



# Booster Club Handbook

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## Introduction

Booster Clubs at the University of Hawai'i at Mānoa (UHM) play an integral part in providing much needed supplementary support to the 21 varsity sports within the University of Hawai'i at Manoa's Athletics Department (UHMAD). Volunteers and staff in these clubs support the sport and coaches in a variety of ways including monetary support, time, fan support, summer jobs, and much more. They also play a key role as the sport's ambassador in the community.

Booster Clubs and their members raise funds for their respective teams through membership drives, fundraisers (e.g., golf tournaments), and special events.

Booster Clubs, working together with 'Ahahui Koa Ānuenue (AKA) and UHMAD, have helped increase financial support for our athletics programs year after year and have been instrumental in contributing to our student-athletes' ability to win championships and garner national recognition. When our programs win, we all win by sharing in the pride and accomplishment of supporting the state's only NCAA (National Collegiate Athletic Association) Division I Athletics program. For that, UHMAD, AKA, the coaches, and student-athletes are truly grateful for all you do.

We hope that this handbook will help you and your clubs to be successful while remaining compliant with NCAA, University and UHMAD policies and procedures.

### **Purpose:**

This handbook provides a guide to booster clubs and their volunteers. We hope that it will provide you with the necessary information to help with the operations of your clubs.

### **History and Organization**

UHMAD has oversight and responsibility for all activities related to the 21 sports it supports.

AKA is the designated organization responsible for the coordination and oversight of fundraising activities that are conducted to benefit and support the UHMAD programs including but not limited to booster clubs, the preferred seating program, and additional revenue-generating activities. AKA's responsibilities and relationship to UHM, the University of Hawai'i Foundation (UHF), and UHMAD were revised in a Memorandum of Understanding and Exclusive Rights Agreement executed February, 2014. As part of this revision, AKA has been tasked with providing strategic support, assistance, and day-to-day oversight of the booster clubs.

AKA was founded in 1967 under the leadership of the late Governor John A Burns. Its goal is to provide the financial support necessary to initiate and

maintain a top-level program for UHMAD and its student-athletes. (See <http://koaanuenue.org/ahahui-koa-anuenue-history> for more information on AKA's history.)

Booster Clubs support specific sports, working in partnership with the Head Coach of the sport, to organize its members' talents and efforts to best meet the needs of the program. By Board of Regents' policy, all funds raised by the Booster Clubs are required to be deposited with UHF.

UHF is a tax exempt charitable organization contracted by the University to be the central organization that receives and holds all of the contributions and donations that are made to AKA and any of the booster clubs that support UHMAD programs. UHF has established separate accounts for AKA and each of the booster clubs that all donor contributions and donations are deposited into. All of the funds received by UHF on behalf of AKA and each of the booster clubs are assets of UHF and are reported by UHF in its audited financial statements and on its annual Form 990 filed with the IRS. UHF is exempt from income tax under section 501(c)(3) of the Internal Revenue Code and donations to UHF are tax deductible. UHF is registered as a charitable organization with the State of Hawai'i, Department of the Attorney General's office. Its annual IRS Form 990 is available for public review on UHF's website at <http://www.uhfoundation.org/about/reports.aspx> and at the Attorney General's Charity Resources [website](#).

## **Compliance**

**The NCAA holds the University accountable for exercising institutional control over booster clubs and requires an annual audit of its activities. Specifically, the NCAA Division I Manual Bylaw 6.4 states:**

### ***RESPONSIBILITY FOR ACTIONS OF OUTSIDE ENTITIES***

*An institution's "responsibility" for the conduct of its intercollegiate athletics program shall include responsibility for the acts of an independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization when a member of the institution's executive or athletics administration, or an athletics department staff member, has knowledge that such agency, corporate entity or other organization is promoting the institution's intercollegiate athletics program.*

It is important that all proposed activities by booster clubs are clearly communicated with athletics department staff and reviewed for compliance with both the NCAA Bylaws as well as University policy **prior** to any implementation. Failure to do so may result in a violation of a rule or policy and subject the booster club to sanctions from the NCAA and/or UHMAD. Any violation can also result in the sport and/or UHMAD being sanctioned by the NCAA.

All boosters are prohibited from involvement in the recruiting of prospective student-athletes or PSAs. A PSA is a student who has started classes for the seventh grade in the case of men's basketball and ninth grade for all other sports.

Further NCAA compliance information can be found on the UHMAD [website](#) or the NCAA [website](#).

Compliance questions should be directed to the Director or Assistant Director of Booster Clubs who will seek guidance from the UHMAD Compliance office.

