

**SAUK RAPIDS-RICE  
PUBLIC SCHOOLS**



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# Booster Club Guidelines

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## Thank You

The School District appreciates the efforts and support of all booster clubs. Your contributions of time and money are critical to enhance opportunities for students.

This document establishes guidelines for communication between booster clubs and our activities program. It is a tool to improve relationships, clarify procedures and rules, and set the stage for a successful season.

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## Purpose and Function of Booster Club

A booster club is defined as a club that exists for the primary purpose of supporting and promoting school-based activities. Support is shown in many ways, including volunteering time, raising money, and contributing funds to increase our student's opportunities and improve their experiences.

**Internal Booster Clubs** are clubs that exist within the School District whose activities and funds are under the direct control of the School District.

**External Booster Clubs** are clubs that exist outside of the School District. These clubs operate as separate entities, control their own funds, and have their own bank accounts.

- Booster clubs play a key role in supporting Sauk Rapids-Rice Activities by providing enthusiastic support of the team or organization. The School District is very thankful for the positive contributions booster clubs provide to our programs.
- Booster clubs can financially support the program by providing event workers and volunteers. They can organize team events, such as pregame or postgame dinners or social events during the season.
- It is the responsibility of the School District to ensure that booster clubs operate within their defined parameters.

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## Booster Clubs MAY:

- 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/Activities Director).
- Financially support the program by providing additional funding for coaches, advisors, directors, and event workers.
- Organize team events, such as team meals.
- Listen to and work with the head coach, advisor, or director.
- Discuss as official business, any item that meets the definition or function of a booster club, as outlined under "Purpose and Function of Booster Club."

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## Booster Clubs SHOULD NOT:

- Openly discuss or conduct a performance review of the coach, advisor, or director.
- Review the performance of a coach, advisor, or director funded by the booster club. Staff evaluations are solely the responsibility of the school district.
- Openly discuss playing time issues.
- Withhold funding to the program in order to influence the hiring or firing of the coach, advisor, or director.
- Offer up a petition by booster club members to hire/fire a coach, advisor, director, or Activities Director.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach, advisor, or director.
- Discuss, as official business, any item that does not meet the definition and function of a booster club, as outlined on the previous page or in School Board policy.

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## Banquets

- The head coach, advisor, or director is responsible for all facets of the end-of season awards banquet. The head coach, advisor, or director may delegate these responsibilities to the booster club, but must approve the program and the agenda.
- The awards given out at the banquet are the sole responsibility of the head coach, advisor, or director.
- Awards programs or end-of-season banquets are expected to be alcohol free.

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## Advertising

- District 47 must approve all advertisements prior to printing programs for events. Please email or fax a copy of advertisements to the Activities Office for approval two weeks prior to printing.

Email Address: phillip.klaphake@isd47.org  
Fax number: 320-258-1714

- Advertisements for school activities should be consistent with School District values and policy.
- The School District reserves the right to remove programs that have not been approved or are not consistent with district values.

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## Fundraisers

- Fundraising is a necessary part of school activities today. The School District is thankful for the efforts of parents and booster clubs. All fundraisers must be in accordance with school district policy 511 "Student Fundraising" and approved by the School District. The fundraiser form can be found online at:

[www.isd47.org/storm](http://www.isd47.org/storm)  
or by request at 320-258-1779

- Booster clubs may offer a cash donation option for families in lieu of fundraiser participation.
- Membership on a team and/or playing time may not be affected in any way by the amount of money raised by a participant.

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## Food/ Concessions

All concessions must meet Minnesota Department of Health requirements. If you are providing concessions at School District events, please contact the Activities Office for additional information and guidance.

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## MSHSL Basics

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- Booster club activities and fundraisers must be in compliance with MSHSL policies, including Title IX and student eligibility.
- Coaches are allowed to work with their teams only during the designated MSHSL season and the summer waiver period.
- No booster club member may recruit or encourage athletes from another school to transfer to District 47.
- Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic.

### Captains Practices

- No coaches are allowed, paid or volunteer, at captain's practices.
- Adult supervision by a SRR district employee is required at captain's practices and student participation may not be mandated or required.

