



CHAPARRAL HIGH SCHOOL
EDUCATION FOUNDATION

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PARENT SUPPORT INFORMATION PACKET

History

Chaparral High School Education Foundation (CHSEF) was founded in 1999 as the Non Profit umbrella for the Booster Clubs that were named Parent Support Groups. CHSEF is registered with the IRS as a Non-Profit Public Benefit Corporation 501(c) 3. All the Parent Support Groups operate under CHSEF's Non-Profit status. The specific purpose of CHSEF is to assist in the achievement and maintenance of a superior public educational system within Chaparral High School. The goal of CHSEF is to provide four corners of volunteer support to the students, staff and faculty of CHS.

CHSEF Goals

Support and Resources to CHS Parent Support Groups (PSG's)
Financial Management Solutions for PSG's
Vehicle for Community and Corporate Sponsors/Donors
Creation /Distribution and Support of Puma Educational Scholarships

PSG's must provide the following to CHSEF each school year;

PSG Information Sheet
PSG Officer Contact Form
PSG By-Laws
PSG Budget (Fundraising/Expenses)
PSG Fundraising Events Schedule

All fundraising events need to be submitted to CHSEF to ensure that the events do not conflict with another PSG/School event and solicits the required approvals via school administration. Upon request, CHSEF assists PSG's with event marketing and advertising efforts.

CHSEF assists each of the PSG's with fundraising efforts thru Bingo, Football Game Parking Lots, Banner Sponsorships, Event Advertising Signage, Apparel Sales, Website Development.

Liability Insurance

CHSEF maintains a General Liability Umbrella Insurance policy that covers the Foundation as well as each of the PSG's. The coverage extends to Summer Camps, Practices offsite from CHS, Accidents, Damages, etc... Certificates of Insurance naming Additional Insured are available via CHSEF Treasurer upon request.

Parent Support Group Organization

Each PSG is required to have a Board w/President, Vice President, Treasurer and Secretary at the beginning of each new school year. The board is elected from parents who volunteer as PSG Representatives. Regular scheduled meetings take place and parents receive communications on fundraising events. Each PSG Treasurer manages their own funds via a Sub Account via the bank and their own QuickBooks accounting program. The Treasurer is responsible for collecting funds, making deposits, paying expenses and record keeping for their PSG. All fundraising events and expenses are approved via the board thru the creation of an annual budget.

Financial Management

The Foundation is responsible for all PSG banking and accounting practices as the master account is established under CHSEF Tax ID Number w/bank and QuickBooks. Each PSG Treasurer should be installed at the beginning of each new school year and is responsible for reconciling their PSG's bank account and recording all transactions via QuickBooks. CHSEF offers training workshops for the PSG Treasurers so they can manage their QB accounts efficiently. Quarterly and Year End Reports are ran by the CHSEF Treasurer who has access to all PSG bank/QB accounts. The Treasurer position is active all year, not just when the season is active. It is important to have a Treasurer installed at the beginning of the new school year.

Fundraising/Expenses

Each PSG Board is responsible for establishing an annual budget that spells out fundraising events, associated costs for conducting these events, including projected expenses and income. These Fundraising Events need to be documented on "Fundraising Request" form and submitted to CHSEF for approval. If the event is to take place on school grounds, the request is submitted to CHS Administration to ensure there are no conflicts with other scheduled events and the District Maintenance Dept is notified. Fees will be assessed from School District for Custodians use when school facilities are utilized. In addition, the budget should include planned expenses for Athletic Transportation Fees, Equipment, Coaches Stipends, Uniforms, etc... All expenses incurred should be voted via the budget or amended throughout the year via a Board Vote prior to execution of the expense. All PSG budgets must be submitted to CHSEF Executive Board at the beginning of each school year.

Permits, Licenses, Tax Returns

CHSEF maintains Federal, State, County and City regulatory requirements including all permits, licenses and annual tax returns for the Non- Profit Organization. These fees are passed onto the PSG as a standard Flat Fee which is divided up equally between the PSG's so that they can offset them w/fundraising efforts. The flat fee is established each year for each PSG to pay towards the total costs associated with these licenses, permits and liability insurance umbrella.

