
Booster Club Requirements and Operational Guidelines



FOREWORD

Frisco Independent School District recognizes the importance of parent and community involvement and strives to support those activities in every way possible. The District greatly appreciates the commitment of its parents to invest time, effort, and financial support to the students involved in the supported activities. It is with this in mind that the following Guidelines for Booster Clubs were developed.

Booster Clubs are parent organizations established to promote school-sponsored programs, student groups, or activities. Booster Clubs may be organized to support student groups at a particular campus or to support similar programs at numerous campuses. This support may be as simple as providing refreshments for a particular event or as complex as raising money for an out-of-state competition. Regardless of the complexity of the activity, the Booster Club is required to coordinate its activities with the coach/director of the program, which will then be approved by the campus principal or the appropriate District administrator. This cooperation between the Booster Club the campus staff and the administration is essential to the success of the club's activities. In all instances, parents and members of the Booster Club may make suggestions and recommendations about particular activities; however, the principal or other appropriate administrator will be responsible for the final decision. The proper channel or chain of command to be used by booster clubs is as follows:

*Parents &
Booster Club ➡ Program Coach/Director ➡ Campus Principal ➡ District Personnel
Members*

Please utilize the attached guidelines in the establishment, organization, and management of the Booster Club. This information is provided to assist you in meeting state, federal, and District requirements for the operations of an authorized Booster Club of Frisco ISD.

Please see the link from the UIL for additional general guidelines and information.

<https://www.uil texas.org/policy/guidelines-for-booster-clubs>

ORGANIZATION

To start a booster club, the District must approve the formation of the club and the club must comply with all District requirements. Only approved organizations operating under these Booster Club Guidelines and Frisco Independent School District policies and procedures shall be allowed to use the school name and/or facilities in support of its programs. The District's designee for overseeing the activities of booster clubs is the principal or the campus where the organization functions. Therefore, specific questions regarding booster activity should be addressed to the campus principal. As the responsible District employee, the principal shall:

- 1) Approve the formation of any such organization;
- 2) Receive a copy of the organizing documents and bylaws of such organizations;
- 3) Ensure that an organization's sole function is to support the educational activities of the designated program area; and
- 4) Have the authority to discontinue the association of any school program with a parent or community organization that has been judged by the principal to be disruptive to the educational activities or goals of the program or group.

Each booster organization must develop and maintain bylaws that are jointly reviewed on an annual basis by the campus principal or designated campus administrator and the booster club officers. Copies of the organization's bylaws must be on file with the campus principal's office. In addition, an exempt organization must report name, address, and structural and operational changes to its bylaws to the IRS. If an organization files an annual return (Form 990), it must report the changes on its return. The bylaws should contain the details of the rules of membership. This document must address the organization's fiscal year, organizational structure and the method used to elect officers. Active members should include those individuals who are parents or guardians of a student active in the sponsored program and who are current in their dues (if assessed). Only active members in good standing shall be permitted to hold office or vote upon any matter of business of the organization, other individuals may volunteer for the Booster Club but cannot vote, hold an office, or handle funds on behalf of the organization. To be in good standing, the member must have a current/completed VOLY background check, not be under investigation by the District, by the booster club, or by any third-party monitoring entity, or another good-cause reason for lack of good standing as determined by the relevant organization. "Members" should be defined in the Booster Club's bylaws.

The bylaws should specify that there is a two one-year consecutive term maximum that members may serve in roles as the President or Treasurer; however, exceptions may be made by the campus principal in extreme cases. In addition, the bylaws should address the restriction that only one member of a family may serve as an officer at the same time unless parents are serving as co-chairs in the same office which limits the family's vote to one. No officer shall be permitted to hold more than one office position at the same time, Booster organizations that have incorporated should also include document retention, conflict of interest, and whistleblower policies in their bylaws.

Administration and/or employees of the District shall not serve in the financial capacity of a

booster or other parent organization. Financial capacity includes holding an officer position.

At a minimum, the booster organization shall elect the following officers on an annual basis.

PRESIDENT

Typically, the president of a booster organization is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization;
- Regularly meet with the designated campus representative regarding booster activities (regularly is defined as monthly at a minimum);
- Resolve problems in the membership;
- Regularly meet with the treasurer of the organization to review the organization's financial position;
- Select an officer as the designee to receive bank statements either through the mail at their home address or electronically. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity.
- Schedule an annual audit of records or request an audit if the need should arise during the year;
- Perform any other specific duties as outlined in the bylaws of the organization.

