



# **A** VONWORTH **BOOSTER** **HANDBOOK**

**2025 - 2026**

## Table of Contents

<b>PURPOSE.....</b>	<b>1</b>
<b>DEFINITION.....</b>	<b>1</b>
<b>OVERSIGHT AND RECOGNITION .....</b>	<b>1</b>
<b>LIABILITY INSURANCE .....</b>	<b>3</b>
<b>FUNDRAISING.....</b>	<b>3</b>
<b>FACILITY USE REQUESTS .....</b>	<b>7</b>
<b>FINANCIAL GUIDELINES .....</b>	<b>7</b>
<b>ADVERTISING AND MARKETING GUIDELINES.....</b>	<b>9</b>

## **PURPOSE**

The Avonworth School District recognizes and values the essential role that booster and support organizations play in supporting district-sponsored programs. These groups, comprising parents and community members, enhance student experiences by providing both services and financial support.

While booster and support organizations are not officially affiliated with the district, their efforts must align with the district's philosophies, educational objectives, and board policies. The board is committed to maintaining a positive, collaborative relationship with all such organizations, including booster clubs, club sports groups, and parent-teacher organizations.

To support this partnership and ensure consistency with district goals, the following guidelines have been established to assist booster and support organizations in their contributions to our programs.

## **DEFINITION**

Booster clubs and support organizations are defined as groups that use the name of the school district or any of its schools or programs and directly impact curricular or extracurricular programs operated by the schools. When employees, students, or board members act on behalf of a booster club or support organization, this policy will apply.

These organizations include, but are not limited to, athletic and non-athletic programs, as well as interscholastic, co-curricular, and extracurricular activities. Examples include booster clubs, club sports, and parent-teacher support organizations such as PTO, PTS, and C-PAT.

This policy does not apply to youth organizations sponsored by a municipality.

## **OVERSIGHT AND RECOGNITION**

It is the responsibility of the superintendent and board to recognize booster clubs and support organizations and approve their activities on an annual basis. Only those organizations approved by the board will be recognized by the school district.

Additionally, booster clubs and support organizations must adhere to all board, district, and statewide rules (including WPIAL and PIAA), bylaws, and policies to maintain good standing with the district. Failure to comply will result in the loss of board recognition and, subsequently, the right to utilize or access school facilities and the district name. Booster clubs and support organizations do not have any authority over any school district employee.

## **CHAIN OF COMMAND**

Concerns or issues from members of boosters or support organizations should first be directed to the organization's board of directors, then to the coach or sponsor, and finally to the athletic director. The district is not responsible for the actions of booster or support organizations and will only serve as an intermediary when necessary. Booster and support organizations should be involved only in matters related to the function of their group, not in decisions related to the team, coach, or program itself.

### **ROLE OF THE COACH OR SPONSOR**

Effective communication between the coach or sponsor and booster or support organization is essential for the smooth and efficient operation of all district programs. The head coach or sponsor of each program is encouraged to attend booster meetings and be involved in any decisions that impact their program. Boosters must respect the direction and wishes of the head coach or sponsor.

- The head coach or sponsor is responsible for overseeing their program in its entirety. They should be included in the organization's agenda, voting, and proposed amendments, and invited to attend meetings regularly.
- Boosters function as a support branch of the overall program. They should work closely with the coach or sponsor, seeking their input on the program's needs and providing as much assistance as possible.
- Any initiatives by boosters should be pursued in collaboration with the coach or sponsor. Concerns or complaints must be directed first to the coach or sponsor. This ensures that the group's role remains to enhance the program with the explicit approval of the coach or sponsor.

### **INITIAL RECOGNITION**

To be recognized by the district, booster and support organizations must attend the annual Athletic Director's Booster Meeting and submit a signed Acknowledgement Form indicating their acceptance of these guidelines. Authorized officers of the organization must sign this form annually and commit to conducting themselves in a manner consistent with the philosophies, goals, and objectives of the district.

Only those booster and support organizations that receive official district recognition will be eligible for the cooperation and support of the district in connection with the programs they support.

In addition to these requirements, all booster and support organizations seeking district recognition must:

- Submit a copy of their bylaws to the Athletic Department. These bylaws should include membership criteria, officer roles, election procedures, meeting schedules, and other relevant organizational matters. Bylaws should be reviewed and updated annually as needed.

- Agree to comply with all district policies, guidelines, and the Avonworth Athletics Handbook, as well as the rules and regulations of the PIAA, WPIAL, and any other governing bodies that oversee the program the organization supports.
- Obtain a tax identification number and comply with all applicable IRS regulations.

