

Lower Merion School District

Policy No.: 916
Section: COMMUNITY
Title: BOOSTER CLUBS AND PARENT ORGANIZATIONS
Date Adopted: 2/28/11
Date Last Revised:

916 BOOSTER CLUBS AND PARENT ORGANIZATIONS

Purpose

The Board recognizes and appreciates the cooperation and support given by booster clubs and parent organizations (collectively referred to as “organizations”) to various athletic, extracurricular, and student club activities of the schools.

The Board, the administration and all other personnel of the District shall each endeavor to foster a positive and productive relationship with booster clubs and parent organizations and shall also support these organizations when they operate to serve the basic educational goals of the District and otherwise support the District’s mission.

Requirements

In order for this process to flow appropriately, the following requirements are put in place by the board:

Organization

1. The Board shall provide booster clubs and parent organizations opportunities to support local school athletic, extracurricular, and student club efforts. Each booster club and parent organization must maintain current by-laws which, among other things, define who can be a member. Booster clubs and parent organizations shall also follow the District’s rules regarding constitution and by-laws as promulgated in the Administrative Regulation related to this Policy.
2. The District’s Athletic Director shall be the administrative liaison for booster clubs and parent organizations that support District athletic programs.
3. Building principals shall be the administrative liaison for building-based booster clubs and parent organizations that support District extracurricular and student club activities. The Superintendent shall designate the administrative liaison for all non-athletic District-wide booster clubs.
4. Each booster club and parent organization must appoint an organization liaison for purposes of communications with the District. This appointed liaison may be the organization’s President, Treasurer or any other member. The District’s Athletic Director shall maintain a list of organization appointed liaisons for applicable District athletic programs, building principals shall maintain a list of organization appointed liaisons for applicable extracurricular and student clubs in their respective buildings, and the designated administrative liaison shall maintain a list of organization appointed liaisons for all non-athletic District-wide booster clubs.

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5. Each booster club and parent organization shall yearly submit a listing of its officers to the appropriate District administrative liaison after the annual organizational meeting of the booster club or the parent organization.

Other Requirements and Restrictions

1. The following classifications of individuals are not eligible for membership in booster clubs or parent organizations:

- a. District or homeschooled students.
- b. District employees unless they are the parent/guardian of a student participating in the sport or activity; and
- c. Head and assistant coaches of the sport in question, whether paid or volunteer.

2. Coaches of District athletics or activity sponsors/advisors should, when possible, attend the meetings of booster clubs and parent organizations in an advisory capacity.

3. To be entitled to use any school facility for meetings, fundraising, socials, banquets, and other activities, booster clubs and parent organizations must complete the "Application for Use of Facilities Form" as per Board Policy 713.

4. Booster clubs and parent organizations are not authorized to use the District tax-free number for purchases. Organizations seeking tax-free purchases should consider filing with the Bureau of Charitable Organizations, Department of State, as a charitable organization.

5. Booster clubs and parent organizations may not deny students access to District athletic, extracurricular, or club activities. In addition, booster clubs and parent organizations shall not charge fees for services, which are already available for free to District students.

6. Booster clubs and parent organizations are not permitted to use the District's name or logo without license or express permission granted in writing by the Superintendent. If an organization desires to use a logo other than the designated District logo for use by the club or organization on merchandise or for any other reason, such use must be approved in writing by the Superintendent. Designated District logos shall be established in the Administrative Regulation accompanying this Policy.

Budget

1. All booster clubs and parent organizations must elect or otherwise designate a Treasurer. The Treasurer will follow the District's rules as promulgated in the Administrative Regulation related to this Policy regarding the following:

- initial budgets;

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- the requirement of a uniform accounting procedures;
- procedures for the internal audit process;
- plans for fundraising activities and expenditures;
- reporting of income and expenditures; and
- tentative goals for yearly carryover funds.

Concerns

1. Concerns or issues of individual members of booster clubs or parent organizations regarding the organization should be made following the chain of command as indicated below:

- Step 1 – Organization officers.
- Step 2 – Designated administrative liaison
- Step 3 – Superintendent.
- Step 4 – Board of School Directors.

