

## Booster Split Guidelines

*Thank you for supporting our students! Our programs benefit greatly from your efforts.*

When students are involved in a fundraiser, the activity is considered a **school club fundraiser** (ARS15-1121). If the fundraiser is a joint effort with a parent/booster group, the student group may agree to split the funds raised if the following conditions are met:

- ☐ The booster club must be approved as a [district vendor](#).
- ☐ The [School Activity Request/Parent Support/Booster Split form](#) must be completed and turned in to Cathy in the Administration office.
  - ☐ The request must be turned in at least 10 days prior to the event to allow our office time to receive approval from Student Council, the Principal, and the Assistant Superintendent of Secondary Instruction.
  - ☐ The request must include *both* booster club and [student club meeting minutes](#) that specify the split. (updated Mar 2018)
- ☐ A SMHS staff member must oversee the handling and collection of monies.
  - ☐ All monies must be turned into the Bookstore by the staff member as soon as possible.
  - ☐ The booster group may not collect or keep any of the money. After the money is deposited into the Bookstore, the process begins for Finance Office to cut a check to the booster club for the agreed upon amount.

Note: If a fundraiser is solely a booster event that involves no student participation nor profit split, materials for the event must clarify that the event is benefitting the booster club.

Arizona Revised Statute 15-1121. [Student activities monies defined](#)

All monies raised with the approval of the governing board of a school district by the efforts of students in pursuance of or in connection with all activities of student organizations, clubs, school plays or other student entertainment other than funds specified in sections 15-1125 and 15-1126 are student activities monies.