

## **565 SCHOOL DISTRICT-BOOSTER CLUB RELATIONSHIP**

### **I. PURPOSE**

The purpose of this policy is to provide information and guidance for internal and external booster clubs as they relate to and interact with the Sauk Rapids-Rice School District.

### **II. GENERAL STATEMENT OF POLICY**

The School Board recognizes the value of booster clubs and their support of district programs. All booster clubs are expected to adhere to the guidelines outlined in this policy, Policy #511 "Student Fundraising," and Policy #706 "Acceptance of Gifts."

### **III. DEFINITIONS**

**Booster Clubs** are clubs that exist for the primary purpose of supporting and promoting school-based activities.

**Internal Booster Clubs** are clubs that exist within the school district whose activities and funds are under the direct control of the school district.

**External Booster Clubs** are clubs that exist outside of the school district. These clubs operate as separate entities and control their own funds and have their own bank accounts.

### **IV. A RELATIONSHIP BETWEEN THE SCHOOL DISTRICT AND EXTERNAL BOOSTER CLUB EXISTS WHEN ONE OR MORE OF THE FOLLOWING CONDITIONS ARE MET:**

- A. The group is permitted special access to school facilities and communication forums;
- B. School employees routinely assist in the group's activities;
- C. The group is provided access to the school's name, logo and/or mascot; and/or
- D. Announcements for group related functions do not provide clear indication of whether the event is sponsored by the booster club or the school district.

### **V. WHEN A RELATIONSHIP BETWEEN AN EXTERNAL BOOSTER CLUB AND THE SCHOOL DISTRICT EXISTS, THE FOLLOWING CONDITIONS SHALL BE MET BY THE CLUB:**

- A. Title IX Compliance: Title IX regulations prohibit aiding and perpetuating discrimination by "providing significant assistance to any agency, organization or person which discriminates on the basis of sex in providing any aid, benefit or service to students." As a result, both the school district and booster club shall remain in compliance. In the event a

contribution is determined to possibly create an imbalance in Title IX, the district shall require an equal contribution to maintain balance or deny the gift.

- B. Minnesota State High School League (MSHSL) Compliance: In the event that the activity benefiting from internal or external booster club support is a member of the MSHSL, all activities of and donations from the booster club shall meet MSHSL rules and regulations;
- C. Booster clubs shall not provide funding to student athletes for their participation in camps or clinics outside the regular season;
- D. Booster clubs that comply with the conditions addressed in this policy may be allowed the necessary use of the district name and logo;
- E. Announcements of events sponsored by a booster club shall clearly indicate that it is sponsored by the club and not by the school district;
- F. In the event a booster club donates money to fund a district approved coaching or directing position, the funds shall be donated to the school district and designated for such a purpose. If accepted and approved by the district, the coach shall be paid through its payroll system;
- G. In the event a booster club wishes to purchase equipment, the funds for the equipment shall be donated to and approved by the school district and designated for such a purpose. Once approved, the district may purchase the equipment;
- H. All donations of funds and equipment shall be made and accepted in accordance with School Board Policy 706 "Acceptance of Gifts;"
- I. All donations of funds and equipment become the sole property of the school district;
- J. All fundraising activities completed by a booster club shall comply with School Board Policy 511 "Student Fundraising;" and
- K. The sale of all food items sold through concessions or fundraising shall conform to Minnesota Department of Health regulations.

**VI. THE SCHOOL DISTRICT STRONGLY RECOMMENDS THAT BOOSTER CLUBS:**

- A. Maintain a general liability insurance policy that names the school district as an additional insured party. Such policy should be a comprehensive liability policy that includes property coverage, officer's liability, and bond coverage for the treasurer or fund custodian.

- B. The school district encourages each booster club to follow specific accounting practices, which include, but are not limited to the following:
1. The treasurer of the group should handle all funds;
  2. Two signatures should be required on all checks;
  3. Funds should be deposited into the authorized bank account;
  4. Two people should count money and provide the treasurer with a signed proceeds receipt;
  5. Sales slips, receipts, or invoices should be provided for every expenditure; and
  6. Bank statements should be reconciled by the treasurer and reviewed by someone who does not have check signing authority.
- C. School district employees are strongly discouraged from being authorized to sign checks drawn from the club accounts.
- D. Booster clubs should conduct occasional audits of their financial records as a defense against embezzlement and fraud.

***Legal References:*** Minn. Stat. 1238.02, Subd. 6 (Bequests, Donations and Gifts), Minn. Stat.465.03 (Gifts), Minnesota Statute 609.761, Subd. 5 (Raffles) Federal Law 20 U.S.C. 1681-1688 (Title IX)

***Cross References:*** Minn. Stat. 1238.02, Subd. 6 (Bequests, Donations and Gifts), Minn. Stat.465.03 (Gifts), Minnesota Statute 609.761, Subd. 5 (Raffles) Federal Law 20 U.S.C. 1681-1688 (Title IX)

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