All are welcome!
Second Tuesday of each month at UCHS (Media center or Bungalow) at 6:00 pm.

Our Current Member Groups:

Baseball
Boys Basketball
Boys Beach Volleyball
Boys Freshmen Basketball
Boys Golf
Boys Soccer
Boys Tennis
Boys Volleyball
Boys Waterpolo
Casa de Luz
Cheer Club
Dance Team
Field Hockey
Football
Girls Basketball
Girls Beach Volleyball
Girls Golf
Girls Soccer
Girls Tennis
Girls Volleyball
Girls Waterpolo
Homecoming Game
Journalism
JROTC
Lacrosse
Music & Band
P.E. ACCOUNT
Huszar Scholarship
Wolfe Scholarship
Robotics Team
Softball
Swim and Dive Team
Track and Field
UC Pals
UCHS Class of 2017
UCHS Hall of Fame
Wrestling

What Does Centurion Foundation Do?

- Centurion Foundation maintains 501(c)(3) non-profit foundation status and liability insurance.
- The CF board raises funds for the Centurion Foundation general account. Our current fundraising efforts include direct donations with school registration packets and via our website PayPal button, and hosting fundraising events such as the Memorial Brick Campaign. Please see the Centurion Foundation website for information about supporting the Centurion Foundation.
- We offer grants to groups that operate under the Centurion Foundation umbrella. Grants are considered three times a year contingent on availability of funds. Grant dates and grant applications are posted on the Centurion Foundation website. All CF groups in good standing can apply for grants.

Good standing groups are those who

- 1) turn in a signed Booster Club Agreement form to Treasurer Liaison
 - 2) submit Fundraising Request Forms to the Club Liaison for all fundraising activities
 - 3) submit proper paperwork for deposits and reimbursements.
- We offer scholarships, specifically the Coach Al Wilson Award and 2 Centurion Awards. Scholarship amounts and availability may change due to budgetary status.
 - We fund Senior awards and trophies coordinated and awarded by the school.
 - We offer sports related programs on topics such as athletic scholarships, NCAA eligibility, concussions and nutrition.
 - We offer sport physicals on campus for the convenience of our athletes.
 - We sponsored the Optimal Giving Mobile Fundraising Platform for member groups from April 2017-April 2018.

II Booster Club Structure

The Centurion Foundation is the primary organization that enables parent boosters, alumni, and community organizations the means to help support UCHS's athletic and club groups. It fills a vital niche that complements that of ASB (for students), EdUCate (for teachers), and the PTSA (parents that support the school).

The CF provides the means for groups to:

- Raise funds and operate under a 501(c)(3) tax-exempt status.
- Accept tax-deductible donations
- Apply for fundraising opportunities and grants with external organizations as a 501(c)(3)
- Utilize the CF insurance policy for district facility rentals. Liability insurance is required for use of school/district facilities
- Accept credit card payments online and at events.
- Utilize the CF insurance policy for off-campus rentals and the ability to purchase CF insurance riders for most events.

In order for groups to co-op with the Centurion Foundation, each group must have a **designated Booster Liaison**. This Booster Liaison is responsible for reading and following this Procedures Manual, signing the Booster Club Agreement, and acting as the contact between the booster financial clerk and booster fundraising chair, and the CF Treasurer Liaison, Treasurer, and Club Liaison. **It is highly recommended that the club's financial clerk or fundraising chair be the Booster Liaison.**

Each group shall

- have a Booster Liaison
- have a Booster Club Chair
- have a school sponsor/coach
- have a minimum of \$500 in the account.
- create an organized, independent account with the Centurion Foundation and protect the 501(c)(3) status.
- adhere to district and school guidelines regarding fundraising and other activities.

Each recognized booster group must agree to the following Objectives, Operations and Finances.

Objectives

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.

Fundraising. This includes obtaining sponsors, soliciting donations and grants, participating in local revenue generating functions, sales of spirit wear and managing the income and expenses of the fundraising activity.

