

## Actions Booster Clubs SHOULD Do:

- Support the team, coaching staff, and participants by volunteering time and to raise money.
- Contribute funds to enhance the performance of the team or organization.
- Print promotional items like team schedules, programs, and yearbooks (subject to approval by the head coach/AD)
- Financially support the program by providing additional funding for staff and event workers.
- Help organize team events (ie team meals, banquets, etc.)
- Listen and work closely with the head coach
- Discuss as official business any item that meets the definition or function of a booster club as outlined on the previous page.
- Provide financial statements regarding booster club accounts to all parents and coaches.

## Actions Booster Clubs SHOULD NOT Do:

- **Openly discuss or distribute a performance review of the head coach or coaching staff.**
- **Openly discuss playing time issues.**
- **Use booster funds to influence the hiring/firing of any member of the coaching staff.**
- **Offer up a petition by booster club members to hire/fire a coach.**
- **Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach.**
- **Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.**
- **Organize a off-season camp using the school name without consent of the School and the Head Coach.**

## Banquets

- The head coach is responsible for all facets of the end-of-season awards banquet. The head coach may delegate these responsibilities to the booster club; however, the program and the agenda must be approved by the head coach.
- The awards given out at the banquet are the sole responsibility of the head coach.
- There should be no open bar for adults, and parents should refrain from using alcohol at banquets.
- To avoid conflict, banquets should not be held on Wednesday evenings or before 12:00 p.m. on Sundays.
- A banquet is a natural extension of the season and even if the banquet is held in a private facility, prayers can't be part of the program. A simple non-denominational message is suggested.

## Captains Practices

- No coaches, paid or volunteer, supervise captains practices.
- Captains practices may be scheduled up to two weeks before the start of the season by calling the Activities Office.
- Adult supervision is required at captains practices, but student participation should never be mandated or required.

## Advertising

- The Activities offices **must approve** all advertisements in printed programs for Denfeld and East events.
- Please email or fax a copy of your ads for approval prior to the Activities Director at EHS or DHS.
  - Duluth East and Denfeld Activity offices reserves the right to pull programs that have not been approved or not consistent with district values.
  - Booster clubs or teams are not allowed to post advertisements or signage on ISD 709 property, buildings, or grounds. These activities must be coordinated through the East and Denfeld Activities Offices.

## Fundraisers

- Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs
- Be aware that membership on a team and/or playing time is not affected in any way by the amount of money raised by a participant
- Booster club dues and other fees should be refunded to students who are cut from the team.
- Shall not conduct raffles or games of chance on school premises except legally operated bingo activities and raffles in accordance with MN Stat. 609.761 Subd 5."
- Fundraising events should include booster club's Federal Taxpayer Identification (TIN) number on all promotional materials and tickets."

## If a Booster Club violates these Guidelines:

- Written notification of the violation will be sent to the booster club.
- Booster Club must provide a written response addressing the steps that will be taken to address the violation within Seven (7) calendar days of the notification.

## If a B. C. is determined to be in violation;

- Lose privileges to operate as a ISD 709 internal or external booster club
- Be banned from using any ISD 709 logo's or associated team names.
- Immediately dissolved due to the level of violations.
- The Decision to dissolve the booster club lies with the school's Activities Director, Principal, Superintendent, and/or school board.

## Thank You

This document was created to set guidelines for communication between booster clubs and our high school program. It is meant to be a tool used to improve relationships, clarify procedures and rules, and set the stage for a successful season. Parents, without your help we would not be able to provide quality activity programs for all Duluth students. **Thank you.**

## Booster clubs, Boost!

By definition, the role of a booster club is to support a high school program, *Craig Perry—MSHSL*



# Booster Club Guidelines

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A guide for Booster Clubs  
on guidelines and  
procedures required  
by the  
Duluth Public Schools

**ALL Duluth Public School High School Booster Clubs MUST register with the Activities Office prior to each school year in order to operate.**

## Purpose and Function of Booster Clubs

A booster club is defined as "an organization that is formed to **help support the efforts of a sports team or Activity program**. Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team or organization's performance."

Another definition is "**a booster club provides enthusiastic support of a team or organization**." Booster clubs play a key role in supporting Duluth Public School Activities in many ways, and we are very thankful for the positive contributions booster clubs provide to our programs.

