



Book	Policy Manual
Section	900 Community
Title	Booster Clubs
Code	915
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### **Purpose**

The Derry Township School District Board of School Directors (Board) recognizes and appreciates the cooperation, encouragement, and support given by booster clubs to various extracurricular activities operating in its schools. The Board further recognizes that the purpose of such groups is to assist and support but not to direct nor supplant activities, music programs, curricula or athletic programs. It is necessary that all District-operated activities remain at the school level and under the control, direction, and supervision of the Board through its professional employees.

The ultimate goal of both the booster clubs and the Board of School Directors is to provide the best curricular and extracurricular programs to the students of the Derry Township School District.

### **Authority**

Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster clubs.

Failure to provide any required information outlined in this policy will cause the superintendent to recommend the Board revoke the District's recognition of said groups as an affiliated group.

### **Definition**

For purposes of this policy, a booster club will refer to any organization comprised of parents/guardians or community members who choose to support an extra or cocurricular activity as defined by Act 82 Article XVI-C of PA Law following formal approval from the Board of School Directors. Parent-Teacher Organizations, Township or Parks and Recreation youth organizations are not considered school booster clubs.

To initiate an organization for a particular activity, the following process must be followed:

1. Parents/guardians or adult sponsors must discuss their intent with the appropriate advisor, principal, or coach.
2. The coach or advisor must then discuss the request with the building principal and/or athletic director as appropriate. If approved by the coach/advisor, the building principal and superintendent or his/her designee, a formal written request to establish a booster club must be submitted by the requesting organization to the superintendent for recommendation to the Board for final approval.

### **Guidelines**

Each organization shall conform to the following operational guidelines.

#### **Organization**

The purpose of every booster club shall be to provide supplemental support for the youth who are participating in the activity for which the club has been formed.

Booster clubs should be governed by a published constitution and/or bylaws, which must be submitted to the athletic director (athletic organizations) or building principal (any activities/organization other than athletics) for review before using the school or District name. The athletic director or building principal will make recommendations to the superintendent or his/her designee for Board approval. The bylaws/constitution of the organization should contain language that dictates:

1. The approval of the bylaws by a majority of the group it represents.
2. An approved budget.
3. Two (2) signatures are required on all accounts for disbursement of funds.
4. Statement indicating that coaches and/or advisors shall not handle organization funds.
5. A process is in place for members to vote upon how funds will be used in order to comply with Act 82 Article XVI-C of PA law.
6. The criteria for membership and voting rights in the organization.
7. The mechanism by which an internal audit is conducted annually. (Note: This may be assigned through bylaws to a committee of the membership.)
8. How you will disperse monies in the event the booster organization is disbanded. Equipment or funds become the property of the District should a Booster Club disband.

#### **General Expectations**

1. Booster clubs shall conduct their activities in a manner consistent with the Mission, Vision, and Guiding Principles stated within the District's Athletic Philosophy.[1]
2. To ensure custodial and security services, booster clubs must complete the "Use of Facilities" form as required of all outside organizations requesting use of school buildings and facilities for meetings, activities, and fundraising.[2]
3. The annual report should assist the District in meeting Act 82 Article XVI-C reporting requirements.
4. All gifts, including gifts of equipment, which require installation, storage, or maintenance

shall require Board approval. Any such gift donated shall become the property of the District. Forms must be submitted and approved prior to purchase and/or donation to the District.

5. Booster clubs cannot require any student to participate in fundraising activities or pay the equivalent for participation purposes.
6. It is the responsibility of the School District to provide players/students with staff, equipment, uniforms, travel accommodations, etc. necessary to a particular sport/event. However, any request to purchase equipment, uniforms or travel accommodations by a booster organization must be approved by the athletic director and building principal, as well as the Title IX Coordinator, in advance of the purchase.
7. The District will not be held responsible for any equipment owned by a booster club, which is lost, damaged or stolen.
8. The Board requires that activities and programs initiated and supported by booster organizations shall not violate P.I.A.A., Mid-Penn, N.C.A.A. and other governing organizations regarding the limits allowed when providing such gifts, trips and banquets.
9. Each booster organization shall provide the following to the athletic director and/or the building principal:
  - a. A current copy of constitution and bylaws.
  - b. Names of officers and corresponding addresses, telephone numbers, and email accounts.
  - c. Annual budget from July 1 – June 30; including organization's name and date submitted, to be submitted one (1) month prior to the start of the organization's season.
  - d. Annual Treasurer's Report or external audit no later than ninety (90) days following the conclusion of the season, or June 30 if a year-round activity, and forwarded to the Board upon request.
10. The Board does not assume financial responsibility for a booster club and excludes itself from any liability a booster club may incur.
11. Booster organizations shall not use the District's tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization and that they shall follow any IRS State Reporting requirements.
12. Students are not eligible for membership in any booster club.
13. It must be made clear that a coach's/advisor's role in the functioning of the booster club is solely in an advisory capacity and for final approval of what the booster group intends to purchase, i.e. color, items, etc. S/He should not make purchases in the name of the booster club. Only the booster club shall control money or accounts of the booster club. Allowing a coach to be responsible for management of funds is in conflict of interest and must be avoided.