### **RECOGNITION RENEWAL**

All booster and support organizations shall operate on a fiscal year basis, beginning July 1 and ending June 30. At the end of each fiscal year, a financial statement detailing revenue, expenditures, and bank account balances (beginning and ending balances) must be submitted to the Athletic Department using the district's official form.

A current copy of the organization's bylaws must be resubmitted to the Athletic Director annually. Additionally, any newly elected officers must sign and submit a written agreement to comply with all district policies and guidelines, WPIAL/PIAA rules and regulations, and the regulations of any other relevant governing body.

### **VIOLATIONS**

Any booster or support organization that violates these guidelines, or the rules and regulations of the PIAA or other applicable bodies, may have its recognition suspended or revoked. Organizations that fail to comply will lose their status as a recognized support group.

### **LIABILITY INSURANCE**

While students participating in school activities are covered under the district's insurance policy, booster and support organizations and their officers are not. As such, it is required that these organizations purchase their own insurance policy to protect both the group and its members. Policies tailored for public school boosters are available and should be considered to ensure proper coverage.

### **FUNDRAISING**

All fundraising activities conducted by booster or support organizations must be approved in advance by the director of athletics. A request form must be submitted, and approval must be granted before any fundraising begins. It is recommended that fundraising requests be submitted at the beginning of the fiscal year when budgets are being prepared. Fundraising will only be approved if the organization is in compliance with all requirements outlined in this handbook. [The Fundraising Request Form can be found here.](#)

### **APPROVED FUNDRAISING PURPOSES**

Fundraising may be permitted for the following purposes:

- To supplement equipment, supplies, and programs for interscholastic, co-curricular, and extracurricular programs, with the advice and approval of the designated administrator

- To support student scholarships
- To support individual school programs, with the approval of the designated administrator
- To provide other types of approved activities, as authorized by the designated administrator
- To support recognition banquets and awards (see specific guidelines below)

### **GENERAL GUIDELINES**

- Students may not be required to participate in fundraising and may not be penalized for opting out
- Non-secondary students are not permitted to engage in door-to-door fundraising
- All advertising must comply with district policy and administrative guidelines
- Booster and support organizations must follow proper financial practices when maintaining and disbursing funds
- Organizations may not use the Avonworth School District tax-exempt number; groups must obtain their own tax-exempt status through the Department of State
- All local, state, and federal financial laws and regulations must be followed

### **STUDENT PARTICIPATION**

Students may only participate in fundraising if the following conditions are met:

- The organization has been officially recognized by the district
- The fundraising activity has received prior approval in accordance with district policy
- All students must have equal access to booster-sponsored benefits (e.g., banquets), regardless of fundraising participation. An exception may be made for field trips when a specific fundraising goal has been established and approved by the athletic office
- Students may not be asked to participate in fundraising until they are officially part of a team. Only current team members or those from the previous year's roster may participate
- The purpose of the fundraiser and the name of the booster organization conducting it must be clearly communicated to the community
- At least one district-approved coach or volunteer must be present at any fundraiser that involves the direct supervision of student-athletes

### **COMMUNICATION AND PAYMENTS**

When promoting a fundraiser, all payments must be made payable either to the boosters or directly to the vendor – not to the coach. This policy applies year-round, including during the off-season (e.g., camps or training sessions). It must be clearly stated that all proceeds benefit that organization.

### **BUY-OUTS**

The practice of offering a “buy-out” (a monetary donation in place of participating in a fundraiser) is permitted under the following conditions:

- No student or family may be required to contribute money to a booster or support organization
- If a donation or fee is requested, the communication must clearly state that it is voluntary and that there are no penalties for not contributing
- No dues or mandatory fees of any kind are permitted
- Public acknowledgment of participation in fundraising or donations is not allowed, in any form

### **CONCESSION STANDS**

Concession stands are jointly operated and shared by booster and support organizations. Any organization wishing to operate a concession stand for its program’s events must request approval and coordinate scheduling through the athletic department.

### **CAMPS AND CLINICS**

Booster and support organizations may sponsor camps or clinics for Avonworth students in grades K–12. The district recognizes that instructors or coaches may be compensated for their time; however, the organization must retain at least 50% of all profits, meaning total compensation for instructors/coaches may not exceed 50% of the proceeds.

All camps and clinics must also comply with the district’s Facility Use Guidelines and all other applicable provisions outlined in this handbook.

### **TOURNAMENTS**

Any tournaments held during the WPIAL/PIAA regulated season will be fully managed by the district. This includes handling registration fees, admission fees, payments to officials, and other related expenses.

