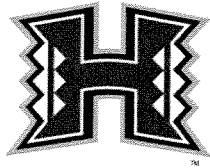




University of Hawai`i Athletics Booster Guidelines

(06/19/08)



University of Hawai`i Manoa Athletics and Ahahui Koa Anuenue Booster Programs Guidelines

INTRODUCTION

Athletics Boosters at the University of Hawai`i support a wide range of needs and opportunities within each of the 19 varsity athletics programs. These volunteers work diligently to raise funds for their respective teams through fundraisers, golf tournaments, membership drives, and special events. Annual Gifts to these programs can be used immediately.

Working together, we have grown 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 Division I Athletics program. For that, we are truly grateful for all you do.

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 the Department of Athletics are extensions of the University of Hawaii, and need to act in accordance with University, and NCAA rules.

Included in the following pages is a brief overview for all Boosters to help facilitate their fundraising efforts and provide a guideline in working with the Department of Athletics, the University of Hawaii Foundation (UHF), and Ahahui Koa Anuenue (AKA). The Athletics Department and Koa Anuenue will oversee Booster Group operations within these guidelines and act as the umbrella organization to monitor, support and facilitate these activities.

COMPLIANCE

The NCAA holds the University accountable for exercising institutional control over booster clubs and requires an annual audit of its activities. Specifically, the 2007-08 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. (Appendix A) Failure to do so may result in a violation of a rule or policy and subject to the booster club to sanctions from the NCAA or UHAD.

OPERATING GUIDELINES

(Please note: Any deviations from these policies must be sent to Director of Booster programs and approved by Director of Athletics in writing.)

BOOSTER CLUB GENERAL INFO. Booster Programs will have a Charter or By-laws (approved by AKA and UHAD) that define their objectives, membership requirements, board of director structure, meeting requirements and other such rules that govern their Club. Booster Programs will maintain a list of its members and provide a copy of its lists of contributors to the Director of Booster Programs. Additionally, the Director of Booster Programs should be included on the Board of Directors of each Booster Program. Annually, Booster Club Presidents will elect a representative to sit on the AKA board.

BUDGET REQUIREMENTS. Booster Programs need to submit their proposed budget and scheduled annual activities/fundraisers to the Director of Booster Programs by July 1 who will review and forward to the Athletics Director for approval prior to implementing.

A quarterly financial report must be submitted to the Director of Booster Programs on October 15, January 15, April 15, and July 15. The report must include actual revenues and expenses from all fundraisers, membership drives, and special events, and projected budget for the year.

An annual report of completed activities needs to be received no later than July 31 of each fiscal year covering the activities of the previous fiscal year. As meetings are held, copies of minutes should be forwarded to AKA President, the Director of Booster Programs and the Athletics Director.

SPECIAL EVENTS, ACTIVITIES, MEMBERSHIP DRIVES, and FUNDRAISERS: Creating the Deductibility worksheet is an important first step in planning any event. This must be submitted and approved by the Director of Booster Programs and Assistant Athletic Director of Compliance & Eligibility prior to soliciting funds and donations.

After the worksheet is approved, the event will be listed on the AKA event calendar. Events turned in after July 1st will be reviewed and approved according to availability of dates and staff. (Appendix B)

Third party fundraisers where the booster program is a beneficiary of proceeds of a special function or project must also be pre-approved by Director of Booster Programs and Assistant Athletic Director of Compliance & Eligibility.

Events that are hosted off campus require three quotes. Contact must be made with at least one UH Athletics Corporate Partner in the hotel category (currently those are either Waikiki Beach Marriott, or Outrigger).

In order to properly close the file after an event has occurred, Booster programs will be responsible to submit a detailed accounting (includes financial recap, silent/live auction winners list, etc) of the fundraiser, special event, or banquet within two weeks after completion of event.

Please note any and all brochures, apparel, merchandise, etc utilizing the marks of the University must be approved in advance by Director of Booster Programs and Associate Athletics Director, External Affairs.

FISCAL OPERATIONS (DEPOSITS AND DISBURSEMENTS)

(Please note: Booster Club members are not to accept outright cash donations at anytime. All other cash transactions need supporting documentation. Only the Director of Booster Club Programs may accept and receive cash.)

After funds are collected and appropriate documentation is prepared, documents must be reviewed and signed off by UHAD Assistant Athletics Director, Business Operations before being deposited into the UHF.

All disbursements (check requests) must first be initialed by Director of Booster Programs or AKA President (football only) who will then forward to the following for signatures:

- A. Coach or Account Administrator
- B. Supervisor of Account Administrator
- C. and either UHAD Assistant Athletics Director, Business Operations or Associate Athletics Director, Internal Operations.

MOST COMMONLY USED FORMS

Deposits – There are three different forms depending on the type of revenue raised (*Transmittal of other income, Transmittal of contribution, or Transmittal of auction proceeds form*). Please work with Director of Booster Programs to determine which form is appropriate.

