

WEST YORK AREA SCHOOL DISTRICT

BOOSTER CLUB HANDBOOK



July 2022

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1 GENERAL OVERVIEW

1.1 ATHLETIC MISSION STATEMENT

The West York Area School District Athletic Department will challenge student athletes to achieve their full potential by fueling the academic, social and physical growth of its students through sportsmanship, teamwork, and athletic competition.

The West York Area Athletic Department's vision is aligned with the District's vision of Every Student Every Day. Our goal is to provide every student an opportunity to participate and be successful through interscholastic athletics.

We would like to offer as many opportunities as possible for our students to participate in and support our athletic programs. We encourage all of our students to be active and respectful participants by supporting all our teams at events and competitions. Participation in West York Athletics, however, is a privilege and not a right. Students will be expected to adhere to the rules and policies set forth by the West York Area School District and the PIAA.

Interscholastic athletics are an integral part of the total educational program of the West York Area School District. The goal and purpose of the athletic program is to teach student-athletes the meaning of sportsmanship, commitment, fairness, sacrifice, teamwork, and hard work. While winning is a natural goal, it is our goal that through our athletic programs, student-athletes will adopt these guidelines and develop a positive winning attitude that will translate into all aspects of their lives.

At West York, our priority is to instill in our students the qualities and values that will help them succeed in their life endeavors. Our students will be **dedicated** and will persevere for excellence and to continuously improve year after year. They will take **ownership** and pride in themselves, their team, and their school. At West York we value **grace** and dignity by showing respect and good sportsmanship while competing. Above all else, we will focus on **scholarship** and be dedicated to our academics and education first and foremost. Here at West York, we are committed to being better **BULLDOGS!**

1.2 PURPOSE

The West York Area School District Board of School Directors accepts the concept of cooperation, encouragement and support given by approved Booster Clubs to the school district's various PIAA-affiliated interscholastic athletic programs.

The District is committed to working with Booster Clubs that provide positive support to the students, academic, athletic, and cocurricular programs, and personnel who run those programs, as well as provide opportunities for students to apply knowledge and skills, develop leadership capacity, organizational and time management skills, accountability, and the like.

Booster Club activities shall:

- Promote fan support, spirit, and sportsmanship.
- Assist the District by providing supplemental benefits and services to student-athletes.
- Increase the opportunity for communication between parents/guardians and coaches in areas of common interest.

1.3 SCHOOL-RELATED CLUBS AND GROUPS

- Share the interests and concerns of the school district. (i.e. PTOs, booster clubs, and the Foundation).
- Are approved by the Board of School Directors as a school-related organization or group.
 - An application is required to initiate a new booster club in the District (915 AR 2).
- Follow Board Policy 915, as well as guidelines and procedures established by the Superintendent or the designee required to maintain their designation as "school-related."
- Maintain bank accounts separate from the district and are strongly encouraged to seek a 501(c)(3) charitable organization designation.
- Are managed and operated by individuals that are not employed by the West York Area School District.

1.4 ANNUAL REQUIREMENTS

- In order for an organization or group to be recognized by the Board of School Directors as school-related, the executive board or governing body of the organization shall submit the items listed below to the Business Office by July 31 each year. Use the Cover Sheet (915 AR 5) found in the forms section of this handbook to ensure all items are submitted.
 - ✓ A current constitution and bylaws for the organization and, if applicable, a copy of a current 501(c)(3) charitable organization designation.
 - ✓ A listing of officers as well as updates after any organizational meeting in which they change (915 AR 3).
 - ✓ An annual financial summary of the immediate, preceding school year (July 1 – June 30) to include, at a minimum, beginning balance, expenses/income, and ending balance.
 - ✓ An anticipated annual budget for the next school year (July 1 – June 30).
 - Fall Sports submit by July 31, Winter Sports submit by October 31, Spring Sports submit by February 28.
 - ✓ A current Annual Disclosure Agreement signed by each officer (915 AR 4).

1.5 AUTHORITY

The board further recognizes and declares that the role of an approved Booster Club is to assist and support but not direct, interfere with, nor supplant the staff, existing facilities or athletics program of the school district. It must be clearly understood by all booster club members that all school district sponsored activities are under the control, direction, and supervision of the Board of Directors through its building principals and their designee, the Athletic Director. The Athletic Director will serve as the immediate liaison to the Booster Clubs.