Booster and support organizations may be allowed to use concession stand sales from the tournament as a fundraiser, provided they receive proper permission (see the concession stand section).

Booster and support organizations may also coordinate and collect all tournament revenues (such as registration and admission fees), as long as the district is reimbursed for all expenses incurred related to the tournament.

### **SMALL GAMES OF CHANCE**

Booster and support organizations may conduct small games of chance only as permitted by the Pennsylvania Small Games of Chance Act and under the following conditions:

- The organization must be recognized by the board and fully compliant with all district booster and support organization policies.

- The organization is responsible for obtaining the appropriate permit, as required by state law. More information and the application form can be found at: [Games of Chance Application Form](#)

### **DONATIONS TO THE DISTRICT**

The Avonworth School District may accept donations or contributions from booster or support organizations only with written pre-approval from the designated administrator and/or the board before any fundraising or spending occurs. All donations must comply with Title IX regulations.

To initiate a donation, contact the athletic director in writing with details of the proposed contribution.

### **Requirements for Donations**

- The written request must include:
  - Meeting minutes from the organization's vote to make the donation
  - A list of members who were present during the vote
- All donations exceeding \$5,000 must be approved by the Board of Education.
- Any donation or project involving district facilities or property must also receive prior board approval.
- Upon receiving payment from the booster or support organization, the district will handle the purchase of all new equipment or approved donations.
- All donated items become the property of the district.

### **Uniform Purchases**

Uniforms are purchased based on a rotation schedule and at the discretion of the athletic director. Booster or support organizations interested in upgrading uniforms must submit a written proposal, which will be reviewed by the athletic director and in collaboration with the coach or sponsor. While consideration will be given to each proposal, approval is not guaranteed.

Any non-personal items purchased by the booster organization for a team (e.g., team-wide apparel, equipment) are considered donations to the district and must follow all donation guidelines listed above.

### **SPECIAL EVENTS**

Senior Night and other special recognitions, such as youth night, will be coordinated by the booster or support organization with the approval of the athletics director. Boosters must request in advance to hold such events and must receive prior approval. As part of the request, boosters must submit the following items:

- An overview of the event with a detailed itinerary and special functions (announcements, meals, giveaways, raffles, etc.). Please note that announcements

must be submitted to and approved by the Director of Athletics before the event day.

- All biographies for senior night must also be submitted in advance and must be typed on the appropriate “Senior Bio Form.”
- Alcohol may not be provided by the booster/organization at any function at which students are present, including but not limited to banquets.

## **TEAM PICTURES**

- The district’s official school photographer and yearbook staff will have the opportunity to take pictures; however, there is no requirement to purchase photos from these photographers.
- Additional team pictures may be organized by the boosters if they choose. Once completed, photos must be electronically forwarded to the athletic department.
- Boosters may have one member at the field or court level during competitions to take photographs, with prior approval from the athletic director.

## **FACILITY USE REQUESTS**

Booster and support organizations must submit all facility use requests online through the District’s official portal at <https://www.avonworth.k12.pa.us/departments/building-and-grounds/facility-requests>. Requests should be made well in advance to ensure availability and proper approval.

## **FINANCIAL GUIDELINES**

### **FINANCIAL REPORTING**

All booster and support organizations must operate on a fiscal year basis, beginning July 1 and ending June 30. At the end of each fiscal year, organizations are required to submit a detailed financial statement to the athletic department using the district’s official form.

This statement must include:

- Total revenue and expenditures
- Beginning and ending bank account balances
- A detailed breakdown of income and expenses by category, with supporting documentation

### **Income categories include**

- Dues (with records of individual amounts and dates)
- Fundraising (including revenue, costs, and net proceeds)
- Donations (donor names, amounts, and dates)
- Sponsorships (sponsor names, amounts, and dates)

### **Expense categories include**

- Travel (e.g., transportation costs)

- Uniforms (game and practice gear)
- Supplies and equipment
- Facilities (repairs, improvements)
- Coaching staff compensation (stipends or gifts)
- Athletic trainer compensation
- Other expenses not covered above

Organizations must maintain accurate financial records and provide appropriate backup for all transactions.

### **Financial Responsibilities**

- Organizations are responsible for all funds raised and should maintain bank accounts with at least two authorized signers to ensure accountability.
- Booster/support organizations must obtain their own federal tax identification number and comply with all IRS regulations.
- Use of the Avonworth School District’s tax-exempt identification number is strictly prohibited for any booster/support organization activities.
- Coaches are not permitted to handle money or engage in financial transactions involving booster/support organization funds.

