

## RELATIONS WITH PARENT ORGANIZATIONS

GE  
(REGULATION)

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One of the important roles of booster clubs is to recognize the authority and responsibility of the superintendent for the entire University Interscholastic League program of Carroll Independent School District and to work within the framework prescribed by the school administration.

### ADMINISTRATIVE APPROVAL

At the beginning of each school year, the officers of each respective booster club shall review/develop policies to cover:

1. How to obtain administrative approval before beginning projects;
2. How to plan and publicize meetings;
3. Bookkeeping and fund administration including a process to obtain the superintendent's approval prior to raising funds;
4. Election of officers (the District administration recommends at minimum: one president, one secretary, one treasurer, and one vice-president);
5. Taking, distribution, and filing of minutes;
6. Public communication of organization activities;
7. Proper interaction with sponsors, directors and coaches through the lines of authority;
8. A sportsmanship code governing behavior of booster clubs members and fans at contests, treatment of officials, guests, judges, etc.;
9. Plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

### MEETINGS

The following shall provide guidance on procedures and routines necessary to provide consistency in meetings:

1. The superintendent or a designee who does not coach or direct a UIL contest has approval over the booster clubs and should be invited to all meetings
2. Booster clubs do not have authority to direct the duties of a school district employee. The schedule of contests, rules for participation, methods of earning letters and all other criteria dealing with District programs are under the

- jurisdiction of the school administration.
3. Minutes should be taken at each meeting and kept on file for public review.
  4. School administration should apprise booster clubs of all activities.
  5. Booster clubs should apprise school administration of all club activities.
  6. Financial statements itemizing all receipts and expenditures should be made to the club membership and kept on file with the District by submitting such report to the Superintendent on a semi-annual basis. [See GE (LOCAL)]

**FINANCES AND FUNDRAISING** Music, fine arts, academic or athletic clubs should exist to enrich students' involvement in extracurricular activities without endangering their eligibility.

Fundraising and expenditures of club funds must be in compliance with applicable federal, state and local statute and policy. Fundraising shall support the education goals of the District. The following provides guidance on club finances and fundraising:

1. Money given to a school or the District as a whole cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable considerations must be given to the school to use at its discretion.
2. Fund raising projects are subject to state law. Non-profit or tax-exempt status may be obtained from the United States Internal Revenue Service.
3. Community-wide fundraising campaigns should be planned carefully to ensure that the projects provide dollar value for items sold, and that most of the money raised stays at or within the school district.
4. Fund raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
5. Individuals who actively coach or direct an activity should serve in an advisory capacity to the booster club and shall not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds. Coaches' requests should have received prior approval from school administration before submission to boosters.
6. Coaches and directors shall not accept any monies from booster clubs in recognition of or appreciation for

coaching, directing or sponsoring activities.

7. The District will pay a stipend, distributed equally between each month's pay period. The amount of the stipend shall not be contingent upon the success of a team or individual.
8. Funds are to be used to support school activities. To provide funding for non-school activities may violate University Interscholastic rules and the public trust through which funds are earned.

**RULE**

**INTERPRETATION**

The Director of Athletics for the District shall be the contact for any and all questions regarding rules interpretation for UIL activities. Should any point-of-rule be unclear on the part of sponsors, coaches, booster clubs or any other interested party, the Director of Athletics shall be contacted for interpretation.

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