VICE-PRESIDENT

The vice president acts as the president's representative in his/her absence. They must remain familiar with the organization's activities. The major duties include, but are not limited to, the following;

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Perform other specific duties as outlined in the bylaws of the organization.

Note: Larger booster organizations may find it necessary to elect several vice presidents with responsibility over different areas. Such positions shall be clearly defined in the bylaws of the organization.

SECRETARY

The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary must have a thorough knowledge of parliamentary law and the organization's bylaws and ensure the accuracy of meeting minutes. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined by the bylaws;
- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership, and committee listing
- Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Other specific duties as outlined in the bylaws of the organization.

TREASURER

The treasurer is the authorized custodian of the funds of the association. The treasurer receives and disburses all monies indicated in the budget and prescribed in the local bylaws or as authorized by the action of the association. All persons authorized to handle funds of the association should be covered by a fidelity bond in an amount based upon the organization's annual income and determined by the executive board. The major duties include, but are not limited to, the following:

- Serve as chairperson of the Budget and Finance Committee if prescribed within the bylaws of the organization;
- Issue a receipt for all monies received and deposit said amounts weekly (daily if receipts on hand exceed \$250.00);
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month's end. Copies should be available for review by the general membership within a reasonable timeframe if requested.
- File current financial reports at the end of each fiscal year with the campus principal/campus bookkeeper;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office.
- File annual IRS form 990, 990-T, 990-N, or 990-EZ promptly;
- Submit records to the audit committee appointed by the organization upon request or at the end of the year;
- Other specific duties as outlined in the bylaws or the organization.

Note: Due to the increasing requirements placed on charitable organizations by the Internal Revenue Service, it is strongly recommended that the Treasurer have an accounting background.

ELECTION OF OFFICERS

The election of officers of the organization will occur annually within the timelines and manner prescribed by the booster organization bylaws. Typically, the election of officers should occur by May of each year so that the newly elected officers may be in place for the start of the next school year. The transfer of records and audit of the accounts should be completed no later than July 1st of each year.

Officers may be elected in a variety of methods (simple majority, secret ballot) in accordance with the organization's bylaws. The election of officers should be from a slate of officers presented by the nominating committee in the spring of each school year. Recommendations may also be taken from the floor at the time of the vote in accordance with Roberts Rules of Order. At no time should officers be appointed without the input and approval of the membership. Refer to the beginning of the Organization section for specifics on maximum terms and limited family members in officer roles.

OPERATIONAL GUIDELINES

Notice of all general meetings of the booster organization should be published at the campus seventy- two hours prior to the meeting date. The notice should clearly indicate the date and time of the meeting and the items to be discussed. All booster club general meetings should take place on school premises. In order to provide an optimum level of communication and teamwork, booster club general meetings should be held in the presence of the campus principal or other school sponsor.

Booster Clubs may hold one mid-year and one end-of-year banquet to celebrate parent and student achievements for the year. Events must be reviewed by the campus principal prior to establishing any related reservations for the proposed event. Tickets sold for these events may be subject to state sales tax. Please review the Texas Comptroller's Office website to determine if sales tax is required.

The University Interscholastic League (UIL) rules limit the ability of students to accept gifts. Awards that students may receive are specifically outlined in Subchapter O. Section 480(a)(2) of the UIL Constitution and Contest Rules. UIL guidelines will apply for all activities involving students for which the Booster Club is supporting. No gifts or purchases that individually benefit students shall be made outside of UI L guidelines. To ensure compliance with UIL guidelines governing Athletic Booster Clubs, all disbursements made from the club's activities shall require the approval of the Campus Athletic Coordinator.

Tax-exempt organizations must benefit a group as a whole, not individual members of a group. Since Booster Clubs assist student groups, all members of the student group sponsored are to be treated equally and receive the same opportunity to benefit from the Booster Club's assistance. The IRS has indicated that a Booster Club may establish criteria that could be used to determine if a student is in financial need. If these criteria are met, the Booster Club could provide a greater benefit to a particular student. The criteria for granting the increased benefit should be established by the Booster Club prior to a particular situation

arising and should be applied consistently for all students.

Booster clubs may charge dues to their members. However, parents shall not be required to be members of the Booster Club for their children to participate in the student group that receives benefits from Booster Club activities.

The proceeds from fundraisers or other activities held by the organization (Booster Club) should be used almost entirely for the benefit of the students involved in the support activity in Frisco ISD.

