

Booster Club Informational Meeting

Port Chester Rams

Board of Education Policy #1222: 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 the aims and activities of district schools. Booster organizations may be defined in two ways:
- 1. an organization which is 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 which is created to foster community support and raise funds for the school's general extracurricular program.

Board of Education Policy #1222: RELATIONS WITH BOOSTER ORGANIZATIONS (Continued)

- 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 such organizations do not interfere unduly with the total educational program or disrupt district operations in any way. To this end, booster organizations must follow these guidelines:
- 1. be voluntary and support a specific school activity;
- 2. submit an activity schedule in advance to the Superintendent of Schools or designee for prior approval;
- 3. seek advance Board approval for any use of school facilities and/or equipment, following procedures outlined in administrative regulation 1500-R, Public Use of School Facilities Regulation;
- 4. avoid interference with the decision-making of any student group;
- 5. understand and respect the authority of district employees in the administration of their duties;
- 6. seek advance Board approval for any fund-raising activities.
- 7. assume all financial responsibility for their organization, including but not limited to the provision of adequate insurance coverage, as appropriate; and
- 8. 100% of the proceeds realized by a School Partner in an approved fundraiser, less approved expenses, shall be solely to the benefit of the Port Chester-Rye UFSD to support academic as well as extra-curricular school programs (see policy 1510.1).
- 9. Each booster organization shall provide by July 15 of each school year to the Superintendent/designee a detailed financial report that includes:
- o A detailed list of all cash receipts with specific funding sources cited with running total
- o A detailed list of all disbursements and recipients with running total
- o A detailed list of all purchases with running total
- o Receipts for all purchases and disbursements
- o All detailed bank statements from the previous June through June 30 of the current year.

Board of Education Policy #1222 RELATIONS WITH BOOSTER ORGANIZATIONS (Continued)

- 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 first meet with the Superintendent/Designee. The Superintendent/Designee must identify the district's terms and conditions of accepting such gifts and seek the Board's official approval before accepting or publicly announcing any contribution.
- 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 by the Superintendent/Designee. Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.
- The Board retains final responsibility and authority on all activities which have an impact on students, the schools, school programs, and/or school-owned property.
- Revision/Adoption date: December 15, 2015

NYSED Regents Rule 19.6

- In accordance with New York State Board of Regents Rule 19.6, the Board of Education prohibits the direct solicitation of charitable donations from students on school property during school hours. Students shall not be directly asked to contribute money or goods for the benefit of charity during the hours in which they are compelled to be on school premises. “School hours” means the regular school day, from opening bell to closing bell, and includes homerooms, lunch periods and any other non-class time during the school day. This prohibition applies to solicitations by all school and non-school persons and organizations, including students, staff and school-related organizations, such as Parent Teacher Organizations (PTOs).

So…Why have a Booster Club?



RAISE MONEY FOR ENHANCEMENT OF STUDENTS' EXPERIENCES



PROVIDE A WORK FORCE FOR EVENTS



PROVIDE BRANDING & MARKETING PATHS TO THE COMMUNITY

What are the requirements to start and/or maintain a Booster Club?

- Notify the Coach, Athletic Office, School District
- Form a board of Trustees
- Open a joint bank account
- Later in development, file for 501 (c)(3) status & file IRS form 990

Booster Philosophy

1. Have both short- & long-term goals
2. Calendar annual events
3. Make a budget/goal for large ticket items
4. Keep an agenda & listen to feedback from players & coaches

Good practices for Booster Clubs

Have Financial Accountability:

- Build a budget
- Approve specific fundraising projects
- Do not use cash to pay bills
- Keep receipts
- Use accepted accounting procedures (always have two authorizing signatures on checks)
- Provide fiscal year records (July1 – June 30)
- Booster clubs cannot use the school districts tax exemption ID

Have open communication and transparency:

- At least 4 open meetings per year
- No closed meetings allowed
- Define roles of booster club representatives (President, VP, Treasurer, & Secretary)
- Have continuous open and active communication with the head coach and administration

Actions Booster Clubs **SHOULD** take:



Volunteer time



Raise money



Contribute funds to better enhance the team or organization's performance.