Booster clubs may raise money by printing promotional items like team schedules, programs, and yearbooks, however, they **MUST** be given clearance by the Activities Department. They can organize team events, such as pre- or post-game dinners or social events during the season. Booster clubs may perform, meet, or organize in accordance with the ISD 709 rules and guidelines governing booster clubs.

It is the charge of the Activities Offices and the administration at each High School to ensure that booster clubs operate within District, State, and Federal Law and Policy.

## 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." The school district is responsible for compliance with Title IX

## Minnesota State High School League (MSHSL) Compliance

In the event that the activity benefiting from the activities of an internal or external booster club is a member of the MSHSL all activities of and donations from the booster club must meet MSHSL rules and regulations.

- Coaches are allowed to work with their teams only during the designated MSHSL season and the summer waiver period.
- No booster club member may recruit or encourage athletes from another school to transfer to an ISD 709 school.
- **Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic.**

## 50/50 Raffle Guidelines

- \*Applications must be picked up (Activities Office) and completed at least 30 days prior to the event.
- \*Raffles can be limited in number by the Principal and Activities Director at the discretion.
- \*Groups must have official board approval prior to the raffle.
- \*There must be strict adherence to the District raffle policy.

## Getting Started (required)

- 1) Each Booster Club should have elected or appointed officers. (President, a Treasurer, and a Secretary).
- 2) Prior to the 1<sup>st</sup> practice of each season, each booster club President must inform the principal and AD with the names and contact information (address, phone and e-mail) of each club officer.
- 3) Booster Club meetings should follow a set agenda each meeting (Welcome/Minutes from past meeting/Treasurer Report/Old Business/New Business)
- 4) **All the areas discussed in this brochure are mandatory**

## Legal Compliance for B.C.'s

1. Each Club will remain in good standing with State and Federal Laws to be recognized as a "Booster Club" by the district.
2. To remain in good standing each Booster Club should do the following:
  - a. Become Incorporated in the State of Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a non profit corporation
  - b. Register with the State Attorney General's Office as a charitable organization.
  - c. Request recognition from the IRS as an exempt organization by filing Form 1023.
  - d. Annually file a form 990 or "post card" filing as applicable with the IRS and annually file Charitable Organization Annual Report with the Minnesota Attorney General's office.
  - e. May also be required to file a Minnesota M4NP – depending on income and revenue Sources – see a tax professional
3. Obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax).
4. Clubs are generally considered non-profit organizations and will fundraise within the State of Minnesota. To comply with applicable charitable laws, the Club will need to:

5. Clubs not set up as non-profits will need to demonstrate to the district that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a forprofit corporation, partnership or individual.

6. Provide the district (Principal /AD) with a copy of the appropriate annual tax/ reporting returns filed with the appropriate Federal and State agencies.

## Finance

- 1) Treasurer report should contain all transactions that took place prior to the meeting.
- 2) Finance of each booster club should be open to 100% of all members
- 3) At no time should a paid coach have check writing authority
- 4) It is mandatory that **two people** should be involved in the authorization and signing of any check
- 5) All purchases must go through the school district (see purchasing section)
- 6) At least two members should tabulate all funds collected
- 7) District 709 has the right to request tax statements, receipts, expenditures, and balances

## Purchasing

Booster clubs wishing to purchase athletic equipment for their teams must go through the head coach and the athletic department for approval. **Booster clubs should not purchase equipment independently**. When equipment is purchased, from donated funds, it becomes the property of the school district.

After the head coach and the activities director have approved an equipment request, the booster club should donate the funds to the athletic department, specifying its purpose. The athletic office will then complete a purchase order to initiate the order. All equipment and supplies must be shipped to a school district address.

Booster clubs should not order materials directly or have materials shipped to a home.

The athletic department cannot give out the school district tax-exempt number. Sponsors making donations must follow the above process for purchasing equipment.

## Billing to Booster Clubs

All transportation, fees, and equipment purchases must be approved by the head coach and the Activities Director.

The activities department will either bill the team supplemental account or the booster clubs for any bus transportation that exceeds the district budget.

The activities department will either bill the team supplemental account or the booster clubs for any fees for tournaments or games that exceed the given district budget.

The district may bill booster club for supplies/equipment that exceeds the district budget. All donations must be turned into the Activities Office prior to ordering.