

General Meeting Tomorrow

Don't forget the CSB general meeting **tomorrow (November 14) 7:00pm** in the Hamilton High School Cafeteria.

FROM THE DIRECTOR LISA KNOX

Message from the CSB Director, Lisa Knox

Greetings to all of you! In this month of November, with Thanksgiving around the corner, there is increased focus on gratitude and assessing what we are thankful for in our lives.

So what am I thankful for? My list is long!

But today, I'm thinking about Chandler School Boosters in particular. I'm thankful for the confidence you place in me as your Director. I'm grateful for the questions you bring forth to challenge me and allow me to share my knowledge with you. I'm thankful for the CSB board members, who are incredibly supportive and provide great ideas and insight to keep this organization moving forward in a positive direction. I'm grateful for the centralized accounting groups, which consist of officers who are embracing this concept and are collaborating with me to enhance the processes and procedures we have developed. I'm grateful for Christy Francis, the CSB accountant, who competently handles centralized accounting tasks and is a pleasure to work with. I'm thankful for Jessy Wallace and Lyle Bonfigt, who produce our newsletter and are working to improve communications and our website, respectively. I'm thankful for Erin Northrup, who handles many day-to-day administrative tasks with incredible efficiency and a great understanding of how the CSB operates. I'm thankful for CUSD staff, Lana Berry, Craig Gilbert, Shawn Rustad, and Leo Schleuter, who offer perspectives and guidance to me and this organization. I'm thankful for the full support of the CUSD Superintendent, Camille Casteel, and the CUSD Board. Mostly, I'm thankful for the privilege and opportunity to work with dedicated, committed and motivated parents like you, who work tirelessly to enhance our schools and the experiences our students encounter. Thank you!

I wish you all a very Happy Thanksgiving. May you enjoy time to relax with family and friends.

BEST PRACTICES

Conflicts of Interest

by Michelle Dexter

Have you ever considered that someone on your board, or the way your board handles certain situations may be a conflict of interest? Unfortunately conflicts arise in various situations and can lead to unwanted and unnecessary consequences. Protect yourself and your group by avoiding some of the most common conflicts:

- If one of your board members owns or works for a company that is a potential vendor for the board (think t-shirts, food, entertainment, etc.). You know you'll get the best deal and cut your work in half by just letting them handle it, but a huge conflict arises if you do not follow proper protocol.
 1. **First**, it is the board's obligation to make sure they are getting the best deal. While the best deal does not necessarily mean the cheapest option, it is important that board members do their due diligence before agreeing to utilize any vendor. Research the other options.
 2. **Second**, it is important to disclose the potential conflict. Make sure all board members are aware of the association with a specific company and if the issue requires a vote, all voting members should also be aware of the potential conflict.
 3. **Finally**, the member with the conflict should abstain from discussion of the issue and voting on the issue.
- If your organization raises money for the students to attend a camp, a festival, or other activity, be careful about also paying for the parent volunteers to attend.
 1. Ideally parent volunteers will pay their own way for these activities. While this may be a financial burden on some and limit the ability or desire of some volunteers, **this is the best way to handle non-student expenses.**
 2. If your board has decided it is in the best interests of everyone to pay for the volunteers to attend the activity with the students, then **you must open the ability to chaperone to all parents and have a lottery system to choose who attends.** It must be a fair and impartial selection. Consider choosing names from a hat in front of everyone after giving everyone notice the date, time, and location of which the names are to be selected so anyone interested may attend.
 3. Often parents who volunteer to run the organization and are on the board believe they are entitled to some benefit, like attending an event with their child at no additional cost. Unfortunately this type of benefit could result in taxable income to the volunteer and place the non-profit in jeopardy for not accurately recording the distribution of income to the IRS.

Did You Know...?

The Chandler School District requires that ALL PTO and booster fund-raisers be approved, regardless of whether or not they involve students. The district has a "Fund-Raising Authorization and Approval Form," which should be completed 14 days prior to any fund-raiser to ensure adequate time for the necessary approval.

In addition, when students are involved in a joint fund-raiser with a PTO or booster club, **the Arizona Attorney General has issued an opinion that requires net proceeds from the fund-raiser to be split between the PTO or booster club and a student activity club supported by the PTO or booster club.**

What does this split of net proceeds mean? When you are planning a fund-raiser that involves students, you are required to indicate that on the "Fund-Raising Authorization and Approval Form." You also must state the percentage that the PTO or booster club will receive and the percentage that the student activity club will receive. To determine the split, your PTO or booster board should consult with the principal, coach and/or student activity club sponsor to mutually determine a fair and equitable split of the net proceeds, based upon the level of effort put forth by PTO/booster parents and the students.

For example, let's consider a theatre booster club that is conducting a candle sale. The students are involved in selling the candles and collecting payments from their customers. Parents assemble the order forms and deposit the money, place the order with the candle vendor and pay for the cost of the candles, and distribute the orders back to the students. Students deliver the candles to their customers.

In this scenario, the students perform 70% of the work, and the parents perform 30%. The split would be 70% of the net proceeds (total collected from the customers less cost of the candles paid to the vendor) to the Drama student activity club and 30% is retained by the theatre booster club.

