

GUIDELINES FOR PARENT BOOSTER GROUPS

- Parent Groups **must** operate under the umbrella and with the approval of *PAWS*. *PAWS* carries the required million-dollar liability insurance policy and provides a bond sufficient to cover the operations of the parent groups per Paradise Valley Unified School District No. 69. **There is no exception to this rule.**
- For insurance liability purposes, it is strongly suggested that the parents participating in the activities of your group are also members of *PAWS*. We encourage you to enroll your members at the earliest opportunity if they have not already done so.
- If your parent group is planning an activity/event on the school campus (this includes field, gym, classroom, cafeteria or snack bar use), you must first receive Administration approval prior to your event date (this applies to activities held during the school day as well as non-school hours). In order to do this; **you must complete a "Facility Use" form.** This form may be requested from the Horizon High School Administration Office. This is very important! It enables our Administration, Staff & Community Education to coordinate the activities that occur on any given day on Horizon's campus. This is also important for insurance reasons.
- All flyers, memos, reminders, letters etc. to be sent to the homes of parents/guardians must have prior administration approval.

Know the difference between "school-sponsored" and "non" school-sponsored" events.

School-sponsored: You must have prior administrative approval ("Activity Request" form approved by the Administration).

- Student participation.
- Any money raised by this event must be deposited into the club's school account.
- NO parent(s) may handle funds.
- Sponsor/coach/director must be present during entire activity. This is for the protection of the students and to monitor student behavior.
- Use of "Horizon High School" in the promotion/advertising of an activity is allowed.

Non school-sponsored:

- Parents coordinate and conduct the activity (no participation from sponsor/coach/director or club members).
- Promotion/advertising must not incorporate the use of "Horizon High School".

If a fund-raiser is a **"joint effort"** with students, staff (sponsor, director, coach) and parent group participating, the activity is considered "school sponsored" therefore:

- A Student Activity/Facilities Use Form must be on file **prior** to the activity with the agreed upon percentage of proceeds noted and deposited in to the groups club account in the bookstore.

- Activity may be promoted/advertised with "Horizon High School"
- Sponsor, coach, director must be present during the entire time students are present.
- An inventory must accompany the deposit.
- After hour's activities require prior bookstore consultation for night-drop procedures.
- All parent groups' checking and savings accounts must not have any notations of "Horizon High School" or the use of "Horizon".
- Horizon High School Boosters, Inc. will be used with a DBA of your parent group as the name on all checking/savings account because of our Tax ID#.
- For checks in the amount of \$1000.00 or over there should be two (2) signers on the check per the By-Laws of Horizon Booster Club, Inc.
- You may provide the *PAWS* Tax ID number to your contributors upon their request.
- Mail (includes bills/invoices) relating to parent groups should not be sent to the school. These items should be addressed to your parent group name and/or a group representative. If they are sent to the school, include *PAWS*/Horizon Booster Club in the address, they **must not** use "Horizon High School". This includes any items or goods for sale by a parent group.
- If a parent group is wishing to purchase an item(s) for HHS, they may do so by completing and submitting a Gifts and Donations form (obtained through the Bookstore). The items will be checked in by the bookstore to match the Gifts and Donations form, items may be assigned a property control tag (if applicable), and the serial number noted (if available) for insurance purposes.
- A parent group member may not initiate purchases of any goods/services using a club's school account money. The coach/sponsor/director & student officers following district guidelines must make these arrangements.
- Concession stands are under strict guidelines from Maricopa County and will be adhered to **without exception**. See Concession Stand Procedures and Guidelines.
- These guidelines also apply to anyone handling food and include banquets, coaches and/or player meals.
- It is mandatory to have a representative from your group attend regular *PAWS* monthly meetings. This would be the job of your Parent Representative. Meetings are on the first Wednesday of every month in the teacher's lounge-cafeteria.
- *PAWS* Parent Representatives must submit their resignations in writing to the President(s) of *PAWS*. (Use applicable form .)
- **Failure to comply with these guidelines* may not only jeopardize the position of the parent group but it could put the school and school district legally at risk.**

- This is intended for general information and does not cover everything to be in compliance with PAWS a.k.a. Horizon High School Boosters, Inc., Horizon High School and/or Paradise Valley Unified School District No. 69 policies and procedures. Please check with each appropriate entity for clarification if necessary.

