

BOOSTER CLUB AGREEMENT

This agreement is entered into by and between the Danville Board of Education (hereafter referred to as "Board") and an entity known as Danville Schools PTO (hereafter referred to as the "Booster Club"). Through this Agreement, the parties intend to set forth the Terms and Conditions under which the Booster Club may operate and associate with students, teachers, coaches and school administrators at Danville High School, John W. Bate Middle School, Edna L. Toliver Intermediate School, and Mary G. Hogsett Primary School (hereinafter referred to as "School")

TERMS AND CONDITIONS

1. The Booster Club acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the Danville Public Schools. In addition, the Booster Club acknowledges that the Board has control and management of all school funds and all public school property in its district and may use its funds and property to promote public education (KRS 160.290). The Board and Booster Club acknowledge that the purpose of Booster Clubs is to assist and support but not to direct, interfere with, nor supplant the staff, existing activities, or athletic programs.
2. The Booster Club acknowledges that its activities may affect compliance with Title IX of the Educational Amendments of 1972 (Title 20, U.S.C. 1681-1687, et seq.) by School and the Board. Likewise, the Booster Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association, representatives of School and the Board must verify that the school complies with Title IX (702 KAR 7:065, Section 2[13]). Accordingly, the Booster Club agrees to provide all information requested by School, the Board, or the Kentucky High School Athletic Association for purposes of determining Title IX compliance. The Booster Club further agrees to refrain from engaging in any activity which, in the opinion of the Principal and Athletic Director of School or the Superintendent of the Danville Public Schools, adversely affect the school's or the Board's ability to comply with Title IX.
3. The Booster Club shall, on or before July 1 submit a request to be recognized by the Board to the school Principal for the upcoming fiscal year. This request shall include by-laws, list of officers with their phone numbers and addresses, statement of objectives, and designated representatives for purposes of communicating with and providing true and accurate information to the Board and school Principal. If a Booster Club is formed after July 1, the above information will be furnished within 15 days of the execution of this agreement.
4. Upon request of the Principal or Athletic Director, or upon request of the Superintendent of the Danville Public Schools, the Booster Club shall make available a full and complete list of its members.
5. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting), and all other relevant statutes and regulations, the Booster Club shall, upon the request of the Principal or Athletic Director of School, or upon the request of the Superintendent/designee of the Danville Public Schools, provide a full and complete accounting of all moneys raised, as well as a full and complete accounting of all moneys expended and provide an annual financial report to the Principal no later than July 25 for the year ended June 30. In addition, if requested to do so, the Booster Club shall also provide audited financial records concerning its activities.
6. Requests for fundraising activities shall be directed in writing to the school Principal for his approval within the first 30 days of school. These requests should be planned and approved by the Booster Club as reflected in booster minutes submitted with the requests. Additional requests during the year must be submitted to the school Principal for approval a minimum of 30 days prior to the fund-raising activity. No solicitation of

funds or requests for donations shall be conducted by a Booster Club without approval of school Principal. All receipts, and invoices related to approved fund-raising activities must be made available upon request for review by the school Principal and/or Superintendent/designee. A fund raising report must be made available to the school Principal at the close of each activity.

The Booster Club shall submit an annual proposed schedule of events to the school Principal at the start of each school year. Events that require school personnel for supervision or custodial work are the responsibility of the Booster Club and must be compensated according to school policy.

7. The Principal and Athletic Director of School and the Superintendent of the Danville Public Schools expressly reserve the right to reject any fund-raising activity for any reason. The Booster Club agrees that it shall not engage in any fund-raising activity which has not been approved or which has been rejected by the Principal or Athletic Director or the Superintendent. Participation in booster activities by parents/guardians/relatives of student/athletes is not required for participation in Danville School Athletics. No special considerations or restrictions can/will be placed on student athletes related to booster groups. Coaches shall not participate in voting on booster club activities.
8. A Booster Club organization using external accounts shall not use the state tax exempt or federal identification number of the school or district but shall obtain a state tax exempt or federal identification number specifically and only for the use of the booster organization.
9. The Board of Education does not assume any financial responsibility for a Booster Club.
10. By executing this document through its designated representative, all members, officers, and representatives of the Booster Club agree to abide by the terms and conditions set forth below as well as those additional terms and conditions which may be required by the Board. The designated representative of the Booster Club represents and agrees that he/she will provide a copy of this agreement to all members of the Booster Club.

I hereby acknowledge that I am a representative of the Booster Club and that I am authorized to act on its behalf. I further agree that this Booster Club and its members shall abide by the Terms and Conditions set forth above. I further agree to immediately report to the Principal and Athletic Director of School and to the Superintendent of the Danville Public Schools any violation or breach of this agreement. I understand that failure to comply with this agreement can result in the termination of the Board's approval for sanction of the Booster Club and that it will no longer be able to participate in fund-raising activities or make purchases on behalf of school athletic teams.

