

POTTSVILLE AREA SCHOOL DISTRICT

No. 915

SECTION: COMMUNITY

TITLE: BOOSTER CLUBS

ADOPTED: July 10, 2013

915. BOOSTER CLUBS

Purpose:

The Board recognizes and appreciates the cooperation and support given by booster organizations to various extracurricular and co-curricular activities of the schools. It is the Board's desire to maintain the continuing good relationship between the district and the booster organizations to serve the basic educational goals of the school district.

To nurture the relationship between the district and the booster organizations and to delineate said relationship, booster organizations supporting activities sponsored by the district shall adhere to the established guidelines as adopted by the Board.

Booster Club - any organization comprised of parents or community members who choose to support an extra or co-curricular activity. Parent/Teacher Organizations that exist to support a school or its programs are also classified as booster clubs.

Initiation - to initiate a booster club for a particular activity, the following process must be followed:

1. Parents or adult supporters 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 principal, a formal written request to establish a booster club must be submitted by the booster club to the Board for final approval.

Each club shall conform to the following operational guidelines:

Organization

1. 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.
2. Booster clubs should be governed by a published constitution and/or by-laws, which must be submitted to the Board for review before using the school, or school district name. In addition, a list of each organizations' goals should be included.
3. Students are not eligible for membership in any booster groups.

915. BOOSTER CLUBS – Page 2 of 4

4. It must be made clear that a coach, employee and/or board member's role in the functioning of the booster club is solely in an advisory capacity. S/He should not handle money or 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, employee and/or board member to directly receive funds or to manage funds is a conflict of interest and should be avoided.

Reporting

1. Prior to August 1 of each year, Booster organizations must submit a general plan of operation for the school year. This plan will include a list of officers, an estimate of annual expenses and disbursements, as well as a proposed listing of fundraising and activities for the group. (See attachment #1)
2. All plans submitted for approval will be submitted to and reviewed by the building principal and/or Athletic Director, and forwarded to the Superintendent and board for approval.
3. The fiscal year shall be July 1 through June 30.
4. Ensure that all proper licenses have been procured for proposed fundraising and activities. Proper documentation to this effect must be on file.
5. A procedure must be in place for all financial transactions of the group, and these transactions must be reflected in the group's minutes. Financial records and minutes should be retained for a minimum of seven (7) years.
6. Each booster organization shall provide an audit or treasurer's report including all supporting documentation once each year by September 30th to the Business Office and forwarded to the Board upon request. If the documentation is not received by December 31st, the organization will be notified that they will no longer be granted access to any district building, facility or property and/or the authority to operate the organization may be withdrawn by the Board.
7. The Board requires that activities and programs initiated and supported by booster organizations shall not violate P.I.A.A. regulating standards.

Fundraising:

Fundraising for the benefit of the students should follow these general operating guidelines as well as conform to being educationally appropriate:

1. 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.
2. Each booster club shall be limited to three (3) fundraising projects per year that involve direct

915. BOOSTER CLUBS – Page 3 of 4

solicitation of members of the community. Exceptions to the three (3) fundraising projects per year will be reviewed and approved by the administrator on a case by case basis.

3. Any request for changes in the plan submitted to the school district regarding fundraising activities for the group should be submitted thirty (30) days prior to the activity. If changes are not submitted in accordance with this timeline, the activity will not be approved
4. Booster clubs may raise funds by food concessions and like activities with pre-approval of the building principal or athletic director as appropriate. Booster organizations involved in concessions at school events are encouraged to follow district guidelines as well as the Student Wellness policy.

Use of Facilities

1. To ensure custodial and security services may be available, booster clubs must complete the “Use of Facilities” form as required of all outside groups requesting use of school buildings and facilities for meetings and activities.
2. Booster organizations shall not pay district employees directly for services. District employees shall be paid through the Pottsville Area School District payroll system.

Expenditures for Supplies, Equipment, Etc.

1. Any gifts of equipment which would require installation, storage, or maintenance shall require formal acceptance by the Board. Any such equipment donated shall become the property of the district.
2. The district will not be held responsible for any equipment owned by a booster club, which is lost, damaged, or stolen.
3. Booster organizations shall not use the district’s tax-free number for purchases. The Booster organization may request the Pottsville Area School District to make purchases directly and bill the booster organization for the purchase to avoid paying the sales tax.

Liability/Insurance

1. The Board does not assume financial responsibility for a booster club and excludes itself from any liability a booster group may incur.
2. In the event that a booster organization contracts with any individual(s) for services, then, the booster organization must submit the individual(s) name, address, phone number, Act 34,151 and FBI clearances to the Business Office. They must be approved by the school board before working directly with students.
3. Booster clubs and organizations are required to submit a certificate of liability insurance.

Complaint Procedures

1. 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, principal, or Board.

915. BOOSTER CLUBS – Page 4 of 4

2. 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 these guidelines.
3. 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 principal or Athletic Director as appropriate for review. If no resolution is achieved, the officers of the club may formally refer the matter to the Superintendent.
4. 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. A booster club may disband on its own accord by submitting a Request to Disband a Booster Club.