### **Financial Controls**

- Handle as little cash as possible. When cash is collected, it should be counted and recorded by at least two people immediately after events.
- All checks must be endorsed immediately with “For Deposit Only” and deposited promptly.
- Use pre-numbered checks stored securely; all disbursements require two authorized signatures, and payments must be supported by original invoices.
- Maintain accurate ledgers with transaction dates and reconcile bank statements monthly.
- Financial records must be reviewed annually by a qualified professional; audits are preferred.
- Standardized forms for deposits, reimbursements, and payments should be regularly updated and properly completed.

### **Raffles and Fundraising**

- For 50/50 raffles, maintain accurate daily records of ticket numbers sold, cash received, and prize amounts distributed.

### **INTERSCHOLASTIC ATHLETICS FINANCIAL REPORTING REQUIREMENTS**

- **Equity in Athletics Disclosure Act (EADA)**  
Organizations must report annual spending to the District using the appropriate form by **June 30** each year.

- **Commonwealth of PA Law – Act 82, Article XVI-C**

Starting with the 2013–14 school year, all school entities must annually report financial details including:

- Travel
- Uniforms (game & practice)
- Supplies & equipment
- Facilities
- Staff compensation (coaches, trainers)
- Miscellaneous items
- Contributions and in-kind donations from booster and support organizations, alumni, and others

### **TAX EXEMPTION GUIDELINES**

Booster and support organizations must obtain and maintain their own federal tax-exempt status and tax identification number. Use of the Avonworth School District’s tax-exempt ID number by any booster or support organization is strictly prohibited.

Organizations are responsible for complying with all federal, state, and local tax laws related to their fundraising and financial activities.

### **PERMISSIBLE AWARDS**

To maintain student-athlete eligibility, booster and support organizations must comply with PIAA and NCAA amateurism rules:

- A student is considered an amateur and eligible if they participate without receiving monetary or equivalent compensation
- Permissible awards from a non-profit organization (e.g., booster or support organization) or news media may include:
  - Apparel
  - Blankets
  - Watches, rings, scrolls
  - Carry-on or warm-up bags
  - Photos, medals, plaques
- The fair market value of any award may not exceed \$500.
- All awards must comply with:
  - PIAA By-Law Article II – Amateur Status and Awards
  - NCAA Amateurism Regulations
- The district provides varsity letter awards.
- For guidance on end-of-season gifts, see the PIAA Constitution and By-laws, page 11, Section 3: *Permissible Awards*.

### **ADVERTISING AND MARKETING GUIDELINES**

Booster and support organizations may engage in advertising and promotional activities in coordination with the district but must follow the guidelines below.

## **Signage**

- One sign listing all sponsors is permitted at each home event.
- The sign must be removed after the event.
- Size, design proof, and display location must be approved by the athletic director prior to purchase.

## **Announcements**

- All announcements must be submitted to and approved by the athletic department at least one day before the event.
- Announcements specifically promoting individual booster or support organizations will not be made at district-sponsored events.

## **Social Media and Online Communication**

Booster and support organization may use websites and social media platforms (e.g., Facebook, Instagram) to share updates and promote activities.

- All use must follow district policy 816: Social Media Guidelines.
- Parents must opt out in writing before the season starts if they do not want content related to their child posted.
- It is important to note that parents may opt out their child out from the school district sharing images and news related to their child. However, we cannot prevent media from attending public sporting events and taking photos or videos of our student athletes. Members of the media may request an interview at times. Student athletes may participate in an interview, however they are never required to do so.

## **Use of Logos and School Colors**

To maintain a consistent brand identity, all communications and merchandise must use only district-approved logos and colors. This applies to:

- Social media pages, websites, emails, and printed materials
- Signage, posters, letterhead
- Apparel including uniforms and spirit wear
- Organizations must review and follow the [district branding guidelines](#), available on the district website.
- Once the brand guidelines have been reviewed, please reach out to the district's athletic director and athletic secretary for design approvals and access to the logos.

## **Sponsorships**

Boosters and support organizations may pursue sponsorships within the following limitations:

- No sponsorships are permitted with sports medicine, physical therapy, or athletic training services.
- One sponsor sign per event is allowed.

- Sponsor-hosted special events (e.g., half-court shots) must be pre-approved by the Director of Athletics.
- Program ads and general sponsorships are permitted.
- District partnerships take precedence over any booster and support organization agreements.
- All sponsorship arrangements must be approved by the Director of Athletics.