1.6 BOOSTER CLUB CODE OF CONDUCT

All Booster Club members should follow the Parent Code of Conduct (Appendix E).

2 GENERAL OPERATIONS – REQUIREMENTS AND BEST PRACTICES

2.1 BANQUETS

BEST PRACTICES

It is recommended that all banquet activities be scheduled following the completion of the season's schedule. The dates of state championship events are available in the Athletics Office. Care must be taken by Booster Clubs not to provide athletes with gifts or awards that may be in violation of the rules and regulations of the Pennsylvania Interscholastic Athletic Association. When planning and carrying out banquets, Booster Clubs should be sensitive to the following issues:

- The expense that will be incurred by those wishing to attend; picnics and potluck dinners held in the school cafeterias or public park facilities are inexpensive options that can provide a pleasant atmosphere for honoring athletes and their families.
- The implications the various activities planned for banquets may have on the diverse ethnic and religious cultures that may be represented in the team membership.
- Organizers should be mindful of reasonable expectations for length being approximately two hours.
- If student-athletes will be speaking or presenting at the banquet, communication between the banquet planners and the athletes is necessary before the banquet to reinforce standards of appropriateness for such activities in order to prevent embarrassment or other negative effects to either the presenters or the audience.
- Invitees to banquets should include all participants within the program to include cheerleaders, junior high athletes, parents, building administrators, and the athletic director. Other District personnel may be invited at the discretion of the planners.
- Alcoholic beverages **are not** to be made available to **any attendees** of a WYASD interscholastic sports banquet.

2.2 USE OF SCHOOL FACILITIES

REQUIREMENTS

- The administration must approve the use of school facilities for Booster Clubs. Any requests for use of facilities for any reason must be made through form 707 AR 0. See forms section for more information. Requests must be submitted at a minimum of 30 days prior to the requested date of use.
- Booster Clubs may be granted the use of West York Area School District facilities at reduced fees and may be given a scheduling preference before external groups.
- Booster Clubs may not schedule the use of school facilities for external or outside organizations.
- Booster Clubs may not, without prior written approval, charge admission fees or collect donations while using school facilities unless all of the monies collected go directly to the group or organization's own benefit.

- Booster Clubs may show non-monetary support for school-sponsored, other school-related and external organizations. (i.e. create a special section for midget football players and cheerleaders at an event, recognize the contributions of a member of the community, etc.).

2.3 CONCESSION STANDS

REQUIREMENTS

Concession stands follow all fundraising guidelines above, as well as the following:

- Encourage frequent handwashing with soap and water for those persons assigned to work in the Concession Stand. (i.e. wash hands after visiting the restroom, sneezing, blowing nose or etc.)
- Concession stand workers shall wear food-service or medical gloves while performing their duties, ensure that the gloves are latex-free, disposable, and are changed frequently throughout the day/evening.
- Discourage concession stand workers from handling both food and money; work assignments should be delegated to ensure that one person handles money and others handle the preparation and distribution of food and beverages.
- Food items may not be stored in the concession stand unless they are appropriately contained, labeled with the Booster Club's name, and stored in refrigerators. Please take all other food items with you at the end of each game/use.
- Thoroughly clean all appliances, counters, and sinks after each use.
- Place all waste in the appropriate garbage or recycling receptacles. DO NOT place ANY food items in the sink drain.
- Please report the damage or malfunction of any Concession Stand equipment to the Athletics Department.
- Remove all locks from drawers at the end of each season and empty their contents. Thoroughly clean the drawers.
- Small children should not be in the concession stand.
- Make sure all your supplies are placed in your designated areas. Any excess supplies must be removed and brought back. This is to ensure other groups are not using other supplies.
- At the end of the night, do not let standing water in sinks, tubs, or buckets, and turn off and unplug all appliances with the exception of refrigerators.

2.4 FUNDRAISING

REQUIREMENTS

Booster clubs wishing to conduct fundraising activities that involve students must:

- Plan and carry out activities so as to safeguard the health, safety, and general well-being of students.
- Demonstrate that a clear need to fundraise exists, establish a clear timeline, and show the benefit that students derive from involvement.
- Provide a plan for the funds raised. If the funds are being raised for an item over the value of \$1,000, the District must approve the purchase. All items purchased through the booster clubs are considered property of the District. If the value is over \$3,000, a District asset tag

must be attached and removing/selling of the asset from the District inventory requires Board approval. See AR 622.1. Disposal of District property requires approval at the Administrative level, see the Athletic Director.