Fundraising and Communication

1. A key to the success of any organization is clear communications. It is required by the District's Board of School Directors that each booster club or parent organization must have clear communications with their members as to the purpose of the club or organization and the desired voluntary commitment of the members. It is imperative for the booster club or parent organization to communicate with the parents/guardians at the first possible opportunity, prior to the start of the team season or beginning of the activity.

2. Communications with members should follow the rules as promulgated in the Administrative Regulation related to this Policy.

3. Parents/guardians should be given the option to participate, donate money of equal value, or not participate in any fundraiser. In other words, mandatory fundraisers are not permitted.

4. District students under the age of 18 are prohibited from participating or being a part of any activity that involve games of chance as per Pennsylvania law.

Charging a Booster Club or Parent Organization Fee Instead of Fundraising

Some of the booster clubs and parent organizations choose to charge a fee instead of fundraising. The District does not oppose this as long as the guidelines as promulgated in the Administrative Regulation related to this Policy are established and followed.

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Improvements to the District Buildings and Grounds

1. The Superintendent must approve proposed improvements to the District buildings and grounds being made by a booster club or parent organization. A booster clubs or parent organization shall not engage a paid consultant for such projects, including but not limited to construction, without School Board approval.
2. Pursuant to the Administrative Regulation accompanying this Policy, requests to the School Board for approval must be made in a timely manner so as to ensure that the Board will have adequate time to deliberate prior to making a decision at a public School Board meeting.

Recognition Functions (Banquets)

To avoid conflicting events and demands on students and school personnel, booster clubs and parent organizations must comply with the Administrative Regulation accompanying this Policy when sponsoring athletic, extracurricular, or club banquets to which participating students may be invited either with or without charging admission to such students. .

Printed Programs

Booster clubs and parent organizations which print programs for any reason shall follow the procedures as outlined in the Administrative Regulation related to this Policy in regard to such printed programs.

Expenditures for Equipment, Supplies, Etc.

1. All game uniforms for interscholastic sports shall be purchased by the District.
2. The “game uniform” shall include any clothing that:
 - Displays the school colors or logo (except shoes); and
 - Is purchased by the District; and
 - Is worn during the athletic contest; and
 - Is intended to be collected by the school at the conclusion of the season.
3. Ancillary gear and apparel such as coaching aid equipment items, bags, totes, etc., may be purchased and/or donated by booster clubs, parent organizations, corporate sponsors, or other nonschool sanctioned entities to the District for use by the District team or student club.
4. Items purchased or donated to the team or club other than what is provided by the District must meet the criteria as established in the Administrative Regulation related to this Policy, including compliance with Policy 702.

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Disbanding Booster Clubs or Parent Organizations

1. The Board may withdraw the organization's authorization to operate if the Board deems that the efforts or activities of the organization are not in the best interest of the District.
2. A booster club or parent organization may disband on its own accord by submitting a written notice to the designated administrative liaison. All monies remaining in the organization's account must be turned over to the District for use in connection with the team or activity which the organization had supported to the extent permitted by law, with any residual amount going to support District athletics or other student activities generally.

Exclusion from Liability

The District and its Board of School Directors does not assume any financial responsibility for booster clubs or parent organizations, and it also excludes itself from any liability such organizations may incur.

Compliance

1. Should any issues of compliance regarding this or other District Policy or Administrative Regulation emerge between a booster club or parent organization and the District, the Superintendent shall resolve the situation within established Board Policy and Administrative Regulations.
2. No booster club or parent organization shall engage in any activity outside established Board Policies and Administrative Regulations.
3. The Board may revoke a booster club's or parent organization's function in District activities if it violates Board Policy, Board Administrative Regulation, Title IX of the U.S. Code, as well as any other applicable state or federal laws and regulations.

References:

10 P.S. §§ 311-327

20 U.S.C. Sec. 1681 et seq. (Title IX)

Board Policy No. 702, Gifts, Grants, Donations

Board Policy No. 713, Access to School Facilities

Board Policy No. 920, Distribution of Promotional Information