## **Operations**

The following section outlines the basic operations for booster clubs. Booster Clubs must submit a current roster of officers and directors to the AKA Director of Booster Clubs at the beginning of each fiscal year (1 July to 30 June). The AKA Director of Booster Clubs should be included as an ex-officio of all Booster Clubs along with the Head Coach of the sport and the UHMAD Sport Supervisor. Terms for Booster Club officers should comply with the fiscal year.

Listed below are the current official UHMAD Booster Clubs:

1. The Grand Slam Club (Baseball)
2. Rainbow Warrior Basketball
3. Rainbow Wahine Basketball
4. Rainbow Warrior Volleyball
5. Rainbow Wahine Volleyball
6. Nā Koa (Football)
7. Nā Wahine Softball
8. Rainbow Wahine Soccer
9. Rainbow Wahine Hui
10. Letterwinner's Club (a chapter of University of Hawai'i Alumni Association)

## **By-Laws**

Booster Clubs shall have By-laws that define their objectives, membership requirements, board of director structure, meeting requirements and other such rules that govern their Club. By-laws must be approved by UHMAD and AKA and should be updated as the operations and/or focus of the club changes.

While financial support, attendance at events and fundraisers, and generous gifts are vital to maintaining a competitive program, it is important to realize that boosters of UHMAD, and especially the officers and directors of the Booster Clubs, are extensions of their sport, AKA, UHMAD, and the University and need to act in accordance with University and NCAA rules.

## **Budget**

Booster Clubs shall submit a proposed budget and schedule of annual activities/fundraisers to the AKA Director of Booster Clubs by 1 July of each year.

The Director or Assistant Director of Booster Clubs will review with the sport's Head Coach prior to implementation.

An annual report of completed activities and final budget shall be provided no later than 31 August of each year to the AKA Director of Booster Clubs. As meetings are held, copies of minutes should be forwarded to the AKA Director of Booster Clubs and the UHMAD Associate Athletics Director for Administrative Services.

## **Fundraising**

Membership, fundraisers, and special events are important ways in which each Booster Club raises funds and provides support for its respective sport.

### **Authorization**

All membership levels of a booster club, fundraisers, and special events shall be authorized first by its officers/executive committee, the Head Coach, AKA Director of Booster Clubs, and the UHMAD. No marketing activities shall commence until the approval process has been completed.

Third party fundraisers where the booster club is the beneficiary of a special function or event must be approved by the AKA Director of Booster Clubs and UHMAD Associate Athletics Director for Administrative Services.

### **Membership**

Booster Clubs shall work with their respective Head Coach to ensure that membership levels and benefits are in line with his/her wishes and direction of the program.

### **Deductibility Worksheet**

The Deductibility Worksheet is a critical piece in the approval process. The completed worksheet, including a detailed budget, along with any collateral materials (fliers, brochures, etc) should be forwarded to the AKA Director of Booster Clubs for initial review and approval. The packet will then be forwarded to the appropriate UHMAD signers to include the Head Coach, Associate Athletics Director for Administrative Services, Sport Supervisor, and the Director of Compliance (when applicable), and UHF for final approval. This form is required for ALL membership drives, fundraisers, and special events. A copy of the form is included or can be found obtained from the AKA office.

### **Printed Materials for Membership and Events**

**All** materials should be cleared through the AKA Director or Assistant Director of Booster Clubs **prior** to reproduction and distribution. The following verbiage shall be included on all brochures for membership, fliers, and any other booster club materials.

*(Booster Club) is the official organization established to support the University (Sport) program. The University of Hawai'i Foundation (UHF) receives, receipts, and holds funds raised by (Booster Club). UHF is a registered 501(c)3 charitable organization.*

*In compliance with NCAA regulations regarding benefits to Prospective Student-Athletes, please advise if your guest is in the 7<sup>th</sup> to 12<sup>th</sup> grades as some restrictions may apply.*

Additionally, all fundraiser/membership fliers/brochures must indicate the purpose – where proceeds will be going – which must be consistent with the purpose stated on the Deductibility Worksheet. All checks must be made payable to UHF and mailed to the AKA; PO Box 11719; Honolulu, HI 96828.

### **Apparel and Merchandise**

Any ordering of apparel or merchandise utilizing the marks of the University or UHMAD (H logo) must be approved in advance by working with the AKA Director of Booster Clubs who will ensure that Booster Club is working with a licensed vendor and assist in obtaining marketing and licensing approvals.