Promotion. This includes supporting school spirit, advertisement, website updates, good sportsmanship and inclusive attendance at events.

Inclusiveness. Every activity should be available to every participant regardless of their ability or willingness to fundraise or donate.

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 the Booster Club.

Operations

Organization and Leadership

It is recommended that the Booster Club designate certain parent participants as leaders, or points of contact in various positions. This will improve operability and minimize duplication of effort within the group.

The Booster Clubs are considered “Committees of the Centurion Foundation” rather than independent Board Members of their group. Suggested titles include Committee Chair, Vice Chair, Financial Clerk, and Fundraising. There should be no titles of President, Vice President, Treasurer, or Secretary, as every booster club is considered a “committee” of the Centurion Foundation.

Each group must have a Booster Liaison -

- to promote two-way communication between CF and their group
- to coordinate club fundraising by submit fundraising paperwork to the CF Club Liaison
- to coordinate club finances by submitting deposit paperwork and expenditure requests.

Each group must have a Booster Club Chair -

- to be in charge of the booster committee
- to authorize expenditures

Additional positions that **each group may consider** include:

- Vice Committee Chair - the person second in command if the Chair is absent
- Financial Clerk - the person responsible for recording and keeping track of the income and expenses of the group.
- Fundraising - one person to formalize a fundraising plan, with supporting parent committee participants
- Coach Communications Officer/Team Parent - to create a single point of contact for coach, minimizing interaction and duplication of efforts.
- Parent Communications Officer/co-Team Parent - to create a one point of contact for parents, generating email updates on a regular basis.
- Public Communications Officer - to create one designated person to communicate team status (win, loss, score, important info) to the PTSA Communications Officer for the weekly email. Coordinate with Coach to inform UT of team results.
- Event Planner - one person designated to coordinate each event with supporting committee parent participants.
- 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.

Fundraising Guidelines

Booster Clubs *must obtain written permission from UCHS* via the Centurion Foundation for any fundraising activity, by completing the SDUSD Fundraising Request form. This form is available on the Centurion Foundation website at www.uc-centurionfoundation.com under the “Docs & Forms” tab > CF Fundraising Request Form.

1. The Fundraising Request Form must be submitted to the Club Liaison of the Centurion Foundation clubsliaison@uc-centurionfoundation.com. Please attach all supporting documentation (written and/or spoken information given to parents.)
2. The CF Club Liaison then submits your form to UCHS to be approved by the Principal. **You cannot begin your fundraising activity or publicize it until the Principal has signed this form and you receive a signed copy of approval from the CF Club Liaison.**
3. An approved copy will be returned to your group via email. A member must keep a copy of the approved form during the fundraising event. Please allow at least **three weeks** for the approval.

Any activity that makes money is a fundraiser and needs a Fundraising Request Form. This includes:

- Promotional activities
- Events
- Selling items (including food, snack bar, spirit packs, charging more than your actual cost of the item)
- Soliciting for cash donations (A copy of the donation letter must be submitted with the Fundraising Request form for approval. A sample letter is available on our website for groups to customize.)
- Crowd Funding such as SnapRaise, GoFundMe, FanFund, etc. Submit the wording you are using in your campaign, and the written and/or spoken information given to your parents.
- Money made in excess of costs (charging parents more than the actual cost of the banquet meal. Note that students cannot be charged to attend their awards banquet.)
- Raffles (see raffle rules below)
- _____-a-thon (eg. hit-a-thon, swim-a-thon, etc.) where you are collecting donations and pledges. All “_____a-thons” should be done within your scope of regular practice guidelines. (A copy of the sponsorship/pledge form must be submitted with the Fundraising Request form for approval.)
- Restaurant fundraisers

Booster clubs may raise funds using the 501(c)(3) status, however it must comply with the rules and regulations as set by the IRS. See <https://www.irs.gov/charities-non-profits/charities-non-profits-a-z-site-index> and <https://oag.ca.gov/charities/guide-live>

School Facility Use

If the fundraiser or other event takes place at UCHS, a [blue](#) UCHS Activities Request and Facilities Reservation form must be submitted to the School Administrative Assistant for approval and placement on the school calendar.

