

SUPPORT AND BOOSTER GROUPS

The School Board encourages parent and citizen involvement and support in the schools. Parent organizations, Booster Groups for various activities, and other parent or citizen organizations are encouraged to provide assistance to the schools.

Any group wishing to provide services and/or raise funds to support the schools must have the approval of the principal and superintendent. The School Board will be notified of any group so organized. Any student group fundraising must have prior approval from the building principal.

The Parent/citizen organizations must present evidence to the school principal and superintendent that those persons responsible for the collection, deposit, and expenditure of funds are properly bonded. The organization will provide to the superintendent and Board twice annually a financial summary that includes, at a minimum, a summary of all receipts and expenditures.

If any parent/citizen group or organization desires to use the school's federal tax identification number for purchasing purposes, the organization will comply with the financial procedures prescribed by the superintendent's business office.

Adopted by the Conway School Board – December 8, 1997

Reviewed with no change – October 1999

Revision Adopted – September 25, 2006

Revised and adopted – March 14, 2011

Procedures *For Parent/Citizen Booster Support Groups*

- (1) Prior approval form must be completed and submitted to the Board for approval and authorization prior to any fund raising activities.
- (2) The letter of authorization from the Conway School Board must be posted at all fundraising events and referenced in any print material distributed by the designated group.
- (3) The Support and/or Booster Group will submit an annual financial report to the Board on or before its first meeting in August.
- (4) If the group is authorized to use the school's tax identification number, the group will:
 - a. process all funds through the student activity fund,
 - b. participate in the district's annual audit,
 - c. implement all school policies,
 - d. be included in the district's liability insurance.
- (5) No activity fund group should have a negative balance at any point.
- (6) For any booster/support group without activity for two successive years, the funds in the Student Activity Account will be dispersed to the KHS Activity Fund Account to be used at the recommendation of the Principal.
- (7) Class officers will be encouraged to finalize all class accounts prior to graduation.
- (8) Graduated classes with funds in their account after graduation will have the funds dispersed to the KHS Activity Fund to be used at the recommendation of the Principal.

Conway School District

Approval Form for Parent/Citizen Support and Booster Groups

All support and booster groups must obtain Board approval annually to engage in fund raising activities. This approval form will serve as notice of your intent to offer support and assistance to one or more of the Conway Schools. We appreciate your efforts!

Name of Group	Primary Contact (name, mailing address, email and phone)	Assurance of Bond Attached ___ YES ___ NO The group requests authorization to use the school's tax id no. * ___ YES ___ NO
Officers:		
Bank:	Authorized Signatories	
Activities Calendar	Activities	

* Use of the school tax id number requires that all funds be processed through the student activity fund and participation in the district's annual audit

XYZ Boosters
July 1, 20XX - June 30 20XX

Account Summary

Beginning Cash Balance XXX

Income

Donations	XXX
Fundraising	XXX
Interest Income	XXX
Other	<u>XXX</u>

Total Cash Received

Expenditures

Equipment Purchased	XXX
Programs Funded	XXX
Scholarships	XXX
Field Trips	XXX
Other	<u>XXX</u>

Total Expenditures

Change in Cash Balance XXX

Ending Cash Balance XXX

Notes Amount

Anticipated Income > \$1000

Source	XXX
Source	XXX
Source	XXX

Committed Expenditures > \$1000

Item	XXX
Item	XXX
Item	XXX

Income > \$1000	<u>Amount</u>	<u>Notes/Description</u>
Donations		
Donor	XXX	
Donor	XXX	
Donor	XXX	
Total Donors < \$1000	<u>XXX</u>	
Total Donations	<u>XXX</u>	
Fundraising		
Event	XXX	
Event	XXX	
Event	XXX	
Total Events < \$1000	<u>XXX</u>	
Total Fundraising	<u>XXX</u>	
Other		
Other	XXX	
Other	XXX	
Other	XXX	
Total Other < \$1000	<u>XXX</u>	
Total Other	<u>XXX</u>	

Expenditures > \$1000	<u>Amount</u>	<u>Notes/Description</u>
Equipment Purchased		
Equipment	XXX	
Equipment	XXX	
Equipment	XXX	
Total Equipment < \$1000	<u>XXX</u>	
Total Equipment Purchased	<u>XXX</u>	
Programs Funded		
Program	XXX	
Program	XXX	
Program	XXX	
Total Programs < \$1000	<u>XXX</u>	
Total Programs Funded	<u>XXX</u>	
Scholarships		
Recipients	XXX	
Recipients	XXX	
Recipients	XXX	
Total Recipients < \$1000	<u>XXX</u>	
Total Scholarships	<u>XXX</u>	
Field Trips		
Destination	XXX	
Destination	XXX	
Destination	XXX	
Total Destinations < \$1000	<u>XXX</u>	
Total Field Trips	<u>XXX</u>	
Other Expenditures		
Description	XXX	
Description	XXX	
Description	XXX	
Total Other < \$1000	<u>XXX</u>	
Total Other	<u>XXX</u>	

