



**Booster Club Staff Sunshine Fund
Policy and Procedures
Approved May 13, 2026**

Purpose: The Sunshine Fund exists to provide voluntary expressions of support and appreciation to school staff (e.g., for illness, bereavement, life events, or recognition). The fund is operated by the Booster Club and is not affiliated with or managed by the Associated Student Body or district funds.

POLICY

1. Governance

- The Sunshine Fund operates under the Booster Club's bylaws and financial controls.
- The Booster Club Board designates:
 - Sunshine Coordinator (program lead)
 - Treasurer liaison (financial oversight)
- At least two unrelated individuals must be involved in approvals and disbursements.

2. Funding & Contributions

- Contributions are voluntary.
- Donors may include staff, parents, and community members.
- Funds are collected via:
 - Check payable to Booster Club (memo: "Sunshine Fund")
 - Approved digital platforms (e.g., Venmo, PayPal) tied to Booster Club accounts
 - Donation on www.ntboosterclub.org and indicate Sunshine Fund on the donation form.
- No cash handling through school offices or ASB accounts.

3. Fund Accounting

- Sunshine Fund must be tracked as a separate line item or restricted fund within Booster Club accounts.
- The Treasurer will:
 - Record all income and expenses
 - Provide periodic reports to the Board
- Funds remain under Booster Club custody at all times (no personal accounts).

4. Eligible Uses

Funds may be used for staff-related gestures, including:

- Sympathy (bereavement, serious illness)
- Hospitalization or extended recovery

- Birth/adoption
- Retirement
- Significant life events (as defined by Booster Club)

Non-allowable uses:

- Cash gifts to individuals
- Gift cards that function as cash (if restricted by district/IRS guidance—confirm locally)
- Payments for services or compensation
- Anything that could be construed as employee wages

5. Benefit Guidelines

To ensure consistency and equity, the Booster Club sets standard amounts (example):

- Sympathy: \$50–\$100 (flowers, plant, or gift)
- Hospitalization: \$25–\$75
- Retirement: \$75–\$150
- Recognition/appreciation: up to \$25

(Adjust amounts based on budget and board approval.)

6. Approval Process

- 1) Sunshine Coordinator receives a request (staff/admin/colleague).
- 2) Coordinator verifies eligibility under guidelines.
- 3) Coordinator submits request to Treasurer or second approver.
- 4) Two-person approval is documented (email or form).
- 5) Treasurer issues payment or reimbursement.

7. Purchasing & Disbursement

- Purchases should be made using:
 - Booster Club debit card/check, or
 - Reimbursement with receipt
- Whenever possible, purchase goods/services directly (flowers, cards, meals) instead of giving funds to individuals.
- Maintain receipts and documentation for all expenditures.

8. Communication

- Participation is voluntary and clearly communicated as such.
- Messaging should state:
 - The fund is managed by the Booster Club
 - It is not a school or ASB program
- Use email lists carefully (avoid implying school sponsorship if district policy is strict).

9. Compliance & Separation

- No use of:

- ASB funds or accounts
- District purchase orders or credit cards
- School safes or cash handling systems
- Activities should not occur during instructional time in a way that conflicts with staff duties.
- The fund must comply with Booster Club nonprofit status (if applicable).

10. Transparency

- Booster Club will provide:
 - Annual summary of Sunshine Fund activity
 - Balance reporting to members
- Individual donor amounts may remain confidential if desired.

11. Amendments

This policy may be updated by a vote of the Booster Club Board.

Simple Procedures (Day-to-Day)

To contribute:

- Send payment via approved method (check/PayPal/Booster Club Donation Portal)
- Treasurer logs it under Sunshine Fund

To request support:

- Email Sunshine Coordinator with:
 - Staff name
 - Event/reason
 - Timing/urgency

To fulfill:

- Coordinator gets second approval
- Purchase is made (flowers, card, etc.)
- Receipt submitted to Treasurer

Monthly (or quarterly):

- Treasurer reports balance + activity to Board
- Optional Add-On (recommended)