14. In the event that a booster organization contracts with any individual(s) for services that take place on School District-owned facilities, then that organization must carry a minimum of one (1) million dollar liability insurance policy, and must provide certificates of insurance to the Business Manager. Note: Youth Associations are affiliated with the township and not considered "Booster Organizations" as per this policy.[2]
15. Booster clubs shall not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decisions of the coach, director, advisor, athletic director, building principal or Board of School Directors.
16. Final approval of all advertisement for program ads is at the discretion of the District Administration.
17. Booster clubs cannot require members to pay dues for membership.

#### Fundraising

A **fundraiser** is defined as an activity that solicits monies from the community through donation or a sale of a product or service. Booster clubs are adult organizations, which sponsor adult fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours without authorization from the building principal. Booster clubs may raise funds by food concessions and like activities with preapproval of the building principal or athletic director as appropriate. Fundraisers that are incongruent with School District philosophy will not be permitted.[3]

Booster club fundraising activities, which are carried out in the name of the school must have preapproval by completing the appropriate request form.

All items for sale should be approved by the coach/activity sponsor or building principal (if a coach/activity sponsor does not exist) prior to submission to the athletics office.

Fundraising activities for each group must be submitted to the athletics office for approval to assure that there is no duplication of items.

Proposals for fundraising activities must include:

1. The name of the organization, contact person, and contact information.
2. Description and purpose of the fundraiser.
3. Groups or businesses to be solicited.
4. The scheduling and length of time for the proposed fundraising activity.

A master list and calendar of approved fundraising projects will be maintained in the appropriate administrative office and distributed electronically as changes occur to each organization's fundraising activities. Contacts must be updated annually or sooner if changes occur.

#### Small Games of Chance/Lotteries

Small games of chance or lotteries shall be permitted, as expressly outlined below, and as permitted by the Pennsylvania Small Games of Chance Act. In order for a booster organization to conduct small games of chance, the following must occur:

The booster organization is responsible to apply for any required permit pursuant to the Small Games of Chance Act. The organization must file a copy of the appropriate permit at the

Business Office before a small games of chance/lotteries activities commence.

### Camps and Other Activities

If a booster club sponsors a camp and a District employee participates, or if a booster club hires a District employee for any purpose, these guidelines must be followed:

1. The responsibilities of the employee and the booster club must be clearly defined as to purchases made, salaries paid, and awards given.
2. Any District employee paid for conducting or assisting with a camp must be paid through the District's payroll at the hourly rate consistent with the HEA Collective Bargaining Agreement. An equivalent amount must be deposited into the District general fund in order to maintain cost neutral camps.
3. Any District employee(s) hired by the booster club is not permitted to handle any money or to make purchases in the name of the booster club.
4. All persons who work directly with students must receive the appropriate criminal background clearances and copies must be on file in the Personnel Office.

If a camp is sponsored by an individual citizen, then the District views the camp as an independent enterprise or for profit entity.

### Compliance

1. Should any situation emerge between a booster club and the administration regarding the management of any school-related activity, the superintendent or designee shall resolve the issue within these established guidelines and Board policy. No booster club shall engage in any activity outside of these guidelines. Further, in conducting its activities, booster club organizations shall comply with the solicitation of funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable.
2. Any individual within the booster club who has a concern with respect to any matter(s) pertaining to the club and/or an employee should be required to process that concern through the officers and membership of the club. If there is no resolution at that level, the officers of the club may refer the concern to the building principal or Athletic Director as appropriate for review. If no resolution is achieved, the officers of the club may refer the matter to the superintendent.
3. Violation of Board policy could lead to revocation of a booster organization's function in District activities.

### Disbanding Booster Clubs

1. Should the Board deem that the efforts or activities of any club are not in the best interest of the District, the authorization to operate the club may be withdrawn.
2. Should the booster club fail to submit the required financial reports, the authorization to operate the club may be withdrawn.
3. A booster club may disband on its own accord by submitting in writing a "Request to Disband a Booster Club."

### Exclusion From Liability

The Board of School Directors does not assume any financial responsibility for a booster club and excludes itself from any liability a booster club may incur.

## Legal

1. Pol. 123

2. Pol. 707

3. Pol. 229

[24 P.S. 511](#)

[61 PA Code 901.701](#)