Danville Schools PTO
(Name of Booster Club)

BY Margaret Young Levi TITLE: President

STATE OF KENTUCKY COUNTY OF Boyle

Subscribed and sworn to before me on this 24th day of July, 2020, by Margaret Young Levi.

Amie Douglas
NOTARY PUBLIC

My commission expires: 8/1/2020



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Danville Schools PTO

BYLAWS

Danville Schools PTO

Article I

Name and Purpose

Section 1.01. Name. The name of this organization shall be Danville School PTO).

Section 1.02. Purpose. The organization is organized and operated within the meaning of 501(c)(3) of the Internal Revenue Code for the charitable and educational purposes of [enteral booster club for DISD] *[i.e., supporting in funraising efforts the schools of the DISD]*

Article II

Membership

Section 2.01. Qualification. All parents, guardians or other persons with a child enrolled and attending [DISD] members of the licensed teaching staff shall be considered members of the organization. The Principal and Assistant Principals shall be non-voting, advisory members of the organization.

Section 2.02. Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. Voting members will be limited to the board of board oft he Danville Schools PTO shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws.

Section 2.03. Quorum. The members present at any membership meeting of the organization, provided at least ten (10) members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Executive Board.

Section 2.04. Meetings. There shall be at least one general annual meeting of the membership in [May]l at which the officers are elected. Such additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization as is determined by the Executive Board or at the request of twenty (20) or more members in writing to the Executive Board.

Article III Executive Board

Section 3.01. Membership. The Executive Board shall consist of the elected officers of the school PTO organization JWBATE MGH Primary, ELToiver Intermediate and Danville High School.

Section 3.02. Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03. Meetings. The Executive Board shall meet quarterly to prepare for general membership meetings and to conduct the affairs of the organization.

Section 3.04. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.05. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 3.06. Participation in Meeting by Conference Telephone. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

Section 3.07. Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

Article IV Officers and Their Elections

Section 4.01. Officers. The officers of this organization shall include one President, one or more Vice Presidents, and a Treasurer and such additional officer(s) as may be elected or appointed by the Executive Board from time to time.

Section 4.02. Election. A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in [April] of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Only those who have consented to serve shall be eligible for nomination.

Officers shall be elected at the [May] meeting of the organization by the members present. Officers shall assume their official duties on the last day of the current school year following their election.

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Section 4.03. Term. Officers shall serve a one-two years term. Officers may be elected for up to two consecutive terms in the same office.

Section 4.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Article V

Duties of Officers

Section 5.01. President. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Board or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization. He/She will be the co-signer on the checking accounts.

Section 5.02. Vice-President(s). The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

Section 5.03. Secretary. Not applicable

Section 5.04. Treasurer. The Treasurer shall be a member of the Executive Board. The Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request. Per the Kentucky Redbook of Accounting.

The Treasurer shall:

- Maintain financial records (including financial reports, checkbook, bank statements, deposit slips, cash tally sheets, documentation regarding transactions, IRS Form 990 documents, etc.) and turn all over to the new treasurer.

Article VI

Finances

Section 6.01. Budget. No budget at this time each school keeps their own budge.

Section 6.02. Obligations. The Executive Board authorizes any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 6.03. Loans. No loans shall be made by the organization to its officers or members.

Section 6.04. Checks. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the President or the Treasurer of the individual school PTO

Section 6.05. Banking. The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted.

If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

Section 6.06. Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;

Section 6.07. Financial Report. In accordance with the Kentucky Redbook of Accounting. Per DISD

Section 6.08. Fiscal Year. The fiscal year of the organization shall be from June 1 to May 31 but may be changed by resolution of the Executive Board.

Section 6.09. Financial Record Retention. All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s	Store in corporate record book, binder, or cloud-based software.	<u>At least seven (7) years</u> Consider keeping permanently.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile & file records on a yearly basis. Store in binder or cloud-based software.	<u>Seven (7) Years</u> Store w/financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile & file records on yearly basis. Store in binder or cloud-based software.	<u>Three (3) Years</u> Store w/ financial records. Destroy after three years.

ARTICLE VII

Conflicts of Interest

Section 7.01. Existence of Conflict, Disclosure. Directors, officers, employees and contractors of Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on

the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

Section 7.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 7.03. Minutes of Meeting. The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.04. Annual Review. A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Corporation, or who hereafter becomes associated with the Corporation. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

ARTICLE VIII

Indemnification

Every member of the Executive Board, officer or employee of the Corporation may be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE IX

Amendments

These Bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.

ARTICLE X

Additional Provisions

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.