Booster Clubs may not contribute funds in an effort to increase District employee allocations and/or stipends of a particular program or camp

Title IX is a federal law enacted in 1972 that protects individuals in education programs or activities from discrimination based on sex. It states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance”

Title IX applies to all aspects of education and related programs, not just athletics. Since Booster Clubs provide support for District activities, the club should be aware of this law and the District's requirement for compliance.

FUNDRAISING

Booster Clubs are created by parents to provide support for school programs. Fundraising activities scheduled by Booster Clubs must follow the same rules of student involvement as established by the District. Please reference the [FISD Business Services Fundraiser and Operational Guidelines](#) for additional information. As such, fundraising efforts should be planned and organized by the parents, not students. Per District guidelines, there are limitations regarding the number of student-involved fundraisers per year. **As such, all booster fundraisers should first be cleared with program directors/head coaches and then taken to the campus principal for final approval.**

ESTABLISHMENT OF A BOOSTER CLUB

Booster Clubs are encouraged to incorporate under the Texas Business Organizations Code. By incorporating the organization will become formalized by adopting Articles of Incorporation and Bylaws which provide the organization's standard operating procedures. Incorporation also helps shield the individuals governing and operating the non-profit organization from liability incurred by the organization, except in cases of negligence.

A non-profit corporation is created by filing a “Certificate of Formation” with the Secretary of State in accordance with the Texas Business Organizations Code. A non-profit corporation is characterized by the fact that none of its income is allowed to be distributed to members, directors, or officers of the corporation. Not all non-profit corporations are entitled to

exemption from state and federal taxes.

A Certificate of Formation: Non-profit Corporation Form 202 is required to incorporate a Booster Club. This form is available from the Texas Secretary of State's website. The Booster Club will submit two copies of the signed and completed Form 202 along with the required filing fee. Upon review and acceptance, the State will return the appropriate documentation to the submitter.

GENERAL FEDERAL REGULATORY INFORMATION

The organizers and officers of the Booster Club are completely responsible for ensuring that the Club is in compliance with all State and Federal regulations. The District, including any District employee, is not responsible for a Booster Club failing to meet the requirements of State and/or Federal regulations. The District is providing the following information to assist the Booster Club in complying with regulations that the District is currently aware of. This information is not intended to be legal advice or to be all-inclusive. The Booster Club is encouraged to secure outside assistance, if necessary, to maintain good standing with the various governmental agencies involved.

OBTAINING AN EMPLOYER IDENTIFICATION NUMBER (EIN)

All organizations must have an EIN, even if it will not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service (IRS). Since Booster Clubs are separate entities from the District they cannot use the District's EIN. Obtaining an EIN does not establish the organization as a tax-exempt entity.

All organizations must first apply for an EIN and then may apply for tax-exempt status. Booster Clubs may apply for an EIN by applying online, by phone at (800) 829-4933, by completing Form SS-4 and faxing it to (859) 669-5760, or by mailing the completed Form SS-4 to:

Internal Revenue Service
Attn: EIN Operation
Philadelphia, PA 19255

No fee is required to obtain an EIN. After receiving their EIN, Booster Clubs may use it to open a bank account and obtain a State Sales Tax Permit. (When applying for an EIN the responsible party must give their social security number so that the IRS can trace leadership of a non-profit to a physical person. The information is used as a resource by the IRS for contact information as well as a preventative measure against setting up dummy or scam organizations.). Booster Clubs should use the EIN to conduct business for the organization. Booster clubs should never use an individual's Social Security Number for booster club business other than to obtain the EIN.

The Texas Comptroller's Office recommends that each booster club obtain its own post office box (PO Box) or private mailing box (PMB) to be used for official booster club mail. In addition, the post office box address and keys can be given easily to the new officers at the beginning of each year.

Copies of the collected Form SS-4 and the IRS response should be kept with the Booster Club's permanent records from year to year. The District would also recommend that a backup copy of these documents be made and stored in a separate location.

BECOMING A PUBLIC 501(C)(3) TAX EXEMPT ORGANIZATION

Formation of a non-profit corporation or obtaining an EIN does not necessarily entitle the organization to exemption from federal taxation. Organizations must apply for tax-exempt status. In order to be exempt from federal taxes the Booster Club must complete *IRS Package 1023: Application for Recognition of Exemption Under Section 501 (c)(3) of the Internal Revenue Code*. General instructions on the rules and procedures can be found in *IRS Publication 557-Tax Exempt Status for Your Organization*. The completed *IRS Package 1023* must be accompanied by *IRS Form 8718: User Fee for Exempt Organization Determination Letter Request*, which provides a user fee to be paid to the IRS. The fee will vary based on the gross annual receipts of the organization. Completion of *Package 1023* is not required of organizations with gross receipts of less than \$5,000 per year. However, it is still recommended that they do so. These documents can be found on the Internal Revenue Service website. Note: When completing the *IRS Package 1023*, the Booster Club will establish their Fiscal Year end date. Once this date is established, the IRS does not easily allow the organization to change it. This date is important for many filings that the organization will be responsible for, including the *IRS Form 990-Information Return*.