A District Rental Request form is also required for all booster-sponsored events on school property that take place after school hours. This form needs to be faxed or emailed to the District Real Estate Management Department. Their fax number and email address are on the form. There may be a rental charge determined by the District.

You first need to contact the CF President to see if your event is covered under CF's liability policy. If your event is covered, put "your booster group name/Centurion Foundation" on the Organization line.

This approval process is necessary to obtain school approval for facility use, identify insurance needs to protect all parties (school district, school, CF, students, and booster parents!), garner school support and cooperation, and prevent duplication and competition between clubs.

Liability Insurance

CF provides liability insurance for the rental of school facilities for most events (excluding contact sports, out of season, and others.) CF can also provide an additional liability insurance rider for rental facilities for fundraisers and banquets on and off campus. Groups are responsible for any additional fees. Insurance requests need to be submitted a month in advance with a contract reviewed and approved by the CF President. (see Contracts below)

Alcohol-related events for adults only have special consideration. The district's policy is alcohol is NOT allowed on campus or at an off-campus event with students/minors present. Please contact the CF Club Liaison or President for more information.

Fundraising Special Considerations

CIF Regulations

Booster Clubs must adhere to all CIF regulations, including but not limited to No-Recruitment. It is the Booster Club's responsibility to educate each participant of these regulations and enforce them to act accordingly to prevent loss of Booster Club status.

Coaches and Pool Fees

Booster groups may choose to raise funds to pay for coaches; however, all hiring must be done, and *salaries paid, through the UCHS financial office*. The boosters will work with the UCHS finance office to reimburse the school and boosters will also submit a CF Expenditure Request Form when the coach contract begins. Failure to fill out and submit this form will delay payment to your hired coach. A CF Expenditure Request Form should also be filled out for pool fees and submitted to CF when the water sport season begins.

Contracts

Any contract should be submitted to the CF President who authorizes a signature. Please allow up to 3 weeks.

Gifts

In order to receive reimbursement for a gift, a receipt must be submitted. Therefore, CF cannot reimburse for cash gifts, but can for gift cards.

Overnight Events

During the school season, please contact the school administration for district paperwork. Out of season events (including summer) cannot be approved by the school and are NOT covered by CF's liability insurance.

Raffles, Opportunity Drawings, Auctions

Please contact the CF Club Liaison for more information.

Raffles

California defines a raffle to be a type of lottery in which prizes are awarded to people who pay for a chance to win. Each person enters the game of chance by submitting a detachable coupon or stub from the paper ticket purchased.

- May only be conducted if CF has their raffle permit.
- Should be approved by the school and CF as a fundraiser (submit a Fundraising Request Form)
- Raffles are not permitted on school grounds, nor can tickets be sold on school grounds
- At least 90% of the gross receipts from the raffle ticket sales must benefit your group. Expenses may not exceed 10% of the funds raised. Thus, 50/50 raffles (50% of ticket-sale revenue is awarded as the prize and 50% of the revenue is retained by the organization) are not permissible in California for non-profit organizations.
- Funds for the raffle must be kept separate from any other fundraiser going on at the same time. Accounting will need to be reported separately to the State of California. *Accounting should be submitted on the CA Raffle form on our website and given to the CF Treasurer shortly after the raffle has con-*

cluded. On Part A: Name of Organization, put your booster club name, and then answer all questions on Part B and C. For more information, please contact the CF Treasurer. The State of California website also has a lot of information on non-profit raffles. <https://oag.ca.gov/charities/raffles>

Opportunity Drawings

Opportunity drawings are permissible, so long as there is no requirement to pay for tickets to enter the drawing, and everyone must be allowed to receive a ticket. Once participants are required to pay for a ticket, it is considered a raffle.

Auctions (Silent and Live)

These are permissible.

