

Regulation LEC-R(1): Booster Organizations - Guidelines

Status: ADOPTED

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The following guidelines govern the establishment and operation of all booster clubs and organizations that support programs within the school district. For simplicity, the term “booster clubs” or “club” denotes all such support organizations.

I. Relationship with the School:

1. The sole purpose of booster clubs is to support a school and its programs. All clubs must be approved by the school principal. The school administration should apprise booster clubs of all school activities related to the purpose of the club. Booster clubs should apprise the school administration of all club activities. The principal has the authority to dissolve the relationship between the school and the booster club at any time.
2. All meetings should be open to the public. The principal, coach or a designated school employee should be invited to attend all meetings.
3. Minutes should be taken at each meeting and kept on file with the club and the school athletic director. Periodic financial statements itemizing all receipts and expenditures should be made available to the general club membership and, at their request, to the school principal or athletic director.
4. Booster clubs do not have the authority to obligate the school for any purchase or to spend money for the school's benefit without the knowledge and approval of the principal or his or her designated representative. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with school programs are under the jurisdiction of the local school administration.
5. Booster clubs do not have the authority to direct the duties of a school district employee. All employees, including coaches and other employees performing supplemental duties, work for the Board of Education and under the direction of the school principals and other administrators in the chain of command. Certified employees, including coaches, are subject to all policies of the Board of Education, the rules of the Georgia High School Association and the ethical standards set forth in the Professional Standards Commission's Code of Ethics. In working with booster clubs, coaches and other employees are required to comply fully with all ethical and legal requirements and to avoid even the appearance of a violation. Booster clubs should be knowledgeable of these provisions and should avoid placing employees in a situation where allegations of ethical violations might be made. If such allegations are made, the principal and school district will investigate and take appropriate action with regard to the employees involved. The school district reserves the right to terminate the relationship between the school and the booster club if it is determined that the booster club bears a responsibility for the violation. Within these guidelines, any gift given by a booster club, a parent, or a set of parents to an employee is the sole responsibility of the booster club (or parents involved) and employee. All record keeping, tax notification, tax reporting and withholding is the responsibility of the booster club and employee.

II. Formation of a Booster Club:

1. A club representative should meet with the principal or his/her designated representative to discuss the organization of the club and obtain principal approval to proceed with organization.
2. Obtain from the principal or designee all necessary forms, instructions, policies and guidelines pertaining to the development or organization of booster clubs.
3. Develop a Constitution/By-laws or other governing document approved by the club membership which states:

1. The club purpose.
 2. Qualifications for membership.
 3. Officers of the club.
 4. Duties and terms of officers.
 5. Time and place of meetings
 6. Procedure on accounting for revenues and expenditures
 7. Upon dissolution, how funds remaining in the treasury should be spent.
4. Submit the Constitution/By-laws to the school for principal approval as it relates to the relationship between the club and the school
 5. Develop and submit to the principal or his/her designated representative a budget related to any gifts or donations that affect the programs of the school.
 6. Become familiar and comply with all applicable board policies, rules, regulations, procedures, and guidelines. Specific policies that may affect booster club operations are:

Policy DK: Student Activities Funds Management;

Board Policy DFK: Gifts and Bequests (Donations to athletic programs must be reported on annual gender equity report)

Board Policy JK: Solicitations (fundraisers)

III. Accounting:

1. Booster club funds must never be co-mingled with personal funds of any school employee or with student activity funds or other school or school district funds.
2. Booster clubs should have a separate bank account. Personal checking accounts of employees cannot be used.
3. All funds collected from a booster club fundraiser or otherwise obtained by a booster club must be deposited into the club's bank account. Booster clubs may donate funds to a school or to the school district. When these funds are deposited in a school or school district account, the booster club relinquishes all control over these funds. No member of the school or school district's faculty, board of education member, administration or staff may hold an office in a booster club, appear on a signature card for any booster club bank account, or sign any checks for a booster club. Any financial obligation incurred by a booster club shall be solely that of the booster club.
4. Booster clubs may not use the school's tax ID number. Booster clubs are responsible for their own tax filings and accounting. Certain fund-raising projects are subject to state law. If interested, nonprofit or tax-exempt status may be obtained from the Internal Revenue Service.
5. All questions concerning accounting or financial policies or procedures of the school district should be directed to the individual school's principal or his/her designated representative.

IV. Fundraising/ Spending/ Stipends/ Gifts to Coaches:

1. If a booster club makes a monetary donation to the school, it may make recommendations as to how the funds should be used, but the ultimate decision must be made by the principal or his/her designated representative consistent with school district policy or practice. Money given by a club will be spent on the activity that the club was formed to support.
2. Fund-raising activities should support the educational goals of the school and must not exploit students. Activities and projects should be investigated carefully before committing the club's support. The principal or his/her designated representative must approve an activity before it will have the school's support.
3. Community-wide fund-raising campaigns should be coordinated through the principal or his/her designated representative to minimize simultaneous campaigns. All fundraising activities involving the school or school students are subject to district fundraising policies and must be coordinated through the local school administration.
4. Individuals who actively coach or direct an activity should serve in an advisory capacity to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds. Coaches are to work with local athletic directors as to recommendations on how donations are spent. Final approval for booster club expenditures on behalf of or to the school will be given by the principal or his/her designated representative.
5. Any request made by the coach to the booster club for purchases must have prior approval from the school administration before submission to boosters.

V. Alterations to School Property:

1. The club should submit to the school principal in writing, as clearly as possible, an outline of the projects, plans and specifications.
 2. If approved by the principal, the club may submit the proposal to the Superintendent or his/her designated representative at least (30) days prior to the time approval is needed.
 3. Principal approval in no way implies approval of the Superintendent or his/her designated representative or that funding will be provided by the school district.
 4. Alterations to school or district building property is interpreted to mean: additions, renovations, changes to any structures including signs, lighting, fencing, drainage systems, playground equipment, shrubs, trees, plantings, paint colors, wall coverings, murals, etc.
 5. Any additions, changes, and/or structures that are completed on school board property become property of the school district and cannot be removed or further modified without approval of the Superintendent or his/her designated representative and the Board of Education.
 6. No work on a proposed project can begin until written approval from the Superintendent or his/her designated representative and the Board of Education is on file at the local school.
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