Accounting Procedures for Parent Group Treasurer's

If you are an established parent group, here are a few reminders on policy and procedures that are important:

1. **PAWS** and its parent groups operate under a fiscal year of January 1st to Dec. 31st. As the Parent Liaison it is my job to make sure each parent group submits to me, on a monthly basis, a copy of their financial records. I verify that monthly information and give it to the Booster Club's accountant to use in preparation of our tax return.

I expect to receive your monthly bank statements by the 20th of every month; this also includes a detail of all income and expenses year to date. The detail should be on an Excel program that you should already have. The spreadsheet works like a checkbook register with deposits and checks written entered into the sheet.

A parent group that fails to submit all required information on a monthly basis and as a result incurs additional fees and/ or IRS penalties will be charged for those fees and /or penalties.

In addition, there will be a \$25.00 late fee charged to all parent groups who are 60 days behind in submitting their financial information to the CFO.

All Groups need to have an Excel program available to the treasurer. All transactions are to be put on this spreadsheet. There will be a fee charged to parent groups to enter transactions into the correct format. That fee will be \$15.00 an hour.

2. Each group is responsible for notifying **PAWS** of any changes in the names of your President and Board Members. Please keep the CFO informed of any changes in the names of your President and Board Members. Include names, addresses, e-mail addresses and phone numbers.

REMINDER: Because we operate on a calendar year financially, you must have a financial contact (i.e. Treasurer) in place at all times, including the summer months. That means: phone number, address and e-mail address, if available.

3. Be certain of the accuracy and control of your group's finances/accounts. Please be sure for tax purposes, that you currently have a checking account open for your group, and that it has the **PAWS Federal Tax ID# 86-0669132**.

4. Do not use a personal social security #. Do not use "Horizon High School" or "Horizon" in your club name. Parent group accounts will need to begin using the following title: **PAWS** a.k.a Horizon High School Boosters, Inc., DBA (name of parent group).

I do suggest that each group have two people sign off on cash deposits. This will help protect the person handling cash in your group.

5. All accounts should be flagged for "two signatures required" for any check written for \$1000.00 or more. Therefore there should always be at least two signers on the signature card. **A coach/sponsor may not have access to and/or sign on checking and savings accounts of parent groups. **** This includes the use of debit cards!** Please refer to the By-Laws posted on our web site.

6. All groups who pay individuals for services more than \$599.00 needs to have that individual fill out a W-9 form. This would include accompanists, guest speakers for camps, mowing grass, umpires, anything your group pays someone to do for them. This form should be filled out before the first or final payment is made. Once these are filled out, a copy should be forwarded to the CFO. Year end amounts paid to each person will be verified and a 1099 will be sent out. **The IRS deadline for mailing 1099's is January 31st and the reporting of those forms sent out must be done by February 28th.**

Current CFO of PAWS:

Anice Jenings

mack5az@cox.net or PAWSCFO@cox.net

602-992-7546

PAWS Parent Association Working for our School

a.k.a. HORIZON HIGH SCHOOL BOOSTERS, INC.

On behalf of PAWS, we extend a welcome to all potential parent group organizations and a welcome back to those continuing from last year. We have revised the information you are receiving in hopes that you will have all of the information you need to be a successful parent group organization at your fingertips.

Presidents, please familiarize yourself with this information, share this information with your board members and parents. As President of your group, you are responsible for making sure your group is conforming to the standards and requirements of being a member of **PAWS**. This includes the following:

