



# PTO and Booster Clubs

Informational Meeting

2025-2026

Please sign in:



# Thank you!



The support provided by our numerous PTO and Booster Organizations is truly priceless!

Each of our schools and groups/organizations are provided with an annual budget or “activity fund,” but your contributions give our students the extra boost to provide students within WISD limitless opportunities!



# Friends & Fans!

WISD is proud to partner with PTO and Booster Organizations to recognize the efforts of our students on all campuses.

Additionally we are excited to give Waxahachie residents aged 65 or older, retired WISD personnel, and Military Veterans an opportunity for free general admission to all WISD athletic home events.

These friends & fans may request their pass for free general admission at the WISD Administration Building (411 N. Gibson) during normal business hours, with valid identification.



# Balanced Support

The overarching goal of WISD, PTO, and Booster Club partnerships should be to support students and staff by operating collaboratively yet as separate organizations.



# General Guidelines

- Booster Club and PTOs are separate individual organizations from WISD.
- The IRS does not allow Booster Club/PTOs to use the District's tax identification number.
- A separation between Booster Club/PTOs and the District must be maintained at all times. This protects both parties in case of litigation.





# General Guidelines Cont.



- Each Booster Club/PTO must report officers, most current bylaws, and proposed budget at the beginning of each school year (and at any time there are officer or bylaws updates) to the District's Business Office & Community Outreach Coordinator.

Business Office: [dkruger@wisd.org](mailto:dkruger@wisd.org)  
Community: [casauceda@wisd.org](mailto:casauceda@wisd.org)





# Reporting Requirements



- Not for profits are required to file Form 990 tax returns annually.
- Organizations are responsible for filing Form W-2s and 1099s for organization employees (if any) and contracted outside services.
- Sales Tax Returns, if required.



# Fundraising

- Fundraising activities require a 30-day notice to WISD Business Office.
- Funds are to be used to support school activities (UIL guidelines).
- 2 per school year applies only to fundraisers sponsored by WISD faculty or staff, not PTO & Booster Organizations.



Link to fundraising form!





# Supplemental Language

- Booster Club/PTO will not partake in any advertisements or sponsorships from any political organizations, social media belief groups, or tobacco/drug/alcohol companies.
- Booster Club/PTO will respect our community, students, and parents and will not partake in activities or sponsorships based on race, ethnicity, gender, disability, age, religion, or any other legally protected classification.
- Booster Club/PTO shall operate in alignment with Waxahachie ISD's Vision and Core Values while focusing on their unique ability to support Choices, Collaboration, Belonging, and Community.

# Recommended Internal Controls

- Spouses or family members may not hold office in the same organization simultaneously.
- Annual budgets should be presented and voted on by the membership.
- Cash should always be counted by two non-related organization officers/members and deposited promptly (3 business days or less).
- Blank checks should never be issued.
- Proper documentation should be required for all disbursements.
- All transactions should be reconciled monthly.



# Communication



- Each PTO should be set up with a ParentSquare Group. (email [casauceda@wisd.org](mailto:casauceda@wisd.org) if not accessible or not set)
- Facebook, GroupMe, Band, etc. are acceptable; engage on these platforms in alignment with WISD's Vision & Core Values (To be a district where innovation thrives and growth is limitless. Core Values: Choices, Collaboration, Belonging, and Community)





# Raptor



- Raptor is the Volunteer Management Software for WISD; replaced Relatrix 8/12/24
- All volunteers remain active for one calendar year, and individuals must renew annually.
- Volunteers visit the volunteer portal to manually log hours.





# Raptor Cont.

- Three ways to log volunteer hours:
  - Office Check-In/Out
  - Batch Printing
  - Self Reporting
- Volunteer Coordinator/PIE Coordinator and one other officer designated to use Raptor.
- No after event logging on Admin side!

The screenshot shows the Raptor Technologies web application interface for managing volunteers. The left sidebar contains a navigation menu with options: Dashboard, Sign In/Sign Out, Visitors, Contractors, Students, Staff, **Volunteers** (highlighted), Kiosks, Reports, Support, and Main Menu. The main content area is titled 'Volunteers' and includes a dropdown for 'Dunaway Elementary School'. Below this, there are tabs for 'All Volunteers' (selected), 'Currently Signed In', 'Delayed Entry', and 'Batch Printing'. A search bar with 'Reset' and 'Search' buttons is present. A table lists active volunteers with columns for Details, First Name, Last Name, Status, Expiration Date, Last Visited, and Options. The table shows 10 rows of data. At the bottom, there is a pagination bar showing '1 - 10 of 4670 items' and a 'Live Chat' button.

| Details                 | First Name | Last Name    | Status | Expiration Date | Last Visited | Options           |
|-------------------------|------------|--------------|--------|-----------------|--------------|-------------------|
| <a href="#">Details</a> | Caleb      | Abbott       | Active | 05/31/2025      |              | <a href="#">🔒</a> |
| <a href="#">Details</a> | Sarah      | Abel         | Active | 04/30/2025      |              | <a href="#">🔒</a> |
| <a href="#">Details</a> | Jack       | Ables        | Active | 12/31/2024      |              | <a href="#">🔒</a> |
| <a href="#">Details</a> | Karen      | Ables        | Active | 12/31/2024      |              | <a href="#">🔒</a> |
| <a href="#">Details</a> | Gloria     | Acuna        | Active | 09/30/2024      |              | <a href="#">🔒</a> |
| <a href="#">Details</a> | Marcella   | Adame        | Active | 09/30/2024      |              | <a href="#">🔒</a> |
| <a href="#">Details</a> | Rebecca    | Adamietz-Deo | Active | 03/30/2025      |              | <a href="#">🔒</a> |
| <a href="#">Details</a> | Donna      | Adams        | Active | 11/30/2024      |              | <a href="#">🔒</a> |
| <a href="#">Details</a> | Lindsey    | Adams        | Active | 05/31/2025      |              | <a href="#">🔒</a> |
| <a href="#">Details</a> | Chantaria  | Adams        | Active | 12/31/2024      |              | <a href="#">🔒</a> |



The background is a solid green color with a pattern of white-outlined hexagons of various sizes. Some hexagons are solid white, while others are just outlines. The text 'Thank You' is centered within a white rectangular border.

Thank  
You