Following completion of *Package 1023* and *Form 8718*, they should be mailed, along with a check for the filing fee to:

Internal Revenue Service
P.O. Box 192
Covington. KY 41012

Organizations may not represent themselves as tax-exempt until receiving official notification from the IRS, and this process may take several months to complete. Upon review and approval of the organization's application, the IRS will forward a Letter of Determination as evidence of approval. This letter should be kept in a safe and secure location as it will be used to prove the organization's tax-exempt status. Frisco ISD will also request a copy of this letter in determining your authorized status as a Booster Club within the District.

ANNUAL FEDERAL FILING REQUIREMENTS

Every Booster Club that is exempt from federal taxation under Section 501(a) must file a return based on its annual gross receipts and net assets held at the end of its fiscal year. The following guidelines apply for the fiscal year ending in 2011 and later:

Form 990-N (commonly referred to as the e-postcard) for Booster Clubs with:

1. Gross receipts of \$50,000 or less.

Form 990-EZ for Booster Clubs with:

1. Gross receipts of more than \$50,000 but less than \$200,000 AND
2. Total Assets of less than \$500,000 at fiscal year-end.

Form 990 for Booster Clubs with:

1. Gross receipts of \$200,000 or more OR
2. Total Assets of \$500,000 or more at fiscal year-end.

In order to comply with Internal Revenue regulations, Booster Clubs must file the appropriate return whether they have applied for exempt status or not. The filing requirements are subject to change and the Booster Club is encouraged to seek outside assistance, if necessary, to ensure compliance with federal regulations.

Even though Booster Clubs may be recognized as tax-exempt, they may be liable for federal taxes on the portion of income deemed to be Unrelated Business Income (UBI). Unrelated Business Income is income from a trade or business activity, regularly carried on, that is not substantially related to charitable activity that is the basis for the organization's tax-exempt status. If the organization has earned \$1,000 or more gross income from UBI they must file a Form 990-T, Exempt Organization Business Income Tax return in addition to the appropriate Form 990 based on total gross income.

If the Booster Club's address changes, a notification must be sent to the IRS immediately to ensure proper communication with this agency is continued. A change of address Form 8822 is available from the Internal Revenue Service and should be sent to the address on the form.

GENERAL STATE REGULATORY INFORMATION

The Booster Club, as an organization, is totally responsible for ensuring that they are in compliance with all state regulations. The District, including any District employee, is not responsible for a Booster Club's compliance with State regulations or the standing of the Booster Club with any state agency. The District is providing this information to assist the Booster Club in this effort. However, nothing contained in this document should be viewed as legal advice nor should it be considered as all-inclusive. Booster Clubs are encouraged to seek outside assistance if necessary, to meet state regulatory requirements.

OBTAINING A TEXAS SALES TAX PERMIT

Some items sold by the Booster Club will be non-taxable, however, tax-exempt organizations must obtain a Texas Sales Tax Permit and collect and remit sales tax on all taxable items it sells. The Texas Comptroller's website maintains a comprehensive list of taxable and non-taxable items. Please refer to that site to determine the compliance requirements. Booster Clubs may obtain the Sales Tax Permit by completing the online application on the Texas Comptroller's Office website, the Booster Club will be issued a permit with the appropriate Sales Tax Permit Number. Booster Clubs may not use the District's Sales Tax Permit Number for any reason.

QUALIFYING FOR EXEMPTION FROM TEXAS SALES AND USE TAX

Booster Clubs may apply for an exemption from sales and franchise tax imposed by the State of Texas. To apply for this exemption, based on the Booster Club's federal exempt status, complete the application (AP-204) found on the Texas Comptroller's website. The Booster Club will receive a letter exempting them from sales and use taxes on all items that they buy, lease, or rent if the items are necessary to the organization's exempt function. The Booster Club should claim exemption at the time of purchase by providing a properly completed exemption certificate in lieu of paying sales tax to the retailer.