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## Getting Started

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- The School District encourages all booster clubs to organize as a 501c3 Non-profit.
- Each booster club should have elected or appointed officers in accordance with 501c3 regulations. If a booster club is not set up as a 501c3 organization, the officers for the club should include a president, a treasurer, and a secretary.
- Prior to the first practice of each season, each booster club president must provide the names and contact information (address, phone number and e-mail) of each club officer to the Activities Director.
- Booster clubs should have meetings open to the public, follow a set agenda, and record minutes of each meeting.
- A representative of the School District (coach, advisor, director, or Activities Director) shall be notified of all booster club meetings.

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## Legal Compliance for Booster's

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- Booster clubs that are not set up as non-profits will need to demonstrate to the School District that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for-profit corporation, partnership or individual.
- Each booster club must remain in good standing with State and Federal Laws to be recognized as a "Booster Club" by the School District.
  - To remain in good standing, each **External Booster Club** should do the following:
    - Obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate,

a State Seller's Permit Number (Sales Tax).

- To comply with applicable charitable laws and fundraise in the State of Minnesota, the booster club will need to: become Incorporated in the State of Minnesota as a nonprofit corporation, register with the State Attorney General's Office as a charitable organization, request recognition from the IRS as an exempt organization by filing Form 1023, 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.
  - Provide the School District with a copy of the appropriate annual tax/ reporting returns filed with the appropriate Federal and State agencies.
- **Internal Booster Clubs** are prohibited from operating charitable gambling activities, including raffles. They may, however, participate in charitable gambling activities, including raffles, if organized and operated by licensed gambling establishments. In addition, all fundraising activities must be approved in accordance with School District Policy 511 "Student Fundraising."
- Booster clubs shall not keep individual fundraising accounts for students. All fundraising shall be for the benefit of the program as a whole. Please see IRS guidance on Exemption Requirements for 501c3 organizations.

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## Finances

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- The treasurer of the booster club should handle all funds and deposit funds into the authorized bank account.
- The treasurer's report should contain all transactions that took place prior to the meeting.
- Financial records of each booster club should be open to all members and the public.
- At no time should a paid coach or staff member have check writing authority.
- It is mandatory that two people be involved in the authorization and signing of any check.
- All purchases for students or the activity must go through the School District (see purchasing section).
- Two people should count money and provide the treasurer with a signed proceeds receipt.
- Sales slips, receipts, or invoices are required for all expenditures.
- Bank statements should be reconciled by the treasurer and reviewed by someone who does not have check signing authority.
- The School District has the right to request tax statements, receipts, expenditures, and balances.

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## Purchasing

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- Booster clubs wishing to purchase equipment for their activity must go through the Activities Office for approval in accordance with School District Policy 706 "Acceptance of Gifts." Booster clubs should not purchase equipment independently. When equipment is purchased with donated funds, it becomes the property of the school district.
- After the Activities Director has approved an equipment request, the booster club should donate the funds to the Activities Office, specifying its purpose. The Activities Office will then complete a purchase order to initiate the order. All equipment and supplies must be shipped to the School District address.
- Booster clubs should not order equipment directly or have items shipped to a home.
- The Activities Office cannot give out the School District's tax-exempt number.
- If a booster club is funding a coach or staff member, the funds must be donated to the School District prior to the start of the season. All coaches and staff members must complete new hire paperwork, and will be subject to School District employment policies and practices.

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## Billing to Booster Clubs

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- All transportation, fees, and equipment purchases must be approved by the Activities Director.
- Booster clubs may be billed for fees for tournaments or games, bus transportation, supplies or equipment by agreement between booster club leadership and the Activities Director.

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## Websites

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All booster club websites need to be linked to the School District Website and must keep appropriate and accurate content. Booster club websites must also comply with the School District's student data privacy policies.

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## Title IX Compliance

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Title IX regulations prohibit aiding and perpetuating discrimination by "providing significant assistance to any agency, organization, or person which discriminates on the basis of sex"

### Sauk Rapids-Rice Schools - ISD 47

1833 Osauka Road NE Sauk Rapids, Minnesota 56379  
District Office: 320-253-4703 or [www.isd47.org](http://www.isd47.org)