

ENTHUSIASM



Booster Clubs have the ability to create an air of excitement around each activity; this can be accomplished by working with the coach to:

- Organize events that encourage younger students to participate, such as: meet with elementary students at their lunch time, organize "meet the varsity" or mentoring programs.
- Build websites, facebook pages, blogs and event (game/concert) programs that are ethical and highlight coaches and student participants.
- Create team calendars that are available to teachers, businesses, fans, and parents.
- Arrange for community service events.
- Organize tailgating, pre-contest dinners for fans, alum, and parents.
- Organize safe, alcohol free after-game events for participants and friends.
- Assist coach with end of the year banquet details.

ETHICAL & LEGAL EXPECTATIONS FOR BOOSTER CLUB

Booster Clubs may operate inside or outside of the school financial structure or both:

A. Clubs that operate outside of the District's Financial Structure: Each club must remain in good standing with state and federal laws to be recognized as a "Booster Club" by the District. This includes but is not limited to:

1. Federal Taxpayer Identification number and State Employer's ID number.
2. The club checking with the tax department about non-profit status and requirements. For example, to comply with charitable laws the club may need to:
 - a. Become incorporated in the State of North Dakota, (develop by-laws and articles of incorporation).
 - b. Register with the State of North Dakota as a charitable organization.
 - c. Request recognition from the IRS as an exempt organization.
3. Spending funds directly or indirectly on students/student programming.

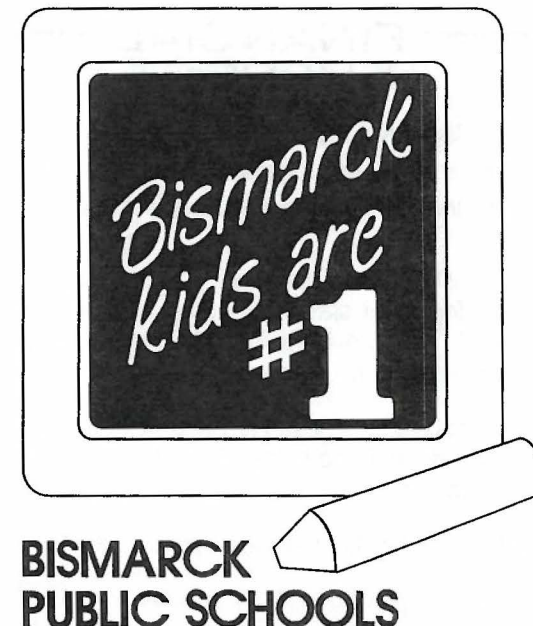
B. Clubs that operate under the direction and fiscal management of the District's Activity Account. Clubs not set up as a non-profit will need to demonstrate to the District that they are complying with District policy pertaining to reporting of revenue and expenditures. A distinct difference between internal and external booster clubs is that funds raised and expended from an internal booster club must be spent directly and exclusively on the children involved in the program and follow rules for acceptable expenditures of public funds.

C. Finances for both A and B above: Regardless of the club's financial structure (Item A or B listed above), the club must:

- a. Treasurer report must contain all transactions that took place prior to the meeting;
- b. Finances of each Booster Club must be shared with 100% of club membership and BPS AD through a digital document, such as a googledoc or web page.
- c. Expenditures must be recognized and authorized in the minutes.
- d. When funds are raised, at least two members must tabulate all funds collected and use a sign off sheet to tabulate monies as well as the total of funds collected, prior to deposit.
- e. Records of receipts, expenditures and balances will be available to all booster members and to Bismarck Public Schools at all times.
- f. A key element to this policy is the sharing of financial information within the program, with coaches, and with school administration.

D. Coaches' funds-

- a. Program specific booster club checking accounts operated or maintained by a BPS coach are not allowed. Separate coach's accounts that are currently active must be closed and funds transferred to an inside or outside booster account as listed in A or B above. This transfer must occur prior to June 30, 2015.
- b. Violation of D. (a) may be grounds for termination of coaching or directing duties.



A GUIDE FOR BOOSTER CLUBS

The following guidelines are proposed to build excitement and protect the fundraising work of many booster parents.

MISSION

A Booster Club is an ethical organization that supports educationally based, school-sponsored student activities beyond what the District can provide.

PURPOSE & FUNCTION

Activities of a successful booster club are to support the program through generous amounts of time, enthusiasm, spirit, and financial means.

FINANCIAL SUPPORT

Booster Clubs may enhance the experience of students with their well-planned financial support, such as:

- Assist with equipment, uniforms and professional staff as needed by the team and not provided for by the District's general fund.
- Assist with travel and lodging costs on trips that do not meet the District's policy for payment.
- Provide healthy lunch/snacks for long trips.
- Assist with the rental of facilities not owned by the District.
- Ensure that no student will be denied an opportunity to participate because of financial reasons.
- Provide a system by which all students may participate in summer camps if that is their desire, without violating NDHSAA policy.
- Assist with coaches/directors apparel and educational opportunities.
- Avoid giving gifts that exceed NDHSAA limits (2014 limit of \$75).

WHAT A BOOSTER CLUB ISN'T

- While Booster members may be asked to assist District personnel with the interview process in the hiring of a coach, boosters are not involved with the on-going evaluation of the coach or director. District personnel will supervise, evaluate and make the determination to either retain or release the coach/director from his or her contract.
- Booster Clubs are not to meet and discuss the coaching staffs' job performance, methods or student athlete.
- While volunteering is encouraged and deeply appreciated, a Booster Club is not a funding source for paid "volunteers". When a booster club wishes to fund additional coaches, preapproval from the Activities Director is required. Salary payment must be submitted through the BPS business office due to tax requirements.
- A Booster Club is not punitive and therefore shall not withhold funds from programs in an effort to leverage specific ideas upon the coach or school administration.
- A Booster Club shall not use booster funds to purchase alcohol or other inappropriate products for any event or gathering or meeting at any time.
- A Booster Club is not an exclusive organization. All parents are welcome to attend and have input. However, if parents choose not to pay membership fees or "work-off" their membership fee, they may be excluded from holding office or having a vote on organizational issues.

GETTING STARTED

1. Elect or appoint officers, including but not limited to a president, treasurer, and secretary.
2. Adopt by-laws, including a preapproval of coach's expenditures, acknowledgement and requirement to follow NDHSAA rules regarding gifts for athletes, and selection of funds being housed in the District or outside it (See A and B, below);
3. Prior to the start of each season, the booster club president must file with the Activities Director the names and contact information of each club officer and the club's tax ID number, if the club's finances are not housed within the District. (See form BPS-AD);
4. All members must be made aware of club meetings two or more days in advance of the meeting;
5. The club must have adopted in its minutes yearly priorities, including defined goals/needs, anticipated costs, and a budget (submitted to the Activity Director) showing proposed revenue and expense;
6. A Booster Club has a set agenda each meeting: welcome, minutes, treasurer's report, old business, new business, adjournment.
7. When raising funds, the District's fundraising form must be completed and submitted to the respective school principal.

