

## **RELATIONS WITH BOOSTER ORGANIZATIONS**

The Board of Education recognizes that extracurricular support groups, or “booster” organizations, provide important support to District schools, and can be a valuable means of stimulating community interest in activities of district schools. Booster organizations may be defined in two ways:

1. An organization created to foster community support and raise funds for a specific extracurricular activity (e.g., athletics, speech and debate, and/or musical groups); or
2. An organization created to foster community support and raise funds for the school’s general extracurricular program.

Parents and other interested members of the community who wish to organize a booster club for the purpose of supporting a specific school program are encouraged to do so, as long as the activities of the organization(s) do not interfere with the total educational program, or disrupt District operations in any way. To this end, booster organizations must fulfill the following requirements:

1. Be voluntary and support a specific school activity;
2. Submit a proposed schedule for activities on school grounds in advance to the Superintendent or designee for prior approval;
3. Obtain prior approval of the Superintendent whenever the booster club uses the name of the District, or any language suggesting that the District has endorsed, sponsored or otherwise approved of the organization’s activities;
4. Obtain advanced Board of Education approval for any use of school facilities and/or equipment, following procedures outlined in Board Policy No. 1330 (“Community Use of School Facilities”);
5. Avoid interference with the decision-making or internal operation of any student group;
6. Understand and respect the authority of District employees in the administration of their duties; and
7. Assume all financial responsibility for their organization, including but not limited to the provision of adequate insurance coverage, as appropriate.

A copy of each booster organization’s: (1) constitution; (2) by-laws; (3) annual budget; and (4) list of officers and/or board members with contact information must be submitted to the Superintendent or his/her designee before booster organization activities begin each year. Booster organizations should ensure that their constitutions contain a procedure for an annual financial accounting audit. The booster organization shall present to the Superintendent (or his/her designee) a copy of the booster organization’s annual financial accounting audit report.

Booster organizations are encouraged to incorporate and thereafter obtain from the Internal Revenue Service a tax determination letter pursuant to section 501(c)(3) as a non-profit charitable organization. Booster organizations shall also register with the New York State Attorney General’s Bureau of Charities. Booster organizations are responsible for their own tax or information filings and accountings and must obtain their own federal tax identification number. Booster organization funds are not to be comingled with student activity funds or other

### **Relations with Booster Organizations (Continued)**

District or school funds. Funds collected from a booster organization fundraiser or otherwise obtained by a booster organization must be deposited into the booster organization's bank account, which is maintained separate and apart from District accounts. Booster organizations should follow prudent financial management practices.

The District discourages any District faculty member, administrator, or other staff member from holding office in a booster organization or acting as a signatory on any booster organization bank account, including a checking account. A financial obligation incurred by a booster organization shall remain the obligation of the booster organization, and the District shall not assume any financial obligation of a booster organization.

If a booster organization wishes to make a contribution of money, service time, or tangible property (e.g. equipment or supplies), a representative of the organization should meet with the Superintendent and/or designee. The Superintendent and/or designee should identify the District's terms and conditions for accepting such gifts, and seek the Board's official approval before accepting or publicly announcing any such contribution. The Board may decline to accept a proposed donation if its acceptance and application would place the District in violation of Title IX.

Booster-proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extra-curricular school programs. Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

### **Fundraising**

Faculty members, school officials, or other staff members shall not facilitate the involvement of students in raising funds for supplies, equipment, buildings, land or services for use in the operation or maintenance of the educational program. However, the District recognizes the potential educational value in school-community interaction and cooperation and the occasional need for funds to operate or support extra-curricular and co-curricular organizations that might otherwise remain unfunded, underfunded or non-operational. Accordingly, the District establishes the following guidelines limiting the involvement of District resources, staff, and students in booster organization fundraising:

1. An adult liaison affiliated with a school district sponsored co-curricular or extracurricular organization or activity may cooperate with booster organizations and community agencies in raising funds and communicating information.
2. The distribution of materials related to a fundraiser is restricted to non-school hours.
3. Participation of students and staff in fundraisers must be on a voluntary basis and take place during non-school hours.
4. Financial donations may not be solicited from staff or students during school hours and/or during work hours. At no time may a staff member or student be pressured to make a contribution in any form whatsoever.

**Relations with Booster Organizations (Continued)**  
**Fundraising (Continued)**

5. Booster organization activities must be non-political, non-sectarian, and non-commercial.
6. Funds raised by a booster organization must be contributed in their entirety to the booster organization without rebate to any individual, school or school-sponsored organization.
7. Funds donated to any school-sponsored organization, extra-curricular activity or co-curricular activity shall be acknowledged and accounted for under the extra-classroom activity fund rules.

Adopted:

January 27, 2014

Revised:

May 23, 2022