

Oakmont Parents Club (OPC)
General Guidelines & Funding Guidelines for Booster Clubs
School Year 2019-2020

The goal of the OPC for Booster Clubs is to promote parental and community involvement, participation and pride in Oakmont High School (OHS); provide a structure through which Booster Clubs support specific student activities, programs and sports for the benefit of each and the general benefit of the full student body at OHS; and provide financial support beyond what is available from the District.

OPC Booster Club Guidelines

1. The OPC is the umbrella for Booster Clubs at Oakmont High School.
2. Booster Clubs under OPC umbrella will be reported under the OPC's Nonprofit Tax ID.
3. To receive funding from the OPC, you will meet the following criteria:
 - a. Organized Booster Club with a minimum of a President and a Treasurer, hold regularly open meetings and record the minutes of such meetings. Officers cannot be in the same household; they must be from different families.
 - b. Have bylaws that identify the scope of responsibilities and authority of the Club, rules and guidelines for the collection and disbursement of funds and/or merchandise by the Club (2 Booster Club Officer Signatures on checks over \$100). Such bylaws may not conflict with the bylaws of the OPC and the OPC bylaws take precedence if necessary. A Booster Club may use the OPC bylaws as its own.
 - c. Provide actual revenue and expense data of the prior school year (August through July) to meet the OPC's tax filing requirements to the OPC Treasurer by the September meeting using the form supplied by the OPC Treasurer. Include beginning and ending bank statements for all accounts.
 - d. A Booster Club representative (Rep) will attend the OPC meetings and provide an update on the activities of the Club.
 - e. Coordinate all fundraising and other activities of the Booster Club through the Fundraising Chair so there are no conflicts of activities amongst the Booster Clubs.
4. Booster Clubs shall develop a timeline of the events they plan for the year such as regularly scheduled fundraising, logo apparel, Senior Night, end of season banquet, etc.
5. Provide each year the name of the financial institution where the Booster Club's account is located and the names of those authorized for the account.
6. Each Booster Club will provide a budget at the beginning of their season to the OPC Vice President of Booster Clubs.
7. Each Booster Club will send out communication about meetings, fundraisers, money decisions, banquets, etc. to all participating parents in their sport.

8. Coaches' Stipends: The district has the following guidelines regarding Booster Clubs paying Coaches and their Assistants stipends:

The district policy is that booster paid "coaches" are considered RJUHSD employees. **They are not to be paid directly from the booster club.** Like any employee, the coach must complete the employment process prior to being on the field. All Booster paid individuals get paid through the District's payroll system. The booster check offsets the District's payroll costs. This means that if a Booster Club is anticipating paying an individual for their services, they must check with the Athletic Director first to make sure that individual has been cleared through the District. Please note: even if the individual has been cleared as a "Volunteer", that individual is not cleared to be paid. They will need to fill out additional paperwork—W-4's, etc.-- before they can be paid.

Again, the booster club cannot and should not pay any RJUHSD Coach directly.

The booster organization must submit a statement of purpose and funding plan form to the principal. Assuming the principal approves, the plan also needs approval from the personnel office. **When the statement of purpose and funding plan forms are forwarded to the personnel office, the Booster Club check, made payable to "RJUHSD," must be attached. The District requires one check per individual coach, we cannot accept one check to pay multiple people. The amount of the check is not the gross amount for the coach.** Mandatory employer taxes (varies by fiscal year) are deducted from the Booster check to derive the gross amount paid to the employee. ALL forms and checks must be sent to the Personnel department once cleared through the principal. The Personnel department is not responsible for any forms or checks submitted incorrectly.

Please remind the coaches and the booster clubs that by following the procedures and being cleared prior to coaching helps all of us. We have processed several hundred booster coaches and the process works. The sooner the District Office knows that a Booster club wants to pay a volunteer, the quicker we can get our payroll paperwork to that volunteer. Consider the time needed to process everything. Some Booster clubs and volunteers have been under the impression that if the district office receives the booster stipend by the 25th of the month, then the coach will receive the check on the 10th of the following month. This might possibly happen, but 99 times out of 100, that person cleared as a volunteer only, has not been cleared yet, or we haven't received the payroll paperwork yet, which would allow us to pay him/her as a coach. **We must have received and cleared all required paperwork before anyone can be paid.**

***Please share this information with your head coaches, band directors, office staff, faculty, booster representatives, and all other persons responsible for retaining coaches and/or volunteers. Your help with the above procedures as well as following all procedures for coaching and volunteers is greatly appreciated.**

For the 2019-2020 school year here are the mandatory expense percentages:

1. All current RJUHSD teachers, referred to as Certificated employees: **Add 19.54%.**

Example: if the gross check is supposed to be \$1,000, the booster check to the District needs to be \$1,195.40 (simply multiply \$1,000 by 1.1954). If the booster check is made out for \$1,000 to the district, then the gross check to the coach will be \$836.54 (the gross check amount divided by 1.1954).

2. For everyone else, referred to as a Classified employee: **Add 8.640%.**

Example: if the gross check is supposed to be \$1,000, the booster check to the District needs to be \$1,086.40 (simply multiply \$1,000 by 1.08640). If the booster check is made out to the district for \$1,000 the gross check to the coach will be \$920.47 (the gross check amount divided by 1.08640).

REMEMBER, THE ABOVE TWO PERCENTAGES CHANGE EVERY FISCAL YEAR, AND THE FISCAL YEAR IS JULY 1 THROUGH JUNE 30.