- The West York Area School District will determine the ownership of repairs, either by the District or the Booster club, when the donation is made and approved by the Board. If the item is not repairable, the District is not responsible for the replacement of said item unless determined otherwise by the Board. If the item is found to be of no value and the Board approves, the Booster club may sell the item. This will be recorded in the co-curricular committee minutes prior to the sale.
- Attest that the organization's fundraising activities are educationally based and strive to follow best accounting practices as set forth in this policy and district guidelines.
- Complete 618 AR 1 Fundraising no later than 30 days prior to a fundraising event.
- Provide parents the opportunity to contribute in their child's name rather than participate in the fundraising collection.
- Not directly or indirectly evoke punitive measures against parents and/or students who wish to opt-out of participating in fundraising activities.

BEST PRACTICES

Further, booster clubs wishing to conduct fundraising activities are:

- Strongly encouraged to limit fundraising activities to only what is needed to support students in a calendar year or as part of a well-defined, multi-year effort.
- Strongly encouraged to expend all monies on the needs of students within the time frame students typically are associated with the organization. (i.e. JV/Varsity Booster-4 Years)
- Expected to work with the school administration to assure that all monies provided to student groups are Title IX compliant and consistent with the expectations of the PIAA and NCAA.
- Expected to work with school administration to help assure that donations made by school-related organizations do not create inequities across the district.
 - Provide opportunities for students of families experiencing financial hardship to participate in the activities the organization supports.
 - Prohibited from utilizing students during instructional time for fundraising activities without prior approval of the building principal.
 - Avoid contests and promotions with fundraising that make students feel obligated to participate and/or fearful of being identified as being low-income if they do not.
- External organizations/groups that receive funds through the efforts of West York Area School District students, faculty, staff, and community are expected to follow accounting practices required of their 501(c)(3) designation. School-related groups who are fundraising for a 501(c)(3) are encouraged to solicit donations in a manner that allows funds to go from the donor directly to the non-profit organization.

2.5 CLEARANCES FOR ADULTS

REQUIREMENTS

School-related groups and any of the volunteers they utilize as part of their organization/group, organizations/groups that support the organization, and any outside vendors or contractors they may contract with shall maintain all of the clearances, where required by the Commonwealth of

Pennsylvania and do so in a manner consistent with West York Area School District Board Policy 916 and guidelines.

Guest Volunteers do not need clearances. A guest volunteer is an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist with classroom celebrations, school assemblies, or school concerts; reading to students; working concession stands; participating in “Career Day,” etc.

Position Volunteers do need clearances. A position volunteer is an adult who is applying for or holding an unpaid position with a school or program, activity or service, as a person responsible for a child’s welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, coaches, activity advisor, recess aides, etc.

Approved Volunteers (e.g. those who have successfully completed background checks) must update their activity with the WYASD approved listing each school year.

Volunteers must review and attest to the volunteer policy on an annual basis through the Human Resources Department.

2.6 ADMINISTRATIVE

REQUIREMENTS

- Your organization must obtain an employer identification number (EIN) through the IRS. Use of the District employer identification number or sales tax-exempt number is **not permitted**.
- Any time small groups of chance (raffles, bingos) are conducted, a Small Games of Chance license is required to be procured from the York County Treasurer’s office.
- Comply with the IRS requirements for substantiation and disclosure regarding charitable contributions and fundraising. (See IRS Publication 1771)

BEST PRACTICES

- It is recommended that clubs should have the following officers:
 - President
 - Vice President
 - Secretary
 - Treasurer
- Your organization must obtain an employer identification number (EIN) through the IRS. Use of the District employer identification number or sales tax-exempt number is **not permitted**.
- The District strongly recommends that your organization become recognized by the Internal Revenue Service (IRS) as a section 501 (c)(3) organization since you will be receiving donations. In future years the District may require the organization to provide proof of the 501 (c)(3) designation.
- Monies raised through your organization should be used for the general benefit of the group as a whole. Efforts to segregate or silo monies for individual students should not occur and may

jeopardize the group's 501 (c)(3) (tax-exempt) status with the IRS. All entities must be aware that "siloining" is prohibited under the Internal Revenue Code. *Capital Gymnastics Booster Club, Inc. v Commissioner*, T.C. Memo 2013-193, for information on this prohibition and recent enforcement.

