

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: BOOSTER ORGANIZATIONS

ADOPTED: 08/10/98

REVISED: 01/22/08; 04/14/14; 5/11/15

<p><i>Formerly policies 8500, 8500.1, 8500.2, 8500.3, 8500.4, 8500.5</i></p>	<p>915. BOOSTER ORGANIZATIONS</p>
<p>1. Purpose</p>	<p>The Board of Directors recognizes and appreciates the contributions that Booster Organizations make to the quality of student life at Southern Lehigh School District. Therefore, those activities should be consistent with the philosophy and objectives of the District. The Board further recognizes that the purpose of such groups shall be to assist and support, but not to direct nor supplant, activities, programs, curricula or athletic programs. It is necessary that all district-operated activities remain at the school level and under the control, direction, and supervision of the Board of Education through its professional employees.</p> <p>The activities of a Booster Organization may have a direct bearing on whether or not a school athletic team and/or an individual on that team is disqualified from participating in sanctioned athletic events.</p>
<p>2. Authority</p>	<p>Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of Education sets forth the following policy to maintain its legal and ethical responsibilities in relation to school Booster Organizations. Booster Organizations shall apply for recognition from the School Board. Only those clubs operating under by-laws approved by the School Board will be recognized by the district as official and permitted to use the School District name and logo.</p>
<p>3. Definitions</p>	<p>A Booster Organization is any parent/community support group that provides financial support for a school district sponsored program. Such programs include athletic and non-athletic, as well as interscholastic co-curricula and extra-curricular programs.</p>
<p>4. Delegation of Responsibility</p>	<p>The Coordinator of Athletic Services or the Building Principal is to act as the liaison between the Booster Organization and the school activity.</p> <p>Violation of these policies could lead to the revocation of a Booster Organization's participation in School District activities. Before such action is taken, the Booster Organization shall receive notification of policy violations from the Coordinator of Athletic Services or the Building Principal and a timeline for improvement. The final decision of a Booster Organization's continued affiliation with the School District</p>

<p>5. Guidelines</p>	<p>rests with the Board.</p> <p><u>Recognition and Termination</u> Booster Organizations shall apply for recognition from the Board of School Directors.</p> <p>The Coordinator of Athletic Services, Building Principal, and/or other school official as deemed appropriate will review the following information and recommend approval or disapproval to the Board:</p> <ol style="list-style-type: none">(1) Purpose of the organization.(2) Proposed name of the organization.(3) Proposed school(s) or Program(s) affiliation.(4) Proposed constitution and/or by laws.(5) Name of officers responsible for the conduct of the organization.(6) Name of coach/advisor/director.(7) Copy of organization’s liability insurance when applicable. <p>Action by the Board will be taken at a public meeting.</p> <p>Board approval or disapproval will be acknowledged in the Board minutes.</p> <p>Approval of Booster Organizations may be revoked by the Board for reasons stated in writing, provided that the representatives have been given the opportunity to be heard prior to the Board’s action. Revocation of approval by the Board will result in termination of all relationships with the district, school and/or program.</p> <p>The Booster Organization may be disbanded, with concurrence by the Board, when support for these activities is discontinued. Any monies left will be deposited into the student activities account with the school for that particular activity or the Southern Lehigh Education Foundation if the activity has also disbanded.</p> <p>Booster Organizations and their members shall operate within the guidelines and policies set forth by the district. Issues and concerns need to be communicated through the officers of the organization to the Coordinator of Athletic Services or Building Principal.</p> <p>Booster Organizations must comply with all district policies and guidelines as well as with PIAA rules and regulations, and any other governing body regulating the activity which the Booster Organization supports.</p> <p>It is recommended that the group file with the Commission on Charitable Organizations, Department of State.</p> <p><u>Organization</u> To facilitate communications between the booster organization and the school district, the Board requires from each Booster Organization: the purpose and name of the</p>
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organization, a list of current officers, their phone numbers and addresses, a current statement of objectives, a copy of the organization's liability insurance if applicable and the by-laws of the group. This is to be submitted by July 1st of the current year or three (3) weeks prior to the start of the extracurricular season.

Objectives and bylaws should only be submitted when changed or amended. The Booster Organization must have at least 3 officers.

The Booster Organization must indicate its intention to continue to function as a support group by submitting a list of officers annually to the building principal and/or the Coordinator of Athletic Services.