Check request form – This form is used to request payment for an item from an account. It tells us what account the funds should be paid from and provides the signature authorization for the payment. It is accompanied by the expenditure documentation (invoice, receipt, etc.) including the business purpose.

Transmittal of non-cash gifts (needed when the club accepts a tangible gift-in-kind with the value more than \$250).

Purchase order: Needed when the vendor may require a purchase order before providing goods and services. This form is recommended instead of using a personal credit card (for banquets, golf tournaments, etc)

MISCELLANEOUS AND CONTACT INFORMATION:

UH Foundation Website: www.uhf.hawaii.edu

Fundraising Overview and Quick Reference Guides

<http://www.uhf.hawaii.edu/finance/docs/FundraisingFormsOverview.pdf>

<http://www.uhf.hawaii.edu/finance/docs/FundraisersQuickRefGuide.pdf>

UHAD Website: www.HawaiiAthletics.com

AKA Website: www.KoaAnuenue.org

NAME	TITLE	RESPONSIBILITIES	CONTACT INFO
UHAD KEY STAFF	Bill Bryant	Assistant Athletics Director, Eligibility and Compliance	Email: wbryant@hawaii.edu Phone: 808-956-4509
	Tiffany Kuraoka	Assistant Athletics Director, Business Office	Email: tkuraoka@hawaii.edu Phone: 808-956-4497
	Carl Clapp	Associate Athletics Director, Internal Affairs	Email: cclapp@hawaii.edu Phone: 808-956-4469
	John McNamara	Associate Athletics Director, External Affairs	Email: johnpm@hawaii.edu Phone: 808-956-0912
UHAD KEY STAFF	Marilyn Moniz-Kaho'ohanohano	Associate Athletics Director, SWA	Email: monizkah@hawaii.edu Phone: 808-956-4499
	Jim Donovan	Athletics Director	Email: jdonovan@hawaii.edu Phone: 808-956-7301
	Lorraine Leslie	Director of Booster Programs, AKA	Email: Lorraine@KoaAnuenue.org Phone: 808-956-3459
KOA ANUENUE STAFF	Kelvin Shoji	Director of Development	Email: Kelvin@KoaAnuenue.org Phone: 808-956-4322
	Carol Gouveia	Director, Preferred Seating Program	Email: Carol@KoaAnuenue.org Phone: 808-956-6500
	David Estermann	Administrative Assistant, Preferred Seating program	Email: David@KoaAnuenue.org Phone: 808-956-6500
	Vince Baldemor	President	Email: Vince@KoaAnuenue.org Phone: 808-956-4319
UHF STAFF	Ana Garcia	Controller	Email: Ana.Garcia@uhf.hawaii.edu Phone: 808-956-7447
	Bill King	Chief Financial Officer	Email: Bill.King@uhf.hawaii.edu Phone: 808-956-4510
	Kathy Nelson	Vice President for Development	Email: Kathy.Nelson@uhf.hawaii.edu Phone: 808-956-9927
UHF STAFF	Donna Vuchinich	President	Email: Donna.Vuchinich@uhf.hawaii.edu Phone: 808-956-3711

APPENDIX A

Compliance Guidelines:

Representatives of Athletic Interests (boosters, alums, season ticket holders, other who promote UH athletics) are prohibited from involvement in the recruiting of prospective student-athletes. (A prospective student-athlete is a student who has started classes for the ninth grade.)

Representatives of UH Athletics may:

1. Buy tickets and be outstanding fans.
2. Donate of their time, money and energy to UH programs and activities.
3. Contact coaches to provide information about prospects.
4. Provide fair wage employment for current student-athletes and prospects who have signed a National Letter of Intent and graduated from high school.
5. Provide an occasional family home meal to current student-athletes.
6. Call Bill Bryant, Assistant Athletics Director for Compliance and Eligibility, with questions at any time. (808) 956-4509

Representatives of UH Athletics may not:

1. Have contact with prospective student-athletes, their parents or families.
2. Call, write or email prospects, their parents or families.
3. Provide any extra benefits to prospects or student-athletes or their families. (Extra benefits include but are not limited to discounts, gifts, transportation, loans, and professional services, use of a car, housing and co-signing of loans)

APPENDIX B

DEDUCTIBILITY WORKSHEET FOR FUNDRAISERS: SPECIAL EVENTS AND MEMBERSHIP DRIVES FORM

This form must be submitted before printing any materials or publicizing the event.

Please attach a copy of the draft materials for approval to Director of Booster Programs.