### **Selection of Venue for Events**

Should an off-campus venue be utilized for an event, Booster Clubs must solicit quotes from the UHMAD Corporate partners. The current list of Corporate partners can be found [here](#) (or click on hawaiiathletics.com→athletics department→corporate partners). While it is preferred that we support our corporate partners, quotes from three venues must be secured per the UHF disbursement policy detailed below.

The final agreement with the venue must be reviewed and signed by the AKA Director of Booster Clubs. At no time is either the Head Coach or Booster Club representative authorized to sign any agreements.

Any on-campus event with food and beverage must go through Sodexo who currently has the concession agreement with UHM. If a waiver is requested and approved through the UHMAD office, a Certificate of Insurance from each food vendor must be obtained. Contact the AKA Director or Assistant Director of Booster Clubs for assistance.

### **Banquets**

Banquets are a special type of event with additional requirements. Venue selection criteria are as noted above for other events. In addition to the deductibility worksheet, a "Team Awards Dinner/Banquet" form is required to be approved by the UHMAD Associate Athletics Director for Administrative Services

and an “Approval of Awards” form for awards is required for approval by the UHMAD Director of Compliance.

### **Golf Tournaments**

Golf Tournaments are also a special type of fundraiser. For its protection, a booster club must secure liability insurance for the event by contacting the AKA Director or Assistant Director of Booster Clubs for assistance

### **Prizes over \$500**

If a prize(s) with a value of over \$500 is given at an event, UHF must be notified and will subsequently issue a 1099. This information must be submitted via a “Gift Acknowledgement Form” to UHF within two weeks of completion of the event.

### **Final Report**

A final report on each event should be provided to the AKA Director of Booster clubs within four weeks of the conclusion of an event. The report should include a final P&L statement, a participant list, and a short narrative if desired.

## **Deposits and Disbursements**

### **Deposits**

Checks, cash, and credit card information must be received by designated UH, UHF, UHMAD or AKA staff or passed along immediately to the sport’s coach or AKA staff. ***Funds must not be held by any booster club members nor should any booster club business-related mail be received at their homes or places of business.*** AKA will receive these at the designated PO Box, prepare the necessary forms, secure the appropriate signatures, and forward this packet to UHF for processing.

### **Disbursements**

All disbursements (check requests, purchase orders, etc) must be approved by the AKA Director of Booster Clubs. Please submit Booster Club-related expenses for membership, events, and fundraisers to the AKA Director of Booster Clubs. For your reference, the AKA Booster Club staff will then forward the documents for signature by the sport’s head coach or designee, UHMAD staff/administration and then forward to UHF for final processing.

## **Sale of Merchandise**

Merchandise cannot be “sold” on an on-going basis. Please contact the AKA Director or Assistant Director of Booster Clubs for assistance with this issue.



## **Insurance**

Insurance for golf tournaments is discussed under the sub-heading “Golf Tournaments.” For other events, the club may want to consider insurance, if warranted. Please contact the AKA Director of Booster Clubs for further assistance.

## **Website**

The AKA Director or Assistant Director of Booster Clubs can be contacted to assist in (1) making any updates/changes to the AKA website – Booster Central page; and (2) coordinating on-line memberships through the UHF website for Booster Club.

## Appendix

### AKA Resources and Contact List

Director of Booster Clubs:

Kimberly Fujiuchi  
T: 808.956.8186  
F: 808.956.8473  
E: [kim@koaanuenue.org](mailto:kim@koaanuenue.org)

Assistant Director of Booster Clubs

Joyce Lau  
T: 808.956.4513  
F: 808.956.8473  
E: [Joyce@koaanuenue.org](mailto:Joyce@koaanuenue.org)

AKA Fiscal and Administrative Clerk

Cody Hironaga  
T: 808.956.5828  
F: 808.956.8473  
E: [cody@koaanuenue.org](mailto:cody@koaanuenue.org)

### AKA Mailing Address:

ABC Booster Club c/o AKA  
PO Box 11719  
Honolulu, HI 96828

### Commonly Used Forms (links will be provided)

- Deductibility Worksheet
- Authorization for Payment
- Transmittal of Income
- Team Awards Dinner/Banquet
- Approval of Awards
- Gift Acknowledgement Form

### Websites

- UH Athletics ([hawaiiathletics.com](http://hawaiiathletics.com))
- UH Foundation ([UHFoundation.org](http://UHFoundation.org))
- 'Ahahui Koa Ānuenue ([koaanuenue.org](http://koaanuenue.org))
- NCAA website ([NCAA.org](http://NCAA.org))