

# *FIRST*<sup>®</sup> Fundraising Toolkit

## Section 6

### Creating a Team Booster Club

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# *Fundraising Toolkit Introduction*

- Grant from the Argosy Foundation
- Focus:
  - Provide teams with materials to fundraise
  - Help teams develop local relationships
  - Highlight successful fundraising methods
  - Increase sustainability of teams

## *Fundraising Toolkit – Section 6*

- Goal:
  - 501(c)3 Alternatives
  - Creating a Team Booster Club
  
- Overview:
  - Creating a Booster Club for FRC 2220
  - Steps taken to create the Booster Club

# Introductions

## ■ Jim Lynch

- Faculty Advisor
- FRC 2220
- 10 FTC Teams
- Technology Specialist



## ● Penny Anderson

- Booster Club Founder
- STEM Career Fair Coordinator
- Librarian & Database Specialist



## *Creating a Team Booster Club*

- Why did FRC 2220 create a team Booster Club?
  - To help with administrative tasks
    - Carpools and Snacks
    - Student Fundraisers
    - Parent “Barn Raising” build of field elements
    - Socials
  - To encourage parent involvement
  - To open up new funding sources

## *Creating a Team Booster Club*

- Why didn't the team create a formal 501(c)3 organization?
  - Time
    - Form 1023, over 100 hours to complete and 2-12 months for IRS approval
    - Join Parent Booster USA, takes a few minutes to complete with immediate IRS approval
  - Expense
    - Form 1023 – One time fee of \$850
    - PBUSA - \$195 first year, \$95 annual renewal fee

## *Creating a Team Booster Club*

- What are the benefits of creating a Booster Club?
  - Allows technical mentors to focus on students and robot-related tasks
  - Incorporating decreases personal liability and increases credibility
  - 501(c)(3) status opens doors to funding

## *Creating a Team Booster Club*

- What are the challenges of creating a Booster Club?
  - Developing a system for annual filings
  - Writing the bylaws



## *Creating a Team Booster Club*

- What process did the team use?
  - Obtain a Federal EIN
    - <https://sa2.www4.irs.gov/modiein/individual/index.jsp>
  - Join Parent Booster USA
    - [www.parentbooster.org](http://www.parentbooster.org)
  - Incorporate
    - File with your Secretary of State

## *Creating a Team Booster Club*

- What process did the team use?
  - Draft Bylaws
  - Apply for State Sales Tax Exemption
    - State Department of Revenue
  - Apply for permission to solicit funds
    - Attorney General

## *Creating a Team Booster Club*

- Do you have any tips for teams who may want to create a Booster Club?
  - Fundraise Legally
    - Avoid individual fundraising accounts & other pitfalls
    - [http://parentbooster.org/Resources/Documents/Danger%20Zone\\_Fundraising%20Legally\\_SlideDeck.pdf](http://parentbooster.org/Resources/Documents/Danger%20Zone_Fundraising%20Legally_SlideDeck.pdf)
  - Open meetings and personal invites are key
  - Communications
    - Create an intranet to house documents and online sign-ups
    - Use Google Docs or Skydrive to create sign-up sheets
  - Reach out for help. You are not alone!

*Thank you*

- Questions?

- Renee Becker – [rbecker@usfirst.org](mailto:rbecker@usfirst.org)

- Special Thanks:

- Jim Lynch – Faculty Advisor, FRC 2220
- Penny Anderson – Founding President, EHS FIRST Robotics Booster Club