

## Kent School District

### ASB and Booster Guide

**Parent support groups are needed, helpful, and necessary because schools will always need community support to succeed. There are many enthusiastic and caring parents who are willing to help but don't know all the implications of their involvement. Make sure your Boosters are working for your programs.**

#### ASB Funds/Public Funds

- ASB program activity is conducted in whole, in part or behalf of an associated student body during or outside of regular school hours or within or outside of grounds or facilities (WAC 392-138-010).
- Activities conducted with the approval, and at the direction or under supervision of the school district and controlled by the school board, regulated by state law.
- ASB activities and actions regulated by an approved constitution, bylaws, and student council.

#### Booster Club Funds/Private Funds

- Activities conducted at the direction or under the supervision of Booster Club
- Registered with the WA Secretary of State
- Controlled by the Booster Club's Board of Directors
- Regulated by the Articles of Incorporation
- Independent non-profit corporation
- Tax exempt – 501 c-3
- Booster Club must assure that all activities are under its direct control and supervision
- KSD recommends an All-School Booster Club
- The building Principal and Athletic Director are responsible for the oversight of the booster club and ensures that the use of fundraising and donations do not favor one sex over another (Title IX)
- A Booster Club can hold two unlicensed raffles every calendar year, provided they have been granted 501 c-3 status by the IRS. If not registered with the IRS they cannot hold a raffle.

#### ASB or Booster?

##### ASB

- The cash receipts are given to the school ASB bookkeeper and/or stored in the school safe.
- The students handle the cash receipting reconciliation process.
- The inventory is purchased by the ASB.
- The school district holds an inventory sale.
- Most of the work is performed by the students.
- School district personnel are involved during staff time.

##### Booster

- Most of the work is performed by the booster members.
- The Booster Club representative (non-coach) is responsible for handling all money transactions.
- Facility Use is arranged by a Booster Club representative (non-coach) and approved according to KSD Policy.

#### Resources

Washington Interscholastic Activities Association [www.wiaa.com](http://www.wiaa.com)

West Central District 3  
[www.wiaadistrict3.com](http://www.wiaadistrict3.com)

North Puget Sound League  
[www.npslathletics.org](http://www.npslathletics.org)

North America Booster Club  
[www.boosterclubs.org](http://www.boosterclubs.org)

National Women's Law Center  
<https://nwl.org/resources/paying-playing-field-booster-clubs-funding-school-sports-and-title-ix/>

Office For Civil Rights Title IX  
<https://www2.ed.gov/about/offices/list/ocr/letters/jurupa.html>

WASBO – ASB LAWS  
[https://cdn.ymaws.com/www.wasbo.org/resource/resmgr/docs/10\\_Rules\\_with\\_WAC\\_and\\_scenar.pdf](https://cdn.ymaws.com/www.wasbo.org/resource/resmgr/docs/10_Rules_with_WAC_and_scenar.pdf)

#### Head Coach Budget Responsibilities

- Purchasing Procedures
- The Head Coach of each sport is responsible for administering that portion of the total athletic budget as allocated by the Associated Student Body.
- All purchases must follow the guidelines related to ASB found within the Business Operations Manual of the KSD.
- HB 1660 must be followed with any required uniform purchase.
- All donations must follow KSD procedures and Title IX oversight.
- Uniforms must be official school colors.
- No equipment can be purchased without a purchase order issued by the ASB bookkeeper.

#### Important Reminders

- Coaches should not handle ASB/Booster money at any time.
- For ASB all money should be collected by the ASB bookkeeper.
- For Booster Club all money should be collected by the assigned Booster Representative.
- Fundraisers must be pre-approved.
- All booster club fundraisers must be advertised and clearly marked as boosters.
- WIAA 20.2.2 Coaching stipends and all gifts to a coach exceeding a total of \$500 in a season must be approved by the school's board of directors.

If you have any questions regarding budget responsibilities, seek assistance from your building athletic director or Director of Athletics and Activities.