- The organization should consider proper bonding insurance in an appropriate amount with a surety approved by the organizing board to protect the organization.
- Consider implementing term limits for officers.
- Keep minutes of meetings held or written actions undertaken during the year by the governing body and each committee authorized to act on behalf of the governing body.
- Adopt IRS recommended policies:
 - Whistleblower Policy- Charitable organizations are strongly encouraged to implement procedures that provide club/organization members the ability to inquire about or resolve ethical issues or questions.
 - Conflict of Interest Policy- Updated Annually
 - Document Destruction Policy
- The governing body should review all Federal tax filings if applicable before filing with the IRS.
- Comply with the IRS requirements for substantiation and disclosure regarding charitable contributions and fundraising. (See IRS Publication 1771)
- Efforts to raise money for other external organizations should be minimized and, to the extent they are conducted, the funds raised shall not be commingled with regular operating funds.
- Any time small groups of chance (raffles, bingos) are conducted, a Small Games of Chance license is required to be procured from the York County Treasurer's office.

2.7 FINANCIAL RECORDS

BEST PRACTICES

- The organization's financial records should be maintained and reconciled on adequate computer software (ex: Excel, Peachtree, QuickBooks) to provide financial transparency for the organization.
- An annual budget should be completed by the Booster Club to measure Booster Club expectations. (Consider a two-year budget approach.)
- Maintain records per IRS guidelines.

2.8 CASH RECEIPTS

BEST PRACTICES

- A tracking system should be established for all receipts. This will simplify year-end reporting.
- If a booster-sponsored event requires tickets for admission purposes, pre-numbered tickets are ideal.
 - Beginning and ending tickets should be reconciled to receipts per event.
 - Tickets should be distributed in sequence; irregularities relating to the sequencing should be investigated immediately.
 - All checks should be restrictively endorsed "For deposit only" immediately upon receipt.

- Maintain a log of cash and checks received, including copies of checks. This log should be signed by persons collecting the funds for accountability. This tool will aid to simplify monthly and annual reporting requirements. (Scanned copies are acceptable; not required to maintain in hard copy form.)
 - Two individuals should be present when receiving and counting cash/check receipts.
 - Each person should count the funds individually to ensure accuracy. The counts should be logged on one report.
 - The report should be signed by both individuals involved in the counting process.
 - The count sheet report should be forwarded to the person responsible for reconciling the bank statement.
 - Bank statements must be reconciled within 5 days of receipt from a person who is independent of the initial count and deposit process.
 - Online banking allows more timely reconciliations and the identification of questionable transactions occurring throughout the month.
- Establish which members of the entity will have the ability to make deposits. Deposits should be made frequently (e.g. no less than weekly)
 - If cash and checks are not being deposited on the day of the event, after two people independently count and sign off, the cash and checks must be locked in a secure area until deposited.
- The person who has access to the secured cash should not be the same person who counted the cash and checks, and attested to the count. This may be the same person who will create the deposit slip.
- The person preparing the deposit slip should not be involved in the initial count of the funds.
- The deposit receipt from the bank should be given to the original reconciler, who then compares the deposit to the initial reconciliation. Any discrepancies should be investigated in accordance with entity procedures.

2.9 CASH DISBURSEMENTS

REQUIREMENTS

- The Booster Club is required to issue IRS Form 1099 to each person to whom the entity has paid at least \$600 in rents, services (including parts and materials), prizes and awards, or other income payments.
 - The entity is required to issue a 1099 to any individual, partnership, limited liability company, limited partnership or estate.

BEST PRACTICES

- A tracking system should be established for all disbursements
 - This will simplify year end reporting.
 - Use of an electronic tracking system is recommended.
- Disbursements should be issued using pre-numbered checks.
 - Any missing checks should be investigated immediately.
 - The financial institution should be notified immediately to cancel/void missing checks

- Blank checks should be restricted/secured in a locked location by someone who is not an authorized signer.
- Checks written to "Cash" are not recommended.
- Disbursements should have an approved invoice or receipt prior to being prepared for review and signatures.
 - Paid invoices should be marked as "paid" to eliminate any potential for duplicate payments.
- Require all checks to have two Club or Booster Club Officers' review and signature
 - Rubber signature stamps should NEVER be allowed. All signatures should be live.
 - Blank checks should NEVER be signed in advance and kept for "emergency" purchases.
- Checks should only be signed by those listed as "authorized signer." Signature cards must be updated with the bank when officer positions are changed.