Communication and collaboration between the Coordinator of Athletic Services or Building Principal, the Coach/Advisor/Director, and the officers and members of the Booster Organization is the district's intent of this policy. The following guidelines should promote that spirit:

- 1) The coach/advisor/director's role in the functioning of the Booster Organization is solely in an advisory capacity. S/He shall not handle money or make purchases in the name of the Booster Organization. Only the Booster Organization shall control money or accounts of the Booster Organization. Allowing a coach/advisor/director to directly receive funds or to manage funds is a conflict of interest.
- 2) At the Booster Organization's pre-season meeting, the coach/advisor/director shall review these policies for all members.
- 3) The planning of the Booster Organization's annual activities shall be done cooperatively.
- 4) Dates of meetings shall be determined mutually.
- 5) Each party will attempt to keep the others informed of any issues or potential issues which left unresolved might have a negative impact on students and/or the extracurricular program.
- 6) Parental participation and/or payment of dues are not mandatory. No student will be denied the ability to participate due to lack of personal funds or parental participation. Parent may request dues refund if student is not placed on the roster.
- 7) Students are not eligible for membership in any booster club.
- 8) The Booster Organization must provide, annually, current established bylaws to the building principal and/or the Coordinator of Athletic Services.
- 9) The Booster Organization must submit a business plan on an annual basis prior to the first competition. That plan shall outline the proposed fundraising activities, the purpose of the fundraising activities and any other major expenditure planned.

- 10) Two officer signatures must be required for issuing all checks and/or withdrawing funds. Original bank statements must be available at the regularly scheduled meetings.
- 11) All accounts and financial reports and records shall be established and maintained according to prudent business practices and reflect appropriate use of funds in accordance with the organization's by-laws.
- 12) Written treasurer's reports shall be prepared and presented to the membership of the organization at each meeting and a copy provided to the Athletic Director or Building Principal.
- 13) The Booster Organization must provide a copy of their general liability insurance policy annually to the district business office if applicable.
- 14) Booster Organizations are required to submit minutes of all meetings to the Coordinator of Athletic Services or Building Principal.
- 15) The manner in which all activities are conducted must reflect positively on both the Booster Organization and the School District.

Fundraising

- 1) Students are not to be involved in fundraising activities during school hours.
- 2) The Booster Organization cannot restrict the participation of any student in the activities of the Booster Organization or the benefits of the Organization (i.e., banquets) if that student/family does not achieve a certain fundraising goal. The only exception would be when a trip has been approved by the Coordinator of Athletic Services or Building Principal and a fund-raising goal has been set to defray costs.
- 3) All fundraising activities must be included in the Booster Organization's annual business plan. Each Booster Organization shall be limited to three (3) fundraising projects per year that involve direct solicitation of members of the community. Membership drives and concession stand sales at competitive events shall not be considered one of the three fundraising activities. Exceptions to the three fundraising projects per year will be reviewed and approved by the Coordinator of Athletic Services or Building Principal on a case by case basis.
- 4) Any request for changes to the plan must be submitted to the Coordinator of Athletic Services or Building Principal regarding fundraising activities for the group should be submitted ten (10) days prior to the activity. If changes are not submitted in accordance with this timeline, the activity will not be approved.
- 5) Booster organizations involved in concessions at school events are encouraged to follow district guidelines as well as the district Wellness Policy 246.
- 6) All activities must be in compliance with Board Policy 918.

Policy 246

Expenditures

Policy 918

Permissible fundraising activities shall be for the following purposes.

- 1) Supplement equipment, supplies and programs for individual schools with the advice and approval of the Superintendent or his/her designee.
- 2) Supplement equipment, supplies and programs for the various interscholastic co and extra-curricular athletic programs within the school district with the advice and approval of the Superintendent or his/her designee.
- 3) Support district student scholarships.
- 4) Supplement the library with books, magazines, computer and other library materials approved by the building principal.
- 5) Provide assembly programs for the student body.
- 6) Provide for programs, admission fees or other costs on an as-needed basis to students to take part in field trips and other school-related activities.
- 7) Support staff recognition activities or related special occasions.
- 8) Support in-school student social activities.
- 9) Provide other types of activities with approval of the Superintendent or his/her designee.
- 10) Provide financial support for ancillary groups which are related to the major activity of the Booster Organization.

Guidelines:

- a. Game and practice uniforms, warm-ups, equipment, band uniforms, etc. are the responsibility of the district. Exceptions to this guideline require prior written approval of the building principal or Coordinator of Athletic Services.
- b. No direct payments outside PIAA guidelines may be made to student athletes for attendance at tournaments, camps, or the like.
- c. Booster Organization contributions to individual sports can not be made without the advice and approval of the Athletics Director to ensure equity and compliance with Title IX and PIAA regulations.
- d. 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 of the athlete.
- e. Any plan to raise or expend funds in excess of \$5,000 for an expenditure or group of like expenditures must be approved by the Board. Such approval is necessary before any public announcement is made.
- f. Any plan to expand, modernize, renovate or otherwise render maintenance to school controlled and/or owned properties must be approved by the

Policy 707

Board.