This exemption is separate and in addition to obtaining Federal Tax Exempt Status from the IRS.

STATE OF TEXAS FRANCHISE TAX

Every "for-profit" or "non-profit" corporation in Texas must file all franchise tax reports and public information requests with appropriate payments annually until the Comptroller's Office has granted the organization tax-exempt status.

Booster Clubs that have received the Determination Letter from the IRS granting 501(c)(3) tax-exempt status may also request exemption from the Texas Franchise Tax requirements through the Texas Comptroller's Office. Although organizations that are exempt from Federal Income Tax under Internal Revenue Code 501(c)(3), the exemption does not automatically apply, it must be applied for through the state agency.

If the mailing address for the Booster Club changes the Texas Comptroller's Office must be notified immediately in order to ensure proper communication between the organization and the state agency, The Texas Comptroller's Office recommends that Booster Clubs maintain a Post Office Box for official correspondence that can be passed from officer to officer at the beginning of the year following re-organization.

INSURANCE

The District strongly encourages all booster clubs to obtain adequate insurance protection to cover the various liabilities that they may encounter in their operations.

Organizations should have various procedural safeguards in place [including insurance] to protect the officers, membership, stakeholders, and funds that are managed. Booster clubs operate autonomously of the school District as separate legal organizations even though they generally exist solely to support school activities.

Since Booster Clubs are considered “businesses” and are separate legal entities apart from the school District, in the state of Texas the organizations are not considered government entities.

Given that Booster Clubs are not government entities, the Doctrine of Sovereign Immunity does not apply. As a general rule, governmental entities such as school Districts are immune from liability due to the doctrine of sovereign immunity. The Texas Tort Claims Act spells out the circumstances under which a school District can be held liable for a personal injury. Liability can be imposed only when an injury arises from the negligent use or operation of a motor vehicle. The Texas Tort Claims Act however does not grant this same immunity to Booster Clubs. As with any other business, Booster Clubs can be held accountable to the public for its actions. Even though an accident or occurrence may be the result of unintentional negligence, it may lead to an allegation or lawsuit, often naming officers & directors, employees, or volunteers.

- The responsibility for accounting, safeguarding, and disbursement of funds rests with the booster club’s officers. District staff may only act in an advisory capacity.
- Booster club assets and activities are not covered by the District’s general liability or property insurance policies.
- Activities sponsored by the booster club are outside the normal business function of the District.

Considering the activities sponsored, the funds handled, the property owned and the responsibilities and decision-making done by your Booster Club; the insurance policies noted below should be considered for purchase.

- General Liability (GL) provides coverage if the organization becomes legally obligated to pay damages because of bodily injury or property damage to a third party during one of your booster club activities. General Liability is a standard insurance policy issued to businesses and organizations. (Note: General Liability coverage is often required for use and/or lease of a premise for an event.)
- Bonding/Crime insurance provides coverage for theft of funds by a member/volunteer of the organization. Coverage options for both internal theft (embezzlement) vs. external theft (robbery) should be discussed with your insurance agent as applicable to your club’s operations.
- Property Insurance provides coverage for damage to property owned by the Booster Club due to fire, theft, vandalism, and other events per the policy purchased. One thing

that most organizations don't realize is that the Property Policy can also protect fundraising merchandise, auction items, and raffle prizes. This coverage may also be applicable in situations in which your club has care, custody or control of other people's property.

- Accident Medical Insurance is coverage that helps to avoid lawsuits and provides insurance coverage for out-of-pocket medical expenses resulting from an injury to someone while attending a Booster Club-sponsored activity or covered event. This policy does not replace a general liability policy but is often added as a supplement. This coverage is typically offered with medical payment limit options ranging from 5K to 50K.
- Directors & Officers (D&O) provides third-party liability protection for covered losses resulting from an actual or alleged error or omission, misleading statement, or breach of duty as a director or officer of a nonprofit organization. These decisions might include what type of fundraiser to have, where to hold an event, or any other managerial decisions made on behalf of the organization.
- Media Liability is offered by some carriers as a supplemental coverage to their General Liability policy. This coverage is designed to protect your group from liability in the event that you accidentally misuse or disclose information on your club website or other social media sites. Coverage may also be applicable to misuse of logos, copyright, pictures, or other confidential information.

Please Note: Frisco ISD cannot guide parent organizations on insurance coverage procurement, adequacy of limits, or companies providing insurance coverage. It is highly recommended each organization seek the professional opinion of an insurance counselor to ensure proper coverage is secured for their group's own unique needs and operations. Booster Clubs should also seek competent tax and legal advice on their own and at their own expense on an as-needed basis to assist and advise them on legal and tax compliance matters.

