**Interboro School District**

**Booster Organizations**

Code

915

**Purpose**

The Board recognizes the need for and the role of community-based booster organizations to support the school district's academic, athletic and co-curricular activities. The Board also desires that all booster organizations work together cooperatively for the best interests of all students. The purpose of booster organizations is to provide positive support to the students, the program, and the personnel in a particular area or activity; i.e., music, athletics, theatre, etc. Booster organizations shall comply with established guidelines, with review and revision of the guidelines listed in #4 below being charged to the Superintendent or designee.

**Authority**

The Board or an appointed committee of the Board may, upon request of a parent/guardian, building principal, Athletic Director, advisor or sponsor, authorize the formation of a booster club. Any and all approved clubs shall adhere to the practices listed below in order to maintain good standing and recognition by the Board. Failure to comply will result in the loss of Board recognition and the right to use the facilities.

Students shall not be eligible for membership in any booster organization.

**Delegation of Responsibility**

The Board authorizes the Superintendent or designee to implement this policy and ensure that the booster/support organizations adhere to the policy.

The appropriate building principal will mail notice no later than the end of the third week of June to the last known president of each booster organization the following information:

1. A copy of School Board Policy 915.
2. Notice of an annual evening meeting to be scheduled prior to the start of each school year in which the roles and requirements of School Board Policy 915 are reviewed. The president or another officer of the organization must attend this meeting. Failure to attend the meeting will result in the booster group's loss of recognition and right of use of district facilities until the organization's president schedules a meeting with the appropriate building principal and satisfies all requirements of this policy.
3. The district Athletic Director shall be the administrative liaison for organizations that support district athletic programs.
4. Building principals or their designees shall be the administrative liaison for building based organizations that support district extracurricular and student club activities. The Superintendent shall designate the administrative liaison for all non-athletic district-wide organizations.
5. If all requirements noted in this policy are not satisfied the building principal will notify the organization’s president, in writing, of the group’s loss of recognition and the principal will report the information to the Superintendent who will inform the Board.
6. The building principal shall have the authority to void any fundraising activity or expenditure/program that he or she believes is not necessary, not appropriate or not in the best interests of the school district.
7. The Superintendent, building principals and/or the Athletic Director shall meet during the month of August and review the proposed fundraising activities from all organizations to coordinate a fundraising plan, which avoids duplication of effort.
8. Boosters can add fundraisers, if cleared by building principal and/or the Athletic Director.
9. Each booster organization shall maintain Bylaws for the organization. A copy of same shall be forwarded to the building principal. Each booster organization shall submit a listing of officers annually to the building principal and/or Athletic Director after the booster organization’s annual reorganizational meeting. Each booster president or his/her representative shall become a participating member of an ongoing committee chaired by the district administrative liaison for the purpose of communicating booster activities and receiving information from the administration to ensure an effective communication network between booster organizations and the school administration. Monthly or bimonthly sessions shall be scheduled. (Sample By-Laws can be located through the Superintendent’s Office)
10. Booster and/or support groups shall be required to send regularly, copies of meeting minutes to the building principal and/or the Athletic Director.
11. Necessary report(s) shall be provided by the district head coach or designee at each booster meeting.

**Guidelines**

The following guidelines shall be implemented by each booster organization:

General

1. Parent/Person(s) who do not have a student on the team are not eligible to be an officer for any booster organization.
2. All approved and/or recognized clubs shall comply with all applicable Board policies in carrying out the function(s) of the organization.
3. An elected officer shall serve as the official spokesperson for the booster club. All requests for fundraising projects, recognition activities and awards, and special projects shall be communicated to the building principal by the elected officer.
4. Booster clubs shall not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decisions of the coach, director, advisor, athletic director, principal, or Board.
5. Booster organizations requesting use of facilities and/or services shall initiate those requests with the building principal and Director of Facilities and must be in compliance with Board policy. No activity shall be permitted without such approval.
6. They shall ensure that all requests for the use of school facilities comply with School Board Policy No. 707, Use of School Facilities.
7. In an attempt to avoid potential conflicts, each organization should give consideration of notifying the athletic director's office prior to scheduling recognition banquets. If you are aware of your next year's banquet date prior to the end of the school year, it can be placed on the district-wide activities calendar.
8. A booster club may sponsor athletic banquets to which athletes may be invited, without charging admission to such athlete.
9. When banquet facilities are used off of school grounds the following guidelines will apply:  
   1. The banquet will be recognized as a school function.
   2. All Board policies and school rules will apply and be enforced.
   3. The facility will be recognized as a school zone.
   4. No alcoholic beverages or tobacco products will be permitted in the banquet area.
   5. An announcement must be made at the beginning of each banquet summarizing these items.
10. They shall prohibit the sale or consumption of alcoholic beverages and/or tobacco products at all functions on school district property or at any function at which students are in attendance.
11. For eligibility purposes, no direct payments outside P.I.A.A. guidelines may be made to student athletes for attendance at tournaments, camps, or the like.
12. The Board does not assume any financial responsibility for a booster group and excludes itself from any liability a booster group may incur. The booster club shall obtain and maintain general liability insurance coverage in amounts specified by the district for any activity or event it sponsors, and shall name the district as an additional insured under the policy.
13. They shall promote good sportsmanship and fair play. Individual members or groups that violate this provision will face appropriate and immediate disciplinary action from the district. The rules for conduct include:  
    1. Cooperation and respect for all sanctioned clubs and participants.
    2. Respecting opponents and other participants at all times.
    3. Respecting coaches, officials and judges at all times.
    4. Knowing and appreciating the rules.
    5. Maintaining self-control.f. Recognizing and appreciating the skills, talents and abilities of all participants.
14. Each booster organization shall maintain continuous clear communications with each member regarding the organization’s purpose and commitment expectations.
15. Concerns or issues held by individual members of a booster organization regarding a team or athletic program shall be in accordance with applicable Board policy and brought to the attention of the Superintendent or designee.
16. A booster club may become inactive on its own accord by submitting a request to the Superintendent or designee on the appropriate form.