Project/Account #: _____ Contact Name: _____

Project/Account Title: _____ Phone #: _____

Department: _____ Address: _____

Name of Event: _____

Date and Location of Event: _____

	Provide Titles/Description of Payment Levels				
Total Payment Amount	-	-	-	-	-
Below, Please Provide Description of Goods and Services Provided					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total FMV of Goods/Services	-	-	-	-	-
Net Tax Deductible Portion	-	-	-	-	-

If this is an athletic related event that requires a donation in order to purchase athletic sporting event tickets, then the IRS 80/20 rule applies to the donation. The donor can only deduct 80% of the net tax deductible portion.

Liquor Liability	Yes or No
Will liquor be served at the above event?	
If yes, will this be a "no-host bar" served by a licensed third party?	
If the answer to the first question is "Yes" and the answer to the second question is "No" please obtain a liquor liability insurance certificate naming the Foundation as an additional insured. The insurance certificate is due in the Foundation office one week prior to the event.	

I hereby certify that all goods and/or services provided in consideration, in whole or in part, for the contribution/payment are listed above.

Signature of Account Administrator or UHF Employee	Print Name & Title	Date
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Approved by UH Foundation	Title	Date

**University of Hawai'i at Mānoa
Intercollegiate Athletics
Current Year Comments
Year Ended June 30, 2007**

1. Inadequate Communication Between Operational and Fiscal Management (Significant Deficiency)

During our current year audit, we identified the following matters, which resulted in adjustments to Mānoa Athletics' fiscal 2007 financial statements:

- Historically, Mānoa Athletics omitted the account balances and transactions of booster organizations from its financial statements based on fiscal management's understanding that Mānoa Athletics did not control the fiscal activities of booster organizations, the fact that the fiscal officer was not responsible for monitoring the financial reporting of such activities, and since the accounting records for booster organizations were maintained by the Foundation. In the past few years, Mānoa Athletics has brought all of the booster organizations under the umbrella of the Foundation and the administration of the Athletics Department. This caused management to reassess its prior understanding and conclude that Mānoa Athletics does control the fiscal activities of all booster organizations with the exception of Ahahui Koa Anuenue ("AKA"), a separate non-profit organization under section 501(c)(3) of the Internal Revenue Code. Accordingly, effective July 1, 2006, Mānoa Athletics consolidated all booster organization account balances and transactions, except for AKA, in its financial statements. The consolidation of these booster organization accounts resulted in an increase of Mānoa Athletics' net deficit by \$272,000 as of July 1, 2006.
- During our current year audit, we also noted that the Foundation failed to accrue a liability of \$200,000. Individuals within the Foundation and Mānoa Athletics were aware of the liability which arose from a commitment made in a prior year; however the terms of the commitment were not fully discussed with or disclosed to the Mānoa Athletics fiscal officer to ensure proper financial reporting.

The financial reporting processes of Mānoa Athletics are unlike any other department within the University, requiring close coordination between Mānoa Athletics operational and fiscal management, booster organizations and the University of Hawai'i Foundation (the "Foundation"). It is imperative that individuals responsible for Mānoa Athletics' financial reporting are kept informed of operational decisions that could have a financial impact.

Recommendation

We recommend that Mānoa Athletics operational and fiscal management, booster organization, and Foundation representatives regularly meet to discuss potentially significant financial matters. The Mānoa Athletics fiscal officer must be kept informed of operational matters in order to ensure proper financial reporting. We also recommend that the Mānoa Athletics fiscal officer play an active role in monitoring the fiscal activities of booster organizations to ensure proper accounting and financial reporting by the Foundation.

University of Hawai'i at Mānoa
Intercollegiate Athletics
Status of Prior Year Comments and Observations
Year Ended June 30, 2007

2. **Direct Receipt of Booster Club Contributions by Mānoa Athletics Personnel**

Donations and contributions to the various booster organizations are required to be accounted for and deposited with the Foundation. In certain instances, Mānoa Athletics personnel (e.g., coaches) receive donations and contributions directly from individual booster donors and remit the cash receipts to the Foundation.

We noted that Mānoa Athletics does not have formalized policies or procedures to monitor the receipt of booster contributions and ensure proper remittance to the Foundation.

The lack of formalized policies and procedures to monitor cash receipts for booster organizations could lead to misappropriation of assets and expose Mānoa Athletics to legal or regulatory liability.

Recommendation

We recommend that management evaluate current policies and procedures over the handling of cash receipts and remittance of such receipts to the Foundation. A formalized policy should be established and communicated to those Athletics personnel involved in this process.

Action Taken/Response

In 2007, Mānoa Athletics implemented a policy that required that all cash receipts received by Mānoa Athletics personnel be remitted to the Director of Booster Clubs versus directly to the Foundation for recordkeeping and accountability purposes.

Status

Resolution is ongoing. Based upon our discussion with the fiscal officer, even with the policy in place, a number of Mānoa Athletics personnel continue to make remittances directly to the Foundation. We recommend that Mānoa Athletics continue to inform personnel involved in this process that they must adhere to the new policy.