2.9 LEADERSHIP AND VOLUNTEERS

REQUIREMENTS

- Coaches shall not collect, receive, count, or maintain receipts for the organization.
- Coaches shall not disburse funds.

BEST PRACTICES

- Coaches should not be officers of school-related organizations and clubs.
- Refer to the Clearances for Adults Section for guidance on volunteers.

3 FORMS

3.1 FORMS: 915 AR 2 BOOSTER CLUB APPLICATION

This form must be completed when a group wishes to initiate and be recognized as a school-related booster club.

3.2 FORMS: 915 AR 3 CHANGE OF CLUB OFFICERS

This form must be completed when there is a change in the leadership of the booster club to include changes in the president, vice president, and/or treasurer.

3.3 FORMS: 915 AR 4 ANNUAL OFFICER ACKNOWLEDGEMENT

This form must be completed by each officer and submitted annually to the Business Office.

3.4 FORMS: 915 AR 5 BOOSTER CLUB ANNUAL REPORTING COVER SHEET

This form must be completed when submitting annual (by July 31) required information to the Business Office. See section 1.4 for details.

3.5 FORMS: 618 AR 1 FUNDRAISING FORM

This form must be completed if a club wishes to conduct a fundraiser.

3.6 FORMS: 707 AR 0 USE OF SCHOOL FACILITIES FORM

This form must be completed if a club wishes to use District facilities (or fields).

4 APPENDICES

4.1 APPENDIX A – BOARD POLICY 915 SCHOOL AFFILIATED ORGANIZATIONS

Book Policy Manual
Section 900 Community
Title School-Affiliated Organizations
Code 915
Status Active
Adopted October 19, 2021

Purpose

The Board recognizes and appreciates the interest and support of school-affiliated organizations of parents/guardians and interested community residents. The Board also recognizes the need for a clear working relationship between these organizations and the schools and establishes the following policy for purposes of maintaining relationships with existing school-affiliated organizations and to provide a model for the establishment and operation of future organizations.

Definition

For purposes of this policy, **school-affiliated organizations** are defined as those organizations that utilize the name of the district or any of its schools or programs, conduct any part of their operation on district property, and either support or directly affect curricular or extracurricular programs operated by the schools.

Guidelines

School-affiliated organizations shall receive Board approval prior to using district or school names and operating in relation to district schools or programs.

Board approval shall be requested through the Superintendent. Action by the Board shall be taken at a public meeting after a review of the proposed constitution and/or bylaws.

Board approval shall be acknowledged in writing by the Superintendent. Copies of statements of Board approval shall be filed in the official minutes of the Board and shall be kept with the permanent documents of the respective organization.

Approval of school-affiliated organizations may be revoked by the Board, for reasons stated in writing, provided that the representatives of the organization have been the opportunity to be heard prior to the Board's action.

Revocation of approval by the Board shall result in termination of all relationships with the district, school and/or program.

Use of district facilities shall be in compliance with policy and Administrative Regulation 707.[1]

Legal
1. Pol. 707
24 P.S. 511

4.2 APPENDIX B – BOARD POLICY 916 VOLUNTEERS

Book Policy Manual
Section 900 Community
Title Volunteers
Code 916
Status Active
Adopted April 21, 2020

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district. A Volunteer may be used to enrich a program for the benefit of students and/or the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[2]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[3]

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[4][5]

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[3]

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[3]

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[3]

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[6]

Volunteer – is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[\[5\]](#)

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use, and supervision of volunteers.

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Superintendent or designee.

The names of all guest volunteers shall be submitted to the building principal or designee for approval.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[\[5\]](#)
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[\[5\]](#)
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[4\]](#)[\[5\]](#)[\[7\]](#)

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[\[5\]](#)

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

The Superintendent or designee may require a volunteer to submit a Federal Criminal History Report when he/she has a reasonable suspicion that the volunteer has been arrested or convicted of a criminal offense.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[\[8\]](#)

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[\[5\]](#)

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[9\]](#)[\[10\]](#)

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[7\]](#)

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[7\]](#)

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[\[7\]](#)

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[\[11\]](#)[\[12\]](#)

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers

and educational institutions, consideration shall be given to which volunteers should also receive that training.[13][14][15][12]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16]

Liability Insurance

The district shall provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service only when authorized in advance by the Superintendent or designee.