FACILITY USE/RENTAL

District-affiliated school support or Booster Organizations may use District facilities with the prior approval of the appropriate administrator.

[Re: District Policy GE(Local)]

School-sponsored student groups may use District facilities with the prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

[Re: District Policy FM(Local)]

If a Booster Club or Organization plans to “rent” a District building or facility for after-hours non-school time use, the District requires that all Booster Clubs and related support groups provide evidence of insurance. Your organization's policy should provide coverage for the specific operations or events that you plan to sponsor with a minimum limit of \$1,000,000 combined single limit for bodily injury and property damage liability coverage. Note that liability insurance policies vary and that not all events may be covered by your policy. Prior to scheduling any event, confirm with your insurance agent that the event you have planned is not excluded by your policy, or use other loss control methods to reduce potential liability for your group. In addition, the District reserves the right to determine the acceptability of a carrier regardless of its rating.

For additional information and guidelines relating to facility use or rental please visit the District website here:

<http://www.friscoisd.org/departments/support-services/facility-rental>

[Re: District Policy GKD (Legal/Local)]

ADDITIONAL INSURED STATUS

If your group contracts with a third-party concessionaire or commercial vendor to operate or conduct an activity on your behalf, you should request a certificate of insurance with limits of at least \$1,000,000 from the vendor. The insurance certificate should name your organization as an additional insured on their insurance policy. If the vendor is unable or unwilling to provide this certificate of insurance, it would be wise and prudent for your organization to find another concessionaire or vendor. Booster Clubs should not add any concessionaires, vendors, or any other committees as additional insureds on your policy. The coverage that your group purchased is intended to protect your Club for your activities and not the activities of others.

HOLD HARMLESS/INDEMNIFICATION

Booster Clubs should carefully read any contracts in their entirety and/or service agreements you are being asked to sign by your vendor. Unless your group is covered by its own general liability insurance policy (either an annual policy or a one-day standalone event policy), by signing a contract that includes an Indemnification Clause, Hold Harmless Clause or a Waiver of Liability Clause, you are accepting, in the name of your group and its officers, the risk for any and all losses (property damage, bodily injury, personal injury, etc.) incurred or resulting from the event you are contracting for.

WORKERS COMPENSATION

Frisco ISD only provides workers' compensation coverage to its employees for required work-related activities performed in the course and scope of their employment. The District's Workers Compensation coverage does not extend to Booster Clubs or any other volunteers associated with support organization operations. District staff members who attend sponsored field trips are covered under workers' compensation during their regular supervision activities of students. Off-duty District staff who voluntarily participate in recreational, social, or athletic activities coordinated by Booster Clubs or PTA's that are not required as part of their District employment will not be covered under the District workers' compensation program.

DISTRICT RISK MANAGEMENT CONTACT

Insurance-related inquiries or Certificates can be directed to the Frisco ISD Risk Management Department at:

Frisco ISD Central Administration
Attn: Risk Management Department
5515 Ohio Drive
Frisco, TX 75035
Phone: 469-633-6000
Fax: 469-633-6325

<http://www.friscoisd.org/departments/risk-management>

FRISCO ISD REQUIRED DOCUMENTATION

While Booster Clubs are separate from the District, they are organizations that provide support for District activities. This relationship with the District requires the Booster Club to maintain a certain level of cooperation and monitoring from the District. In order to ensure that the Booster Club meets the requirements of the District to become an authorized organization supporting District activities, the Booster Club will be required to provide the following documentation to the Campus Principal prior to beginning operations:

1. Copy of the Booster Club's Bylaws
2. Copy of the Booster Club's EIN documentation.
3. Copy of the Booster Club's State Sales Tax Permit.
4. Copy of the Booster Club's 501(c)(3) documentation.

In addition, the Booster Club must provide the Head Coach/Director of the program with the following information on an annual basis in order for the Coach/Director to submit the information through Eduphoria Formsplace to the Campus Principal by the District-established deadline of May 15th:

1. Copy of the Booster Club's EIN (Employee Identification Number) assignment letter
2. Copies of the monthly Sales Tax Reports required by the State
3. Copy of the Booster Club's 501(C)(3) documentation
4. Copy of the IRS Form 990 N, Form 990 EZ, or Form 990 (as applicable)
5. Copy of the IRS Form 990 T (when required)
6. Copy of the current Booster Club's bylaws