



# Ridgefield Boosters Parent Group User Guide



## INTRODUCTION:

The Ridgefield Boosters is making available a unique opportunity to parents of students who are involved in sports, or a school organization. A Parent Group can be formed in which money raised by fundraising activities can be kept in a special Ridgefield Booster account. The purpose of this guideline is to provide information on how to establish a Parent Group and how to successfully operate your Parent Group so the funds raised goes into your Parent Account.

## NAMING OF YOUR GROUP:

Your group name cannot contain the following: **Spudders, Rebels, High School, or Middle School**. The following examples illustrate proper naming convention.

**Example 1:** The Ridgefield High School Girl's Basketball team wishes form a parent group. They **CANNOT** use **Spudder** or **High School**. They chose to name their parent group, Ridgefield Girls Basketball.

**Example 2:** The View Ridge Middle School Knowledge Bowl Team wishes to form a parent group. They **CANNOT** use **Rebels** or **View Ridge Middle School**. They chose to name their parent group, Ridgefield Knowledge Bowl.

Upon submitting your Parent Group Application, the Ridgefield Booster Board will review the Parent Group name to verify the name meets the proper criteria.

## DEPOSITING FUNDS:

When checks are written to the Parent Group that are to be deposited into the Parent Group's Booster account, the check should be written to the approved Parent Group's name with the specific name of the sport/group in the memo field. The following is an example is how a check should appear.

William Smith  
Ann Smith  
123 N. Main Street  
Anytown, UT 44444

101  
000-00-0000

DATE

PAY TO THE ORDER OF **Ridgefield Boosters** \$

DOLLARS

FOR HIGH SCHOOL GIRLS BASKETBALL

⑆000000000⑆ 1234567890⑆

Checks written by the Parent Group to the Ridgefield Boosters should be written to **Ridgefield Boosters** and the Parent Groups name should be in the memo field.

## **DOs and DON'TS:**

In order to ensure funds raised go to the Parent Group instead of the ASB, the activity/fundraiser must meet the guidelines listed in the **Acceptable** column listed below. If the activity/fundraiser meets any of the items listed in the **Unacceptable** column, then the money raised belongs to the ASB.

### **Acceptable**

- 1 Operate solely under the direction of the parent group
- 2 When using district facilities, must follow district policy.
- 3 Money raised cannot be mingled with ASB
- 4 Activity conducted under the direction of supervision of the Ridgefield Boosters.
- 5 Activity pre-approved by the Ridgefield Boosters.

### **Unacceptable**

- 1 Students provide direct services in the fundraising activities.
- 2 Materials/inventory are purchased by the ASB
- 3 School holds inventory/goods for sale.
- 4 Parent group uses school name
- 5 School district personnel are involved during staff time.

## **STUDENT PARTICIPATION:**

Students **CANNOT** provide direct services. Funds raised when students provide direct services will automatically go into the ASB. The following examples illustrate direct services.

**Example 1:** A sports team holds a fundraiser that rents out their student athletes to the public to perform services such as yard work. This is a direct service and monies earned will go into the ASB.

**Example 2:** A group holds a car wash. The students wash the cars which is a direct service and the monies go to the ASB.

Students **CANNOT** directly take money at fundraisers.

The following examples illustrate acceptable student participation.

**Example 1:** A sports team holds a garage sale. The students organize the items at the sale and assist in loading the items into customer's vehicles. The parents provide the direct contact with the customer and handle all the money. The funds raised can go into the Parent Group's account.

Students **CAN** work in the Ridgefield Booster's concession stand with the following criteria.

1. The student cannot directly help a customer.
2. The student cannot take money.
3. The student can help fill orders. They can make popcorn, coffee, hot dogs, nachos, pretzels and hand food and drink to the customer.

## **REQUIREMENTS TO FORM A PARENT GROUP:**

The Parent Group must submit the Parent Group Application which is included in this document. The Parent Group representative has a considerable responsibility. The Parent Group representative's signature is required on the Parent Group Activity Form and is required on the Parent Group Reimbursement Form.

The Ridgefield Booster's primary fundraiser is the concession stand that is open during sporting events. An initial one-time commitment to fill 10 slots at the concession stand is a prerequisite for all Parent Groups.

## **REQUIREMENTS FOR FUNDRAISERS:**

The Ridgefield Boosters require prior notice of all fundraising activities. The Parent Group Activity Form shall be completed and submitted to the Ridgefield Boosters. Upon approval by the Ridgefield Booster's Board, the fundraising activity can proceed.

The Ridgefield Booster's Board has the authority to determine if funds raised during a fundraising activity held without an approved Parent Group Activity Form should go into the ASB account or the Parent Group.

The Parent Group Activity Form is included as part of this guideline and can be downloaded from the Ridgefield Booster's website: [www.ridgefieldboosters.org](http://www.ridgefieldboosters.org).

## **HOW TO RETRIEVE YOUR MONEY:**

In order to retrieve funds from a Parent Group Account, a Ridgefield Parent Group Reimbursement Voucher must be completed and submitted. The form can be downloaded from the Ridgefield Booster's website.

If a check is to be written for an expense, a copy of the bill or invoice must be attached. If a check is to be written to an individual, the Parent Group Representative is ultimately responsible for those monies. The Parent Group Representative's signature is required on ALL Reimbursement Vouchers.