Acknowledgment

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees **to comply with this policy.**

Legal

1. 24 P.S. 510

2. Pol. 824

3. 23 Pa. C.S.A. 6303

4. 23 Pa. C.S.A. 6344

5. 23 Pa. C.S.A. 6344.2

6. Pol. 907

7. 23 Pa. C.S.A. 6344.3

8. 23 Pa. C.S.A. 6344.4

9. 24 P.S. 1418

10. 28 PA Code 23.44

11. 23 Pa. C.S.A. 6311

12. Pol. 806

13. Pol. 123

14. Pol. 123.1

15. Pol. 123.2

16. Pol. 216

23 Pa. C.S.A. 6301 et seq

4.3 APPENDIX C – BOARD POLICY 702 GIFTS, GRANTS, DONATIONS

Book Policy Manual
Section 700 Property
Title Gifts, Grants, Donations
Code 702
Status Active
Adopted January 18, 2022

Purpose

The Board recognizes that individuals, businesses and community organizations may wish to contribute supplies and equipment to enhance or extend the programs in the schools.

Authority

The Board has the authority to accept gifts and donations made to the school district or to any district school.[\[1\]](#)

The Board reserves the right to refuse to accept any gift that does not contribute to achievement of district goals or when such ownership would adversely affect the district.[\[1\]](#)

Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.[\[1\]\[2\]](#)

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

All gifts shall be recorded in the appropriate inventory listing and property records.[\[1\]\[3\]](#)
The Superintendent shall publicly report to the Board all gifts to the district accepted on behalf of the Board.

Delegation of Responsibility

The Superintendent or designee shall:

1. Provide potential donors with applicable administrative regulations.
2. Counsel potential donors on appropriateness of gifts.
3. Encourage individuals and organizations considering a donation to consult with the Superintendent before appropriating funds.
4. Acknowledge the receipt and value of any gift accepted by the school district.
5. Prepare appropriate means for recognizing or memorializing gifts.

Legal
[1. 24 P.S. 216](#)
[2. 24 P.S. 703](#)

4.4 APPENDIX D – BOARD POLICY 824 MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

Book Policy Manual

Section 800 Operations

Title Maintaining Professional Adult/Student Boundaries

Code 824

Status Active

Adopted November 17, 2020

Last Revised January 18, 2022

Authority

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[\[2\]](#)

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults. [\[3\]](#)[\[4\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.

13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

Electronic Communications -

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non-district-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or Title IX sexual harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or

hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. **Obstruction** includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][19][20][21][22]

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

Legal

1. 24 P.S. 510

2. Pol. 818

3. 18 Pa. C.S.A. 3124.2

4. 24 P.S. 2070.9f

5. Pol. 103

6. Pol. 103.1

7. Pol. 815

8. Pol. 104

9. 23 Pa. C.S.A. 6311

10. Pol. 806

11. 24 P.S. 2070.9a

12. Pol. 317.1

13. 22 PA Code 10.2

14. 22 PA Code 10.21

15. 22 PA Code 10.22

16. 24 P.S. 1302.1-A

17. 24 P.S. 1303-A

18. Pol. 805.1

19. Pol. 317

20. Pol. 113.1

21. Pol. 218

22. Pol. 233

24 P.S. 2070.1a et seq

22 PA Code 235.1 et seq

23 Pa. C.S.A. 6301 et seq

4.5 APPENDIX E – WYASD PARENT CODE OF CONDUCT

PARENT/GUARDIAN ATHLETIC CODE OF CONDUCT AND EXPECTATIONS

“Every Student Every Day”

Interscholastic athletics are an integral part of the total educational program of the West York Area School District. The goal and purpose of the athletic program is to teach the student athletes the meaning and understanding of sportsmanship, commitment, fairness, sacrifice, teamwork and hard work. Additional goals include knowing how to win and how to lose, increasing the knowledge of the sport, developing a healthy lifestyle and skill development. Our athletic fields and gymnasiums are laboratories for learning. We ask all parents to support our efforts to help teach the goals of interscholastic athletics. Listed below are the guidelines and expectations we expect all parent/guardian(s) to follow to ensure our student athletes have a positive athletic experience. Parent/guardian(s) who are unable to meet these expectations may be unable to attend future athletic contests.