A Silent auction is bidding on a paper for an item.

A Live auction is openly bidding with an auctioneer.

Tournaments

Many sporting tournaments are not covered under CF's liability policy. Please contact the CF President to see if your event is covered under CF or the school. If CF cannot obtain liability insurance for your tournament, your tournament finances must be run through the school so please DO NOT have tournament related checks payable to Centurion Foundation.

Uniforms and Spirit Packs

- In keeping with the policy of a Free Public Education for all, only certain items can be required to be purchased by a participant in a school-sponsored activity. These items include, but are not limited to shoes, liners, spankies, jock straps, socks and other items of an intimate nature.
- "Spirit Packs" are optional. They often include shorts, shirts, sweatshirts, warm-up pants, jackets, etc. You may not require any student to purchase and wear at practices, events or other team outings.
- An athlete may purchase uniforms if they choose to, or they may use one provided by the school, which they will be expected to return upon completion of the season. If an athlete loses their uniform, they may be required to pay for their replacement.

III Financial Management

All of the Centurion Foundation's Booster Club Members share one bank account. Your club's funds are kept in a separate Quickbooks "account" that allows us to keep track of all of your transactions. You may request a copy of your ledger that shows all of those transactions for a specified period of time. (Up to weekly while in season, or up to monthly out of season.)

We require that **each club designate one individual as the Booster Liaison**. Your Booster Liaison will communicate with the CF Treasurer for DEPOSITS and the CF Treasurer Liaison for EXPENDITURES.

Procedures for Depositing Funds

Booster Clubs are responsible for reporting all monies collected under its auspices. Deposits should be made by the club's Booster Liaison at

Chase Bank
4111 Governor Dr
San Diego CA 92122.

- All **cash** funds raised should be deposited into the bank within 24 hours. All monies shall be counted by two (2) people and signed using the CF Deposit Verification Form.
- **Checks** need to be deposited into the CF bank account by the club's Booster Liaison as soon as possible to decrease the chances of bounced checks. Please make checks **payable to UC Centurion Foundation** and include your booster club name in the memo line. Please make copies of the checks for your records and note the booster club will be responsible for any bounced check fees from Chase Bank.
- **The Club Booster Liaison must forward a copy of the bank deposit receipt and the CF Deposit Verification form to deposit@uc-centurionfoundation.com * or Centurion Foundation mailbox at UCHS in order for their group to get credit for the deposit.** Receipts and forms should be in a scanned PDF (no photos in JPG, TIFF, etc. Use the Genius Scan or CamScanner app.) Deposits without paperwork will be rolled into the CF General Fund after 3 days. Each activity should have a separate CF Deposit Verification Form, although you should submit one bank deposit receipt for multiple activities. (Please make only one deposit and not multiple deposits on the same day.)
- Deposits should correlate to your school approved fundraising activities (page 9), so don't forget to submit your fundraising forms before you deposit your money!
- Do not deposit the money from an event not covered by CF's liability policy, for example tournaments covered previously. Contact the UCHS Financial Clerk to set up an account for events insured under the school or CIF.

To obtain the bank account number, please contact the CF Treasurer via email at: treasurer@uc-centurionfoundation.com or the CF President at president@uc-centurionfoundation.com

Refunds

Refund money for a cancelled event will be given back to the booster financial clerk who will be responsible for distributing the money to the parents. There may be a processing charge for refunds.

Reimbursement of Expenses and Payment of Invoices

No reimbursement checks will be written for your group until we have the CF Booster Club Agreement to Rules and Regulations signed by your Booster Chair, Booster Liaison, and Coach/Sponsor.

We will reimburse for valid club expenses submitted by your Booster Liaison.

