

Buffalo Lake-Hector-Stewart Schools Policy #906
Booster Clubs and Booster Organizations

Purpose: This document is meant to be a tool used to better relationships, clarify procedures and rules, and set the stage for a successful school year.

1. Definition

Booster clubs and booster organizations (including PTAs, PTOs, etc.) are designed to encourage a positive relationship between a particular school and the community, and to help the school promote, recognize and raise funds for school activities.

1.1 The membership of booster clubs and booster organizations shall be primarily made up of parents and community members, though district employees may also be members.

1.2 Booster clubs and booster organizations shall have their own governing board, policies and accounting records, separate from the school or school district.

1.3 The school Superintendent or designee shall maintain a close relationship with booster clubs and booster organizations associated with his or her school.

2. Fundraising

2.1 Booster clubs and booster organizations may use a school's name, mascot and/or logo in fundraising activities, with the permission of the school Superintendent.

2.2 Any booster club or booster organization fundraising activities done in the name of the school must be approved by the Superintendent or designee, in accordance with District Policy 906, District-Community Relations, and District Regulation, Distribution of Materials and Information to Students.

2.3 Booster club and booster organization funds must be collected and maintained by the club or organization and kept separate from district funds and from student activity funds.

2.4 Booster clubs and booster organizations may not use the district's tax exempt status or tax identification number.

2.5 Membership on a team and/or playing time is not affected in any way by

the amount of money raised by a participant and/or participant's parents.

3. Donations to the School or District

3.1 All donations from booster clubs and booster organizations to a school or the district shall go through district-approved procedures.

3.2 Employees should make requests through their Superintendent to the booster club or booster organization for specific donations.

3.3 To donate funds or real property to the school district, the group will bring the gift to the [designated school district office] with a written statement describing any restrictions on the use of the gift. The gift will be held pending school board acceptance of the gift and any accompanying restriction(s). When accepted, the gift becomes the sole property of the school district. The school board may decide to not accept the gift and it will then be returned to the group. The school district controls the entire employment process: authorizing a position; hiring; employment; and termination. If a group offers a gift of funding for a specific school district staff position, the position must be approved by the school district and the funds deposited with the school district prior to the start of the hiring process. The group will not participate or influence any portion of employment process. A gift and subsequent hiring of the position for the school year does not imply an ongoing authorization of employment for future school years. The school board can decide at any time to discontinue the position. Groups are reminded that school districts must comply with the requirements of Title IX of the Education Amendments of 1972. School districts must maintain a mechanism relative to funding and gifts to ensure compliance with Title IX. This mechanism includes the denial of any gift.

3.4 If the group purchases the item without approval, the school board may not accept the item and the group will be responsible for the return or disposition of said item.

4. Liability

Schools shall not take action that would lead others to believe that the school is in charge of or has responsibility for a booster club or booster organization.

4.1 School employees shall not direct or manage a booster club or booster organization for their own school, but may provide advice, including on use of the school name, mascot and/or logo.

4.2 Schools shall require booster clubs and booster organizations to agree to abide by the parameters set in this regulation, including the following:

4.2.1 Booster clubs and booster organizations are not authorized to act as an agent or represent themselves as an agent of the school or district, and

4.2.2 Booster clubs and booster organizations may not use school or district letterhead to carry out their business.

4.2.3 Websites operated or maintained by booster clubs should not give the impression that the booster website is an official school website.

Adopted: 3/16/2026