

Booster Rep Meeting



- *Introductions*
 - *Booster Funded Coaches Process*
 - *Annual Filing w/MN Att. General*
 - *Review Aspects of Brochure*
 - *Team Fees*
 - *Question/Answer*
-

Activities Dept. Info

- HOURS: 7:30am – 4:00pm
- Brian Peloquin – Activities Director
(651)444-6712
brian.peloquin@isd624.org
- Adrian Turner – Associate Activities Director
(651)444-6713
adrian.turner@isd624.org
- Lexi Brownlee – Activities Admin Assistant
(651)444-6714
alexis.brownlee@isd624.org
- Molly Murphy - Activities Finance Clerk
(651)444-6719
molly.murphy@isd624.org



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Booster Funded Coaches Process:

- 1 - Booster club and head coach work together to determine coaches desires and what the booster club can budget for
- 2 - Coach reports staffing with stipends to AD at preseason meeting
- 3 - AD emails head coach and booster president/treasurer the estimated donation request(Includes 15% for taxes)
- 4 - AD officially requests total donation from booster club by the end of the season
- 5 - Booster club cuts check to the district for the exact dollar amount



Legal Compliance for Booster Clubs:

Each Club will remain in good standing with State and Federal Laws to be recognized as a “Booster Club” by the district. To remain in good standing, each Club should obtain a Federal Taxpayer Identification number, a State Employer’s ID number and if appropriate, a State Seller’s Permit Number (Sales Tax). 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:

- 1) Become Incorporated in the State of Minnesota, develop bylaws and articles of incorporation, and follow requirements for operating as a nonprofit corporation.
- 2) Register with the State Attorney General’s Office as a charitable organization.
- 3) Request recognition from the IRS as an exempt organization by filing Form 1023.
- 4) 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



Legal Compliance for Booster Clubs:

All Booster Clubs - Secretary of State

- Save acknowledgement from the State in case you ever need to prove compliance
- Renewal is easy and required every year - Due Date December 31 for all non-profits
- Update address to new high school for 2025

Attorney General's Office - Charity Registration

- Only if your booster raises \$25k or more each year
- Report is pursuant to a resolution of the board of directors and must be signed by two officers
- Deadline is July 15 if fiscal year ends December 31 or the 15th day of the seventh month of fiscal year



Booster Clubs SHOULD:

- Volunteer time and raise money.
- Contribute funds to better enhance the team or organization's performance.
- Print promotional items like team schedules, programs, and yearbooks (subject to approval by the head coach/advisor/AD)
- Financially support the program by providing additional funding for coaches, staff, and event workers. - Organize team events, such team meals.
- 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.



Booster Clubs SHOULD NOT:

- Give coaches, paid or volunteer, the responsibility for handling the checkbook or credit card for the booster club of the activity in which those coaches are involved.
- Openly discuss or perform a performance review of the head coach/advisor or coaching staff.
- Review the performance of a coach/advisor funded by the booster club; staff evaluations are solely the responsibility of the school district.
- Openly discuss playing time issues.
- Ransom funding of the program in order to control the hiring or firing of the head coach/advisor or staff member.



Booster Clubs SHOULD NOT:

- Offer up a petition by booster club members to hire/fire a coach.
- Plan, organize, or attempt to implement an offseason 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.



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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.



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History, Current, and Future:

History:

- District covered \$500 for each program
- Very few booster clubs
- Many programs operated illegally

Current:

- Most programs have booster clubs
- District covers significantly more than ever before
- Finances for Athletics improving each year
- Most programs in compliance

Future Goal:

- District provides all the “essentials”
- Booster Clubs provide the “enhancements”
- One Booster Club



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Questions?
Open Forum



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