



## 2019/2020 Booster Group Budget

### Dear Booster Liaison:

Every year each Booster Group is expected to submit an operating budget for the upcoming school year. As in the past, you have two options:

- 1) You may complete the budget **on your own**, OR
- 2) **Ask Foundation staff to prepare the budget for you using your group 2018/2019 Profit & Loss Statement.** (go to page 2)

Check with your group advisor/coach/teacher regarding any possible changes for the upcoming season. Discuss possible needs such as equipment, uniform replacement or travel. **This is not a wish list.** This is a conservative operating budget for a public high school activity.

### Booster group budgets are due on the following dates:

**Winter in Season Sports Teams: November 20, 2019**  
**Spring in Season Sports Teams: January 24, 2020**  
**Fall in Season Sports Teams: June 13, 2020**  
**All other Boosters: First week of calendar School Year 2019 - 2020**

### Please do the following to prepare your budget:

- Discuss the budget needs with your coach, school advisor or teacher and determine expenses and anticipated revenue. All travel must be approved by the school administration, district and Foundation and adhere to travel policy (see more about travel on page 2).
- Many booster group budgets include stipends for assistant coaches, teachers, or advisors not covered by the school budget. District Policy does not allow the Foundation to pay stipends directly to an advisor, coach or teacher. Payment for services must be paid by the school district for activities that take place during the school calendar year. **\*\*See below for exception.**
- Estimate your revenue based upon your fundraising efforts for the upcoming year. (Consider donations to the Foundation, sale of Falcon Cards or Farmer's golf tickets, sales of clothing, tournament fees, end of the season banquet, etc.)
- Create a budget that is realistic and attainable. The Foundation office will assist you in this process.
- Each group budget is incorporated into the Foundation budget and approved by the Foundation Board of Directors at the 1<sup>st</sup> Fall meeting of the 2019/2010 school year.
- The Foundation will submit a monthly P&L statement and activity report for your review. As Liaison, you are responsible for your group's funds, not the teacher, advisor or coach. The groups transaction detail report may include names of donors and is confidential and not to be shared with parents, teachers, advisors or coaches.
- Understand that the teacher, advisor or coach is responsible for determining the equipment and/or clothing needed, but that you, as liaison, are responsible for approving the purchases in accordance with the established budget.
- The teacher, advisor or coach may have access to the ***Profit and Loss*** statement of the booster group but **not the *Activity Report*** that may contain donor names. Parent donors are not to be discussed with teacher, advisor or coach for any reason.

**\*\* Exception – Camp, Clinics & Tournaments See CCT Policy Section 4, Liaison Handbook**

- If your group conducts an approved camp, clinic or tournament you may pay the advisor, coach or teacher a stipend provided they have an approved district background check and TB skin test prior to contact with students.
- For more information on camp, clinic and tournaments see the CCT Policy in section 4 of the Liaison Handbook.

**TRAVEL**

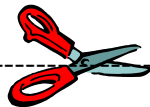
All non athlete travel must be approved in advance by the High School and District Administration and is subject to the TPHSF travel policy. Allow at least 60 days prior to travel. For all sports, travel outside the CIF scheduled competition must be approved by the High School and District Administration.

**OUT OF SEASON CAMPS, CLINICS, & TOURNAMENTS**

Coaches may want to hold an out of season camp clinic or tournament. There are specific guidelines for how to go about this. You will need to email a Request for Insurance to the Foundation AT LEAST 30 days prior to the camp clinic or tournament’s start. You will also need to inform the Foundation if the team will be needing an online registration page to accept payments and register/waiver athletes. As this takes time to develop, the more lead time the better for the Foundation.

**FUNDRAISING**

Several fundraising opportunities are offered to help supplement your group budget goals. Please take advantage of those opportunities before requesting new fundraising programs. New fundraising proposals must be approved by the Foundation Board of Directors.



\_\_\_\_\_ Attached is my booster group budget for the 2019/2020 school year. (\*\*skip to last line)

Or

\_\_\_\_\_ **I would like Foundation staff to prepare a 2019/2020 operating budget based on the 2018/2019 school year. I do not expect any significant changes in finances.**

Do you expect any changes in income? \_\_\_\_\_ If yes, explain \_\_\_\_\_

\_\_\_\_\_ If necessary, attach a separate explanation.

Do you expect any new or increase in expenses? \_\_\_\_\_ If yes, explain and itemize \_\_\_\_\_

\_\_\_\_\_ \*\*Booster Group      \_\_\_\_\_ Liaison Name      \_\_\_\_\_ Email      \_\_\_\_\_ Cell Phone

**RETURN COMPLETED TO:**  
**TPHS Foundation Office or**  
 Jan Mcdonald, [jan.mcdonad@sduhsd.net](mailto:jan.mcdonad@sduhsd.net)