1. Support your child by being a positive listener, especially after a tough loss.
2. Avoid putting pressure on your child to start, score, or be the star of the team. Do not force an unwilling child to participate in sports. Children take part in organized sports for their own enjoyment, not yours.
3. Support the coach and administration in public around other parents and fans.
4. Avoid speaking negatively about the coach in front of your child. It may create a major barrier in the child’s hope for improvement in the sport.
5. Understand the ultimate purpose of athletics; it exists as an integral part of the total educational mission of the school and participation in athletics is a privilege and not a right.
6. Support the Core Values of West York Athletics:
 - D – Dedication
 - O – Ownership
 - G – Grace
 - S – Scholarship
7. Serve as a good role model for the students, athletes, and other fans. Children often learn best by imitating a good example.
8. Contribute to the booster club by volunteering to help with projects and committees.
9. Appreciate the educational opportunity your athlete is receiving in the athletic program. This includes the enormous time and effort provided by the coaches.
10. Display excellent sportsmanship at all times. Teach your child to always play by the rules and to be fair and honest with you and their abilities.
11. Show respect to everyone involved in the athletic programs – the coaches, athletes, fans, other parents, officials, security and administrators. Do not publicly question an official’s judgment or integrity. Don’t complain or argue about an official’s calls or decisions during or after an athletic event.

12. Follow the chain of command when you have a concern. Your athlete should speak to their coach first. The next step would be for you and the student-athlete to contact the coach to set up a meeting at a mutually convenient time. If you are not satisfied after meeting with the coach, please contact the athletic director to request a meeting with the student-athlete, coach, and yourself to discuss your concerns.
13. Express your concerns and questions in a courteous and civil manner and please do it at the right time and proper setting.
14. Avoid constant and chronic complaining.
15. Abide by the West York Area School District Code of Conduct, Drug and Alcohol Policy, eligibility requirements and team rules.
16. Understand the goals of the team and the athletic program are more important than the hopes and dreams you may have for your child.
17. Teach your child hard work and honest effort is more important than winning.
18. Be loyal to the school and team; put the best interests of the team above your child's personal glory.
19. Teach your child to live and play with class and to be a good sport. An athlete should be gracious in victory and accept defeat with dignity.
20. Support the concept of "being a student first". Commit your child to getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing sports on the professional level. Reinforce that colleges and universities will not recruit student athletes who do not have a serious commitment to their education.
21. Keep athletics in perspective – faith, family, fun and education are far more important.
22. PIAA by-laws dealing with athletic courtesy provide that any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.

We/I as (a) Parent/Guardian(s) have read the athletic department Parent/Guardian Code of Conduct and Expectation Document. We/I understand that a failure to abide by this document may result in our/my not being able to attend future athletic contests.

Student-Athlete(s) Name _____

Sport(s) _____

Parent/Guardian

Print _____

Signature _____

Date: _____

Parent/Guardian

Print _____

Signature _____

Date _____

4.6 APPENDIX F – SAMPLE BOOSTER BUDGET



Booster Club Name

Year

	BUDGET July 1 – June 30	ACTUAL-TO-DATE Oct 1
INCOME		
Concession Sales	\$ 1,000.00	\$ 500.00
Bake Sales	\$ 800.00	\$ 850.00
Coupon Book Sales	\$ 1,000.00	\$ -
Gift Wrap Sales	\$ 2,000.00	\$ -
Personal Donations	\$ 2,000.00	\$ 2,500.00
Grants	\$ 5,000.00	\$ 3,000.00
Dues	\$ 500.00	\$ 500.00
TOTAL INCOME	\$ 12,300.00	\$ 7,350.00
EXPENSES¹		
Field Trip grant	\$ 3,000.00	\$ -
Uniform grant	\$ 4,000.00	\$ 4,100.00
Awards	\$ 1,000.00	\$ -
Extra Instructor grant	\$ 2,000.00	\$ 1,000.00
Administration grant	\$ 500.00	\$ 250.00
TOTAL EXPENSES	\$ 10,500.00	\$ 5,350.00
Carry Over	\$ 1,800.00	

5 GLOSSARY

BEST PRACTICES

A set of guidelines, ethics, or ideas that represent the most efficient or prudent course of action in a given business situation.

Best practices may be established by authorities, such as regulators, self-regulatory organizations (SROs), or other governing bodies, or they may be internally decreed by a company's management team.

REQUIREMENTS

A thing that is compulsory; a necessary condition.

Requirements are conditions that may be established by the school board or state or federal laws that must be followed in order to maintain good standing.