PSG Scholarships

Chaparral High School has a long standing relationship w/Temecula Dollars For Scholars who handles ALL CHS PSG's Senior Scholarships. Since the PSG's operate under the CHSEF Tax ID Number and there are Federal Laws governing how scholarships must be awarded and distributed... CHSEF Executive Board has decided to utilize TDFS exclusively for ALL CHS Scholarships. You can visit TDFS website for more information and the TDFS staff will be at our October CHSEF Meeting to answer any questions. PSG's are NOT allowed to distribute scholarships outside of TDFS.

Parent Support Group Relationship w/Coaches & Instructors

Each PSG has a relationship with either a Coach or an Instructor for their respective program they support. It is important to note that the PSG is the financial arm for that program and should work together as a team with their Coach/Instructor on fundraising and expense planning. The PSG is not a "Cash Machine" for the program to utilize, rather they are the vehicle for support of the program by providing assistance with fundraising efforts and managing expenses so that the program can experience consistent growth and development. There should be mutual respect between the PSG and their Coach/Instructor.

PSG Accounts vs. ASB Accounts

Each PSG has an individual bank account that operates under CHSEF Non Profit Tax ID Number. This account can issue checks for PSG expenses and can pay for equipment, training, supplies, travel, etc... Fundraising income should be deposited into your PSG bank account and then distributed as needed. Each PSG has an ASB account with the school for Coaches Stipends and Transportation Fees which are managed via School Bookkeeper. The Treasurer should cut a check to the PSG ASB account to pay for stipends and/or transportation fees. Be aware that ASB funds can only be deposited and not withdrawn/payable back to the PSG so those funds go into the school and stay there. There are some instances where an ASB account can be used to pay for training and equipment, however that requires prior approvals.

Bingo, Football Game Parking Lots

CHSEF regulates monthly Bingo Events and Puma Football Game Parking Lots as fundraisers. A Bingo schedule is established at the June CHSEF monthly meeting which outlines which PSG will host each monthly Bingo event for the following school year. CHSEF maintains the Bingo equipment and supplies for the events. A flat fee is charged to each PSG hosting the event to compensate for the equipment and supply costs. In addition, a schedule of Puma Football Games w/PSG's who will manage the parking lots is also established.

School Year Stipends

The PSG's are not permitted to pay coaches directly, with the exception of Summer Camps (which are run through the PSG's). All payments be processed through the Athletic Dept and are paid directly from the District Office. Funds need to be transferred from the PSG accounts to the ASB accounts to cover the purchase order. The coach needs to establish a Purchase Order to be approved via Athletics Dept. The purchase order is to be written for the agreed upon amount, plus 14% employment taxes. All coaches were given this information at the coaches meeting the beginning of the season. PO's are approved by ASB on Tuesday mornings, and next Tuesday is the LAST day to approve PO's for this school year.

Summer Stipends

Any payments to Coaches for Summer Camps are to be paid directly by PSG after collecting W-9 forms from each payee. All Summer Camp participants must sign the Medical Insurance and Liability Release forms which must be copied to CHSEF. Each PSG should maintain a copy of these forms for their records. The PSG is responsible for any/all out of pocket costs for their Summer Camps.

Athletic Fees

Each PSG is responsible for monitoring and paying for their Athletic Fees including transportation and/or applicable Officials Fees, Facilities Usage, Custodial Fees. These fees will be provided at the beginning of the school year and are due before the end of the school year. The fees are payable to the PSG's ASB account. If a PSG does not pay their respective fees, CHSEF is responsible for those fees. If necessary, CHSEF will pay the fees and collect from the PSG in the following year.

CHSEF/PSG Contacts

A roster with all PSG Officers along w/CHSEF Executive Board Members will be distributed via email at the beginning of each school year. Each PSG is encouraged to utilize these contacts for any assistance/support needed. We are all here to work together as a team and support Chaparral High School.

CHSEF Executive Board 2016-17

Name	Title	Email
Rick Sanchez	President	prezchsef@verizon.net
Dave Reisinger	Vice President	dreisinger@tvusd.k12.ca.us
Tom Flynn	Treasurer/Marketing	tflynn@chs.marketing
Jennifer Edwards	Secretary	chsefsecretary@gmail.com
Auditor	Open	
Mike Hodell	Director	mdhodell@gmail.com
Gil Compton	Director	gcompton@tvusd.k12.ca.us

CHSEF Mailing Address/Contact Information

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(Tom Flynn/Voicemail)