Listen and work closely with the head coach, as the head coach is the director of the sport program.



Print Promotional items (subject to approval by the head coach and the school athletic office).



Organize team events, such as pre- or post-game dinners or social events during the season.



Arrange to attend a meeting with the athletic director and provide an email and contact number to have on file in the high school athletic office at the start of the school year or once a change in the booster club has happened.



Discuss as official business any item that meets the definition or function of a booster club as outlined.

Actions Booster Clubs **SHOULD NOT** take:

- Openly discuss or perform a performance review of the head coach or coaching staff. Staff evaluations are solely the responsibility of the school district.
- Openly discuss playing time issues of students.
- Ransom funding of the program in order to control the hiring or firing of the head coach or staff member.
- Offer up a petition by booster club members to hire/fire a coach. This includes starting a hiring committee.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach, athletic director, or building administration.
- Make decisions on behalf of the coach or the program.

Resources and support for starting & maintaining a Booster Club

Parent Booster USA

Resources include- Operations, filing for 501 (c)(3) status, filing IRS form 990, fundraising, transition of club officers, template forms, & videos

https://parentbooster.org/resources

How do we start a fundraiser?

1

Notify the Coach & Athletic Office of your intentions

2

Fill out the School District fund raising form (found on the district website) & wait for approval by the district

3

Ask permission & availability for school district facilities (if needed)

4

Enlist booster club members, coach & team members as the workforce

What should we be fund raising for? What is our philosophy? What is our purpose?

Items the School District Provides

- The school district is obligated to provide student-athletes with the basic requirements needed to participate in the sport/event.
- The school district provides items such as team uniforms, equipment, transportation, & facility use.

Items Booster Clubs Provide

- Alternate uniforms, such as breast cancer awareness jerseys.
- Alternate warm-ups
- Alternate team apparel, bags, equipment
- Team, program, or district promotional items
- Senior Scholarships
- Team dinners and social events
- Other opportunities outside of the calendared season (camps, summer travel teams, bringing in professional technicians.)

Things to keep in mind when running a fundraiser in the community:

- Is the fundraiser event meaningful to the community? Understand your audience.
- Do not have students collect cash and/or money. Adults should always be the collection agents for the event.
- Does the fundraiser event give donors options for participating?
- Be mindful of the timing and calendared time of year in which you initiate a fund raiser.
- Try not to go to the same “sources” for donations all the time.

Allocating fund raiser money

Donations can be made to the school district by completing the school district donation form. All donations must be approved by the Board of Education. When a donation is made, the district owns the donated products.

Booster club purchases: The booster club can purchase items and directly distribute them to students on the team. If done, boosters cannot distribute items based on students' participation in the fundraising events. Equal distribution amongst students must occur.

Communication for Athletics

Communication is drastically important. Expectations and chain of command must be followed when information is needed. Following the lines of communication will make the process more meaningful and will provide for a positive meeting.

- All concerns from booster club members should be documented by the club secretary at scheduled meetings.
- Booster club board members should meet regularly with the head coach to address concerns.
- If the head coach cannot fully address club board members concerns, they should be brought to the attention of the athletic director.
- If the athletic director cannot address club concerns, they can be brought to the attention of the Board of Education at regularly scheduled meetings.

Communication for Athletics Continued

- It is encouraged that in person and/or virtual meetings be held with the head coach and/or athletic director to resolve conflicts.
- Be mindful that calls and emails should follow the expectations laid out by the lines of communication previously outlined.
- If emotions rise to an unreasonable level during any meeting or communication, it will be concluded immediately and rescheduled.

Developing Information

- The current Booster Club Authorization Form will be changed to provide more specific information about fund raising efforts.
- A shared Google Calendar will be created to annually calendar events making it easier to see potential overlap and provide opportunity to spread out events.

Summary

- Working together is essential to providing students with better experiences
- Communication and coordination are vital to setting fund raising efforts
- We thank you for your support and dedication to our programs!!