PLEASE REMEMBER THAT COACHES GET PAID ON THE 10TH OF THE MONTH. AND WE MUST RECEIVE THE BOOSTER CLUB CHECK BY THE 25TH OF THE MONTH IN ORDER TO PAY THE COACH BY THE 10TH OF THE NEXT MONTH.

9. **Roseville Joint Union High School District Guidelines for Student Services at Booster/Parent Club Events:**
- a. Booster and Parent Club sponsor/hosted events affiliated with school programs or teams, that include students in any capacity, are deemed “school events” in regard to student supervision and adherence to school policies and rules, which includes vaping.
 - b. Events must be pre-approved by the Principal prior to student participation.
 - c. In order for students to participate in Booster or Club events, there must be District employees (team, coaching staff, athletic director, activities director, administrators, etc.) identified and designated to attend the event to supervise students.
 - d. Coaches and district employees in their official capacity may not consume alcoholic beverages or vape at the event.
 - e. Students may not serve or clear glasses or bottles containing alcoholic beverages.
 - f. Students may not be in the bar area for any reason. Non-alcoholic beverages they may handle must be located away from the bar area.
 - g. Students must not have access to storage areas for alcoholic beverages.
 - h. There must be an adequate number of responsible adults assigned to supervise student servers.
 - i. Team/squad members must not be required to attend and must be given the option of working an alternate event with no penalty.
 - j. If it is an unknown or questionable activity (e.g. auctions), these activities take place ONLY after students have left the building. Adult/risqué themes are inappropriate for programs sponsored by groups that represent our schools.
 - k. Students must be briefed on the rules before the event.
 - l. It is suggested that students be provided a shirt or apron to distinguish them from guests.

OPC Booster Funding Guidelines

1. Funding will be based on the number of OPC meetings attended by each Booster Club's Representative. There are ten (10) meetings a school year, August through May. Each month a Booster Club representative is in attendance, the club will receive 10% of the funds allotted, up to 100%. You are allowed to miss one (1) meeting without losing credit.
2. A Booster Club Representative (Representative) must be an OPC member. If Board members are not OPC members a 10% funding penalty will be assessed to the Club. The deadline for all Booster Club Officers to pay their OPC membership is 9/30/2019 to avoid the penalty.
3. A Booster Club Board Member (Voting Rights/Decision Maker) must have a current Student in school; unless the elected term is still in effect.
4. An OPC Member can only represent one Booster Club at a meeting, unless there are extenuating circumstances, which will be reviewed on a case-by-case basis.
5. OPC Officers can be a Representative of a Booster Club.
6. A Representative must be at the entire OPC meeting and report for their club at the meeting, unless special arrangements have been made prior to the meeting. No "Signing and Ditching."
7. Representatives must be responsible for keeping track of their attendance at OPC meetings via the meeting minutes – checking each month that their Booster Club was identified in the minutes as being represented.
8. Booster Club Officers (Board Members) must be a current paid OPC member. Each Booster Club must provide a current list of Officers and members to the Vice President (VP) of Boosters by October 31st of each school year. Any changes should be given to the VP of Boosters within two weeks of the change to avoid a 10% funding penalty.
9. Booster Clubs must meet ALL of the following requirements for the Annual Fundraiser Dinner/Event:
 - a. At least 2 adults and 2 responsible Students for the Annual Fundraiser Dinner/Event to work from 5:00 p.m. to 11:00 p.m.
 - b. A basket for the Silent Auction with a minimum value of \$150, or an "opt-out" option with a check made payable to OPC for \$150. The "opt-out" option excludes you from participating in the auction benefits of the proceeds and the bonus of 25%. Each Booster Club will keep the proceeds from the sale of your basket with that amount being deducted from the Annual Payout. (Ex. if your basket raises \$250 and the annual payout is \$400; your Booster Club would receive \$400 (\$250 for your basket and \$150 for the difference. If your basket is auctioned off for more than the annual payout, you would receive the annual amount plus 25% of your basket auction bid.)
 - c. Each Booster Club is required to sell a minimum of tickets equal to 25% of their Booster Club athlete participants.
10. Any club found to be in violation of the OPC bylaws and these guidelines will be reduced one month's credit per violation until such time it is corrected. For example, if a club is found in violation of an Officer that is not an OPC member; the club will lose one month's credit (10%).

Booster Club Fundraising Guidelines

The following are guidelines about Booster Club Fundraising:

1. Booster Clubs are striving to raise funds for their team to provide for those items that the district does not.
2. Booster Clubs should complete a Budget and determine along with the Coaches input the item(s) they are raising funds for and how much money needs to be raised.
3. Fundraising is to be voted upon by the Booster Club.
4. All monies (checks and cash) received must be deposited in the Booster Club Account no later than one week upon receipt.
5. In order to maintain an equal opportunity to raise funds and not duplicate requests for several Booster Clubs or the OPC General level, each individual Booster Club may NOT approach the following businesses/organizations for donations using the OPC Tax ID number; only the Fundraising Chair may request donations for the general OPC Account. Those businesses/organizations are as follows:

- Disneyland
- Disney.com

- Sea World
- Legoland
- Trader Joe's

- Raley's/BelAir
- Safeway

NAME OF BOOSTER CLUB: _____

Booster Club President

Printed Name: _____

Signature: _____

Booster Club Treasurer

Printed Name: _____

Signature: _____

Booster Club Vice-President

Printed Name: _____

Signature: _____

Booster Club Secretary

Printed Name: _____

Signature: _____