1. Make sure we have current names, addresses, e-mail addresses and phone numbers of board members. **Paws expects all parent groups to have a minimum Board in place, consisting of a President, Treasurer, and a Parent Representative. We cannot condone having only one parent in all positions. The President and Treasurer should not be related.**
2. Submit a copy of meeting minutes to the **PAWS** CFO on a quarterly basis.
3. Make sure your financial records are up to date and are provided to the PAWS CFO by the 20th day of every month. This includes the monthly bank statement as well as the monthly excel expense spreadsheet whether there has been activity or not.
4. Each group will have 60 days to have accounts up to date with the PAWS CFO. If accounts are not up to date, the parent group will be fined a \$25.00 late fee by the Booster Club, and will not be allowed to participate in any PAWS sponsored fund raising events/activities until the account is up to date. If the PAWS CFO has to do any data entry of your information into a spreadsheet, the fee will be \$15.00 an hour.
5. If there is no Board in place for a group, the checkbook and all records must be turned over to the PAWS CFO and new bank signature cards will need to be signed. The PAWS CFO will hold the records until a new board is elected and the PAWS Executive Board has signed off on the new parent group Board.
6. Coaches/Sponsors may not have direct access to and/or sign on checking and savings accounts of parent groups, including the access/use of debit cards.
7. Please make sure that requests for fund expenditures are in writing and voted on by the group at large. Please review the copy of the By-Laws which can be down loaded from the PAWS website. Particular attention should be paid to Article XIII.
8. Parent Groups are bound to follow the By-Laws of Horizon High School Boosters, Inc. (**also known as PAWS**) and must operate accordingly. **Failure to abide by the By-Laws of PAWS may lead to a review of your registration and charter and could lead to the suspension of your parent group from PAWS.**

9. Encourage all parents of your group to be members of PAWS so that they are covered by our liability insurance, and are allowed to participate in any fund raising events/activities.

If you have any questions, please call or e-mail any one of the following PAWS Executive Board members:

Co-President:	Sandy Vasseur	602-404-2404	svasseur@cox.net
Co-President:	Susan Weltman	602-369-1206	susan@americanpin.com
VP CFO:	Anice Jennings	602-992-7546	mack5az@cox.net
VP :	Angie Moore	602-996-5956	angiekmoore@hotmail.com
Treasurer:	Sharon Bidanjiri	602-996-6894	sharonb807@cox.net

Guidelines for Parent Booster Groups

Gives some insight to groups on what they can and cannot do in their daily operations. Discusses steps that need to be taken in planning any activity or event on the school campus, describes the difference between school-sponsored and non school-sponsored events. Includes other key points of operation for the parent groups.

Resignation Form

The By-Laws for Horizon High School Boosters, Inc. (PAWS) require that all PAWS Board members submit their resignation in writing to the President(s) of PAWS.

PAWS a.k.a. Horizon High School Boosters, Inc. – By-Laws

The By-Laws that PAWS is required to operate under are posted on our website and should be downloaded. As the “umbrella” organization for the various parent groups, all parent groups who belong to PAWS must abide by these By-Laws. Board members of the parent groups should be familiar with the By-Laws.

Information for Parent groups Treasurers

Accounting Procedures for Treasurers

Reviews policy and procedures for the parent groups and their treasurers. All officers should review information contained in this letter.

PAWS Parent Group Registration Form

To be filled out at the beginning of each school year or whenever new officers are elected. Return the form to the PAWS CFO.

Sample Charter for PAWS Parent Groups

All groups must have a current copy of their Charter on file with PAWS. If your group cannot find a copy of your charter, you will need to create a new charter.

Instructions for using Excel File

All groups must use an Excel spreadsheet program to submit checking and savings account information to the PAWS CFO.

Instructions for W-9

All groups who pay individuals for services more than \$599.00 needs to have that person fill out a W-9, before the first or final payment is made. Forward a copy of that form to the PAWS CFO.

LETTER OF ACCEPTANCE AND COMPLIANCE

I, the undersigned, do agree to abide by the instructions set forth by PAWS a.k.a Horizon High School Boosters, Inc. Parent Group Information and Financial packets. As the PAWS Parent Group Rep, I will ensure all information be disseminated to the Parent Group President and Treasurer.

I, the undersigned, do agree to furnish any and all financial records, as required, to the CFO of PAWS a.k.a Horizon High School Boosters by the 20th day of each month.

Monthly financial bank statements as well as monthly Excel spreadsheets will be submitted to the CFO either via email to either: PAWSCFO@cox.net or mack5az@cox.net.

The collection of data will be submitted to a CPA for preparation of appropriate tax filings, including tax returns, and for the oversight of the tax preparation process, as well as any regulatory filings, including filings with the Arizona Corporation Commission.

I, the undersigned, do understand that if the financial records are not received by the 20th of each month there will be a penalty charge of \$25.00 and all penalties are the responsibility of the Parent group that I am representing.

Club/Parent Group: _____

_____ President	_____ email	_____ signature	_____ date
_____ Treasurer	_____ email	_____ signature	_____ date
_____ Representative	_____ email	_____ signature	_____ date