Audrey Thompson <audrey.thompson@danville.kyschools.us>

RE: REMINDER! BOOSTER PAPERWORK

1 message

PTO

Levi, Margaret <mlevi@wyattfirm.com>

Fri, Jul 24, 2020 at 12:32 PM

To: Audrey Thompson <audrey.thompson@danville.kyschools.us>

Cc: Cathy Stringfield-Harper <catstringfield@gmail.com>

Hi, Audrey,

Attached are most of the requested documents for Danville Schools PTO, which is a booster organization supporting all of the Danville schools so this applies to not only DHS but all Danville schools:

- the Booster Club Agreement;
- certificate of insurance;
- Bylaws;
- Our Federal Employer Identification Number (FEIN) for Danville Schools PTO is 47-1132487. Danville Schools PTO is subordinate member of Parent Boosters USA, Inc., FEIN 30-0281785, which is a 501(c)(3) tax-exempt entity.
- annual financial report for the fiscal year ending June 30
- officers

We will update our officers and submit an annual External Support/Booster Organization Budget worksheet (Form F-SA-4B) and completed Fundraiser Approval Forms after school starts and we have our first PTO meetings.

Regards,

Margaret

DANVILLE SCHOOLS PTO

MISSION STATEMENT

Danville Schools PTO is organized for the purpose of supporting the education of children at schools in the Danville Independent School District by fostering relationships among the schools, parents, and teachers.

**DANVILLE SCHOOLS PTO
SCHEDULE OF PROPOSED EVENTS**

2020-2021

Hogsett -	TBD
Toliver -	Charleston Wrap Fundraiser (September) Teacher Appreciation (May)
Bate -	Valentines Dance (February) Snowie Ice (March and April) 8 th Grade Formal (April) Teacher Appreciation (May)
DHS -	Teacher Appreciation (May) Project Graduation (May)

BOOSTER GROUP OFFICER INFORMATION

Year: 2020-2021	FEIN#	47-1132487
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Please fill in the name, address and phone number of all newly elected or returning officers of your booster group. Please send this information as soon as your officers have been elected, deadline for having this information to the school principal is September 1st or within the first thirty days of the first transaction of the organization. You should keep a copy for the Booster Group records as well.

Name of Group Danville Schools PTOName of School and Principal all schools

School Address _____

Name of Organization Danville Schools PTOOrganization President Margaret Levi **Address 319 N. Maple Ave., Danville KY 40422Phone (859) 236-1284 E-mail margyyoung@hotmail.comName of Vice President see attached for other officers

Address _____

Phone () _____ E-mail _____

Name of Secretary _____

Address _____

Phone () _____ E-mail _____

Name of Treasurer Cathy Harper **Address Rolling Hills, Danville, KY 40422Phone (859) 319-6771 E-mail catstringfield@gmail.com

If your organization President changes any time during the year, please notify the Principal at once.

**** Please attach a copy of your External Support Organization's proof of liability insurance coverage. ****

****You must note who has been appointed to communicate with Principal/Board. (per board policy)****

Danville Schools PTO Flow Chart 2020-2021

President of Danville Schools PTO

Margaret Levi
319 N Maple Ave, Danville KY 40422
859-608-5577
mlevi@wyattfirm.com

Treasurer of Danville Schools PTO

Cathy Stringfield-Harper
Rolling Hills, Danville, KY 40422
859-319-6771
catstringfield@gmail.com

Danville High School

President Margaret Levi – 859-608-5577 mlevi@wyattfirm.com
Cathy Stringfield-Harper - 859-319-6771 catstringfield@gmail.com

John W. Bate Middle School

President Kim Kernen - 859-583-1255 my96imp@bellsouth.net
Vice President Kristy Clarkson - 859-516-1986 kristyclarkson118@gmail.com
Treasurer Cathy Stringfield-Harper - 859-319-6771 catstringfield@gmail.com
Secretary - Kristy Clarkson - 859-516-1986 kristyclarkson118@gmail.com

Edna L. Toliver Intermediate School

President Samantha Turner - 423-307-6532 Squest78@yahoo.com
Vice President Jennifer Shearer – 859-329-1740
jennifer.shearer@danville.kyschools.us
Secretary John Erwin – 859-583-5642 john.erwin@danville.ky schools.us
Treasurer Amy Wilson - 859-608-6532 Amy.wilson@centre.edu

Mary G. Hogsett Elementary School

Co-President Lisa Huffman - 859-803-8258 lisa.huffman@danville.kyschools.us
Co-President Melody Stanele - 859-329-7188 mstanele@meadecpi.com
Secretary Charmenica Carter – 337-212-5840 cha.carter.02@gmail.com
Treasurer Amy Wilson - 859-608-6532 Amy.wilson@centre.edu