- g. Any gifts of equipment which would require installation, storage, or maintenance shall require formal acceptance by the Board. Any such equipment donated shall become the property of the district.
- h. The district will not be held responsible for any equipment owned by a booster club which is lost, damaged or stolen.
- i. Any substantial balance remaining at the end of the year should have a specific goal agreed upon by the Booster Organization and the coach/advisor/director.
- j. Booster organizations shall not use the district's tax-free number for purchases. The Booster Organization may request the District to make purchases directly and bill the booster organization for the purchase.

Use of Facilities

Booster Organizations requesting use of facilities and/or services shall initiate those requests with the building principal and in compliance with the district's policy on facility usage (Policy 707). No activity shall be permitted without such approval.

Personnel

Support staff of school athletic, music or other program shall be funded through school district funds according to School Code and Board Policy. All personnel shall be approved by the Board of Directors.

Liability/Insurance

- 1) The Board does not assume any financial responsibility for Booster Organizations and excludes itself from any liability the club may incur.
- 2) Booster Organizations should insure that all proper licenses have been procured for proposed fund raising and activities. Proper documentation, to this effect, must be on file.
- 3) Booster Organizations that are sanctioned by the School Board will be afforded liability coverage by the School District's policy. If the activities are approved by the School Board or are normal and reasonably expected activities of the Booster Organization district coverage would apply. Activities involving alcoholic beverages are in violation of School District policy. District liability will not be provided for these events.

Financial Reporting

Each Booster Organization shall name an FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of the annual audit/treasurer's report shall be submitted to the building principal and/or Coordinator of Athletic Services at the end of each fiscal year and forwarded to the Board upon request.

Recognition Functions

To avoid conflicting events and demands on students and school personnel, each Booster Organization must submit a proposed schedule of events to the building principal for approval.

Camps

If a Booster Organization sponsors a camp and a district employee participates, the following must be followed:

- 1) The responsibilities of the employee and the Booster Organization must be clearly defined as to purchases made, salaries paid, and awards given.
- 2) The employee(s) hired by the Booster Organization is not permitted to handle any money or to make purchases in the name of the Booster Organization.
- 3) All persons who work directly with students should receive the appropriate criminal background clearances.

Camps sponsored by individual citizens are viewed by the School District as independent enterprises.

Communication/Complaint Procedures

To facilitate two-way communication between the Booster Organizations and the School District, the Board has established these guidelines:

- 1) No individual group shall direct the duties of a school district employee. The schedule of contests, rules for participation, method of earning letters, and all other criteria with school programs are under the jurisdiction of the School District.
- 2) Should any situation emerge between a Booster Organization and the Athletic Director or Building Principal regarding the management of any Booster Organization, the Superintendent or designee shall resolve the issue within these established guidelines and Board policy. No Booster Organization shall engage in any activity outside these guidelines.
- 3) Any individual within the Booster Organization who has a concern with respect to any matter(s) pertinent to the club and/or employee is required to process that concern through the following chain of command:
 - (a) Coach/advisor/director
 - (b) Coordinator of Athletic Services and/or Building Principal
 - (c) Superintendent
 - (d) Board of Education
- (4) Booster Organizations 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/advisor/director, Coordinator of Athletic Services, principal, or Board.

Small Games of Chance/Lotteries

Small games of chance or lotteries shall be permitted, as expressly outlined below, and as permitted by Act 2 of 2012. Act 2 of 2012, which became effective March 3, 2012, amended the Pennsylvania Local Option Small Games of Chance Act.

In order for a booster organization to conduct small games of chance, the following must occur:

1. The booster organization must be recognized by the Board of School Directors. In order to achieve such recognition, the booster organization must be in full compliance with all the provisions of this policy.

2. The SLSD requires that activities and programs initiated and supported by booster clubs shall not violate PIAA regulating standards or PA State Gambling Guidelines i.e. 50/50, bingo etc. Information on obtaining a license can be found at the following website:

<http://www.revenue.pa.gov/FormsandPublications/Pages/default.aspx#.VSU4kJTF>

3. The organization must file a copy of the appropriate permit at the Business Office before small games of chance/lotteries activities commence.

References:

Board Policy 246 Student Wellness

Board Policy 707 Use of Facilities

Board Policy 918 Commercial Activities