1. Your Booster Liaison fills out a CF Expense Reimbursement Form, which is available on our website.
2. Your Booster Club Chair signs the Expense Reimbursement Form.
3. This form should be emailed* with a documentation, including receipts, company invoices, etc. to reimbursement@uc-centurionfoundation.com. Supporting documents should be in scanned pdf form (no photos in JPG, TIFF, etc. Use Genius Scan or CamScanner app to convert to pdf.) You can also leave the completed Expense Reimbursement Form and receipts in the Centurion Foundation box at UCHS. The Centurion Foundation box will be checked on an average of once per week. Do NOT submit expenses or reimbursements to the CF Treasurer.
4. Please allow up to 10 days for processing your payment.

Please note, school rules prohibit Centurion Foundation from paying coaches, referees, and people for services. Payment/salaries to coaches, referees, and people are paid by the school, and we can reimburse the school. Submit the CF Expenditure Request Form at the beginning of the season to prevent a delay of payment by the school.

Receipts along with a Expenditure Request Form are required for all reimbursements. Only the club's Booster Liaison can submit reimbursements.

*Emails should have **Deposit or Reimbursement, \$ amount, and Club Name** in the subject line. One reimbursement request per email please.

PayPal and Square

PayPal is a convenient way for donors to give money to your organization as a donation. All PayPal donations need to go through the Centurion Foundation, and we can furnish your webmaster with a button to place on your website, or on the Centurion Foundation's website.

A Square reader is a device to accept credit card payments via smart phone or tablet. This enables groups to accept credit card payments at events. A Centurion Foundation Board Member needs to be present to operate the Square at your event.

Please note that there are service charges incurred when using PayPal and Square services, which will be charged back to your group.

Donor Acknowledgement Letters

While we encourage all of our booster clubs to individually thank donors for their contributions, only letters from the Centurion Foundation and signed by either the Treasurer, Assistant Treasurer or President can serve as valid substantiation of a charitable gift in accordance with IRS rules. Donor acknowledgement letters for tax purposes will be given for donations of **\$250 or more only**. ***Booster Liaisons should attach the addresses of donors who give \$250 or more when they complete the Deposit Verification Form.*** Cancelled checks for amounts less than \$250 should be sufficient for IRS documentation.

We accept in-kind donations of items to the school on behalf of a teacher or department. This allows our donors to claim a charitable contribution to the fullest extent allowable. An official letter will be generated by the Treasurer to the Donor and all District required forms will be filled out by the Centurion Foundation, ensuring that the donated property officially becomes the property of the School District.

Donations

- Clubs/Sports. Donations made out to Centurion Foundation with the express purpose of funding a particular club or sport are considered RESTRICTED. Restricted donations cannot be used for any other purpose except for that club or sport.
- General Fund. Donations made to Centurion Foundation that have no specific club or sport intention are considered UNRESTRICTED and go into the General Centurion Foundation Fund. The board has discretion to allocate these funds for CF activities (grants, speakers, awards, insurance, tax prep, etc.)
- Non-Use of Funds. If a club or sport is no longer in existence, any remaining funds allocated to that club or sport are transferred to the General Centurion Foundation Fund. A club or sport is no longer in existence if there has been no activity for that club/sport for at least 2 years, the club/sport no longer meets or practice, and the club/sport no longer has a school sponsor.
 - In the event that a club is created for a time-dependent event, such as Class of 2017, then the funds will get transferred to the General CF Fund after one year of non-use.
 - Exceptions. If a parent makes a donation to a sport and the student does not play that sport, the funds may be moved to a different club/sport or refunded to the parent (minus any PayPal service fee). Requests for changes or refunds must be made in a reasonable time from the donation, 30 days or less.

Federal and State Tax returns

At any time you may ask to receive a copy of the Foundation's federal and state tax returns, Form 990 and Form 199 respectively. CF Tax ID number will be provided to the Booster Liaison and can be requested from the CF Treasurer.

Thank you for volunteering to help your booster club give UCHS students lifelong experiences! The Centurion Foundation board members are volunteers committed to maintaining 501(c)(3) non-profit status for all participating sports and extracurricular groups at UC High. Thank you for reading this manual and enhancing communication between your booster club, UCHS, and Centurion Foundation.

www.uc-centurionfoundation.com