When students are involved, a split of some sort is required. The percentage split may vary between types of fund-raisers and, unfortunately, is often subjective. This is why it is very important for the PTO or booster board to work with the principal, coach or club sponsor to determine the split.

The one allowable exception is when a fund-raiser involves virtually the entire student population. This will be more common at elementary schools in cases of "thon" activities, like Read-a-Thons or Jog-a-Thons. In that case, the PTO may retain all of the funds. In addition, crowdfunding (from LivingTree, SnapRaise, etc.) may be allocated 100% to the PTO or booster club, since student involvement is generally limited and usually only involves submission of potential donor email addresses for contact purposes.

A common frustration and argument made by PTO and booster parents is, "Why do we have to split the funds, when we are just going to use it to benefit the students/club/team anyway?" While this is a valid question, the fact remains that the requirement is in place because of the Attorney General's opinion regarding a state statute related to student activity clubs and parent support organizations. Simply put, we don't have a choice but to split proceeds from joint fund-raisers.

If you have questions about an appropriate split, please contact Lisa Knox at knox.lisa@cUSD80.com.

[Fundraiser Form](#)

Is Your Group Struggling?

by Amiee Valenzuela-Altomare

At any given time, we have a variety of situations occurring for both new and veteran PTO and booster boards. Some schools rarely struggle to find interested parents to serve on their boards, while others struggle every year to fill the four standard board positions - President, Vice President, Treasurer and Secretary.

The best case scenario is for the out-going board to assist the next board with best practices for getting started, as well as leaving enough money to sustain the new board until their fundraising begins.

Unfortunately for many, this is not the case. Too many new boards have to rely on word-of-mouth and figuring things out the hard way as they go.

There are a number of helpful resources out there, but let's face it - not every solution is a one-size-fits-all for every community. There are vast differences in what works for each school, even here in our own city.

In a nutshell, PTO and booster groups are grassroots efforts made up of well-intentioned parents attempting to offset the financial needs of the school or club they are serving. Whether your group gets off to a smooth start and hits bumps along the way, or your group is barely able to get started - my new Facebook series is for you!

Starting next week we will be posting weekly ideas to help any and all struggling PTOs and boosters!

Be sure to follow us on Facebook so you don't miss these helpful tips: [@ChandlerSchoolBoosters](#)

ANNOUNCEMENTS

Tax Penalty Update

In case you missed this announcement previously...At the August general member meeting, Lisa Knox shared with you some information about a \$15,400 penalty assessed by the IRS for late filing of our 2017/18 tax return. The great news is that the penalty has been abated, and CSB has received a full refund of the penalty. The Board has also implemented new procedures and controls to ensure that all future state and federal tax returns and payroll tax filings are made in a timely fashion.

School District Bond Election

On Tuesday November, 5, voters overwhelmingly approved the Chandler School District's \$290,250,000 bond election. Thank you for your support!

Bond proceeds are expected to fund a variety of projects, including new construction of a elementary and secondary schools, elementary and secondary school renovations, transportation building renovations, textbook purchases, furniture and equipment needs for food service and district wide, technology renovations and equipment, grounds and safety renovations, energy management, buses, lease payoff related to new school construction, and general renovations, technology, furniture and equipment for non-instructional purposes.

GUIDELINES & REGULATIONS

Is Your Entire Board Registered?

ALL board members for PTO and booster groups, as well as all CSB reps and alternates, need to register on the CSB website: <https://www.chandlerschoolboosters.org/>

This is how you will continue to receive CSB communications. When creating your account, please be sure to fill out all information on the form.

***Please check with your board to make sure everyone has registered.**

****Please pass these instructions on to incoming board members.**

Create Account

Registration Forms

We also need each member to fill out the registration form and return to Erin via email: csb_admin@outlook.com

Registration Form

Review Bylaws

With the changing of officers on your board, please be sure to review your group's bylaws as well as the CSB bylaws before the start of each new school year. As a reminder, your bylaws should conform to the [Bylaws Template](#).

And if you ever make changes to your bylaws, you must keep a copy for your records and submit a copy to Erin: csb_admin@outlook.com

CSB Bylaws

DON'T FORGET

Upcoming Dates

November 14, 2019, 7:00pm CSB General Meeting. Hamilton High School cafeteria.

January 28, 2020, 7:00pm CSB General Meeting. Perry High School cafeteria.

April 23, 2020, 7:00pm CSB General Meeting. Hamilton High School cafeteria.

Chandler School Boosters Board
 Amiee Valenzuela-Altomare, President: azaltomares@gmail.com
 Nicole McCabe, Vice President: nicoleconleyptb@gmail.com
 Leeann Nance, Treasurer: lchristensen@gmail.com
 Jessy Wallace, Secretary: w Wallace Jessy@gmail.com
 Michelle Dexter, Board Member
 Jenn Shinyeda, Board Member
 Sherry Simon, Board Member
 Kate Conchuratt, Board Member
 Heather Sneddon, Board Member

Chandler School Boosters Contracted Employees
 Lisa Knox, CSB Director: knox.lisa@cUSD80.com
 Lyle Bonfigt, Director of Marketing & Communications: lyle@chandlerschoolboosters.org
 Erin Northrup, Administrative Assistant: csb_admin@outlook.com
 Christy Francis, CSB Centralized Accountant: csb@csbap.org