**Finance**

1. Each booster organization shall elect a treasurer, who shall:  
   1. Meet with the Director of Finance to establish a procedure for the internal audit process.
   2. Meet with the Director of Finance for accounting procedures.
   3. Present a written report at the close of each season and school year to the organization’s President and to the district’s Director of Finance and building principal.
   4. For all carryover funds a report shall be submitted by the booster organization outlining the specific use of these funds, according to Policy 702.[1]
   5. Gifts to coaches and/or staff will be no more than $100.00 (cash or value of the gift). Exceptions need to be approved by the building principal and/or the Athletic Director.
2. Carryover funds shall not be encouraged.
3. Proposed improvements to the district buildings and grounds shall be submitted to the Superintendent or designee.
4. Consultants to the booster organizations for various projects, i.e. construction, shall not be engaged without Board approval.
5. All game uniforms shall include any article of clothing which adheres to P.I.A.A. guidelines and which conforms to the following:
6. Displays the school colors or logo, excluding shoes.
7. Purchased by the district.
8. Worn during the contest, or immediately subsequent to the contest.
9. Intended to be collected by the school at the conclusion of the season.
10. Ancillary gear and apparel, such as coaching aid equipment items, bags, totes, etc., may be purchased and/or donated by booster groups, corporate sponsors or other non-school sanctioned entities. Items purchased or donated, other than by the district, shall be required to comply with the following:  
    1. Adhere to all district policies, procedures, and rules.
    2. Adhere to all P.I.A.A. policies and guidelines.
    3. May not conflict with any district.
11. The building principal and/or the Athletic Director prior to any deliberations commencing with a potential provider shall be made aware of any donations and/or purchase of goods.
12. Team equipment and uniforms are the responsibility of the district. Booster clubs may not supplant the district’s responsibility by purchasing equipment or uniforms.
13. Orders for awards, articles of clothing, or other forms of recognition shall be processed by officials of the booster club. The building principal and/or the Athletic Director shall provide information relative to vendors, approximate cost and other general information; however, school officials will not be responsible for ordering, receiving, or distributing items purchased by booster clubs.
14. Any supplies and/or equipment purchased by a booster/support organization for the athletic program and/or student activity shall become the property of the school district. Booster/Support organizations may purchase only ancillary clothing and equipment, after receiving approval of the head coach, the athletic directors and building principal.
15. Each booster/support/parent organization shall name a FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of an annual accounting of the organization’s revenues and expenditures shall be submitted to the designated district liaison and the Director of Finance no later than July 31st of each year for the prior year’s activities. The annual accounting of expenditures and revenues may be performed by an independent auditor or by a committee of organization members other than the designated/elected officers for that school year. Organizations are encouraged to complete these expenditure/revenue reviews prior to any change of officers.
16. They shall not use the district sales tax exempt certificate number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.

**Fundraising**

1. All fundraising activities shall comply with applicable law and Board policy, including but not limited to, the PA Solicitations of Funds for Charitable Purposes Act, the Local Option Small Games of Chance Act and the School Board Wellness Policy.[2]
2. The following guidelines are designed to assist booster clubs in the development of yearly budgets and in the acquisition of resources to meet these budgets. Because booster clubs have been established solely for the purpose of encouraging and recognizing student participation, the following guidelines should be followed:
3. Fundraising activities that impact the school or the community must be approved by administration prior to the start of the season activity(ies). Fundraisers that impact the community are characterized by students or adults soliciting households, traffic and local businesses for contributions, the sale of products, or the sale of services.
4. They shall submit on an annual basis to the appropriate building principal no later than June 1 a financial plan showing proposed fundraising and expenditures for a July 1 through June 30 operating program so that the administrative team can develop a comprehensive fundraising plan for all organizations that avoids duplication of effort. Proposals for fundraising submitted after July 1 will be integrated into the comprehensive fundraising plan when and where possible. Booster groups cannot carry over more than $5,000.00 per year unless granted special permission from the Director of Finance.
5. Booster organizations may be involved in concessions at school events. A list of products to be sold must be submitted annually to the Athletic Director.
6. Fundraising activities may occur during the length of a particular athletic/sport season or as a special activity approved by the Athletic Director.
7. They shall not require participation by students in any fundraising activity as condition of participation in a school-sponsored program; nor shall they state or infer that any student will be rewarded, honored, or acknowledged differently solely because s/he or his/her family was unable to participate or chose not to participate in booster fundraising.
8. Proposals for fundraising activities must include (Appendix A):  
   1. The name of the organization and contact person.
   2. The purpose of the fundraiser.
   3. Description of the fundraiser.
   4. Individuals or businesses to be solicited.
   5. Proposed dates of the campaign(s).
9. If an item is to be sold (mugs, towels, cards, candles, jewelry, etc.), include a sample or picture with the proposal. Proposals should be submitted at least two (2) weeks in advance of the anticipated beginning date of the campaign to the Athletic Director.
10. Items purchased with booster club funds should be for individual members of the team, organization or support staff.
11. Student recognition in the form of banquets, plaques, jackets, sweaters, shirts, jewelry, etc. is appropriate. Recognition in the form of awards must contain appropriate insignia or comparable identification. Failure to do so may endanger the amateur standing fo the athlete.
12. Parents/Guardians shall be informed of the booster organization meeting dates, location and when fundraising agenda items shall be discussed an/or voted upon via email, flyers, social media, or district calendar.
13. In the event that a majority of the organization's membership shall not approve a fundraiser, alternatives shall be considered.