

## Register Booster Club w/District (due October of the current school year)

Registration Form  
(online)

Bylaws

Estimated Annual  
Budget

Letter from Bank

Federal Tax ID#

Submit for District  
acknowledgement



## Fundraising (all fundraising activities regardless if held on district property or not)

Complete  
Fundraising Form  
3 weeks in advance

Requires Building Principal  
approval and Athletic Director  
approval for athletic booster clubs

Submit for  
District  
approval

If applicable, do not set up at entrance to event.  
Post a sign that donations are for made to the  
booster club & state purpose

Board Donation (see  
below Donations  
section)



## Donations (any monetary donation or item/equipment purchased by the Booster Club)

Discuss donation with Principal  
or Athletic Director

Determine need and  
purpose

Complete Donation Form

Requires Building  
Principal Approval

Submit for Board  
Approval



## Facility Usage

Facility Usage Form (due  
30 days in advance)

Tier 2 (only custodial  
overtime, if applicable)

Certificate of Insurance (WCSD as 'additional insured',  
\$1,000,000 General Liability and \$2,000,000 Aggregate)

Submit for District  
Approval



## Overnight Field Trip Request

Enter request in  
TripDirect (school or  
athletic staff, not coaches)

Provide cost estimates for registration fee, hotel,  
travel, meals (include funding sources and  
names of chaperones), included with  
submission of field trip request

Chaperone volunteers must be  
BOE approved – [Volunteer  
Application Form](#)

Submit for District approval;  
overnight trips require Board  
approval



## Concession Stands & Food Service at Events

A food permit is required for fundraisers, sporting  
events, and community celebrations in which food  
that needs to be kept hot or cold is being sold.

Complete the [Temporary Food Service Permit](#) and  
submit to the Dutchess County Dept. of Behavioral &  
Community Health (at least 2 weeks in advance of event)

Permits should be posted and  
visible during the event.