Title: **Booster Organizations**
Code: 915
Book: Policy Manual
Section: 900 Community

Purpose

The Board and administration recognize the need for student support groups such as booster associations and parent associations in the operation of its athletic programs. The Board further recognizes the student-centered impact these groups provide and applauds the countless hours that members of these groups devote to enhancing the quality of curricular and extracurricular endeavors. Without the activities of these groups, the financial burden to district taxpayers is would be increased. Collaboratively, these activities should be consistent with the philosophy and objectives of the district and its Board policies. In this regard, equity principles and compliance benchmarks described in Title IX law and the Act 82 Interscholastic Athletic Opportunities Disclosure Form must be used to guide fundraising efforts and resource allocation decisions, of Pennsylvania Interscholastic Athletic Association (PIAA) recognized and sanctioned activities.

Authority

The School Board recognizes and declares that the role of the approved organization is to assist and support, but not to direct, interfere with, supplant staff, facilities or programs within the school district. It must be clearly understood by all organizational members that all school district sponsored activities are under the

control, direction, and supervision of the School Board through administrators or their designee.

Guidelines

The group president shall be required to meet with the Athletic Director annually to review the school district policies and procedures. The president will sign-off verifying attendance, acknowledgement, and understanding of the district rules and regulations presented at the meeting.

The building principal, head coach, or club advisor should have an active role in his/her respective group's organization and decision-making process.

The objective of the fundraising policy is to develop a clear, harmonious communication between these groups and the Board. This communication, based on clarification of roles and establishment of procedures, will ultimately provide the best programs for district students.

This policy affects booster organizations and parent/guardian organizations. These organizations are hereafter referred to as **group**.

Each group is required to submit an Annual Information Sheet to the Board by July 31st of each school year.

The information sheet of the group shall be completed in full and shall include:

1. The names, addresses, and telephone numbers of the group's president, treasurer, and secretary.

2. A specific statement that there will be no discrimination.

3. A beginning balance as of July 1 of the previous year for bank account.

4. An ending balance as of June 30 for the current year.

5. A list of transactions for the current school year.

6. A list of meeting dates for the upcoming school year, if possible.

No booster or parent/guardian group may provide salaries, wages or fees to coaches or sponsors of any PIAA recognized and sanctioned activity, who receive a district salary.

Any athletic or parent/guardian group's officers may not include any teacher, advisor or coach that the Board has hired to carry out that activity.

Groups under this policy must not pay any stipends, cash, or in-kind services and/or give gifts in excess of five hundred dollars ($500.00) in any one (1) school year to any school district non-compensated employee such as a volunteer coach or volunteer sponsor of any PIAA recognized and sanctioned activity.

Groups must follow appropriate accounting practices in maintaining and distributing funds. This includes, but is not limited to at least two (2) signatures on a check, a monthly treasurer's report that includes bank statement reconciliation and a defined process for the transfer of funds between members of the organization that includes documentation and signatures.

The athletic and parent/guardian groups shall name an FDIC insured depository bank or savings and loan association.

The athletic and parent/guardian groups shall submit an internal audit to the Board prior to July 31st of each year. The group's audit team shall be representatives of the organization excluding officers, advisors and coaches. Internal audit guidelines will be provided by the district.

The group must follow district policy when purchasing uniforms and other items that represent the Central Greene School District.

Elementary and secondary students are not eligible for membership in booster or parent/guardian groups.

Failure to follow this policy and related procedures will result in the disbandment of current officers, re-election of new officers, and funds being housed in a designated Central Greene School District account, with all expenditures being approved by the Athletic Director.

Activities will be coordinated through the respective building principals, Athletic Director and/or activities directors.

Each group's budget and all fundraising projects must be provided to the Board.

- Booster Club fundraising activities, which are carried out in the name of the school and involve students during school hours or at school-sponsored functions, must have pre-approval by completing the appropriate request form, and by being placed on the fundraising calendar.
- To ensure custodial and security services may be available, booster clubs must complete "Use of Facilities" form as required of all outside groups requesting use of school buildings and facilities for meetings and activities.
- Any equipment which would require installation, storage, or maintenance shall require formal acceptance by the Board. All items purchased by the boosters for the team (uniforms, equipment, or facility upgrades) become the property of CGSD.
- It must be made clear that a coach's role in the functioning of the booster club is solely in an advisory capacity. S/He should not be able to handle money or make purchases in the name of the booster club. Only the booster club shall control money or accounts of the booster club. Allowing a

coach to directly receive or manage funds is a conflict of interest and should be avoided.

- If a booster group is using signage representing the District or a school team, it must be approved by the Athletic Director or the Principal.
- Violation of Board policy could lead to revocation of the booster's organization's function in district activities. Booster Clubs are an extension of the District and can not act as a separate entity.
- Team equipment and uniforms are the responsibility of the district. Booster clubs must have permission to supplant the district's responsibility by purchasing equipment or uniforms. This guideline must be first cleared by the appropriate administration.

Adopted: **May 16, 2023**
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Last Reviewed: **May 16, 2023**

Legal References:

- 24 P.S. 510