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A VONWORTH BOOSTER HANDBOOK

2026 - 2027



FOREWORD

The Avonworth School District recognizes the vital role Booster Organizations play in enhancing the educational and athletic experiences of our student-athletes. Booster organizations provide invaluable volunteer service, financial support, and community engagement that strengthen our athletic programs while fostering school pride and tradition.

This handbook has been developed to establish clear expectations, promote sound financial practices, and encourage productive collaboration between booster organizations, coaches, administrators, and the school district. While Booster Organizations operate independently, they are expected to support the mission, values, policies, and educational goals of the Avonworth School District.

The success of Avonworth Athletics depends upon a strong partnership among our student-athletes, coaches, parents, booster organizations, and school administration. Every decision made by a Booster Organization should support the overall mission of our athletic program and place the educational experience of our student-athletes first.

We appreciate the countless hours our volunteers dedicate to Avonworth Athletics. Your commitment helps provide opportunities that extend beyond the classroom and contributes to a positive experience for every student-athlete.

Thank you for your continued support of Avonworth Athletics.

Nate Milsom

Athletic Director

Avonworth School District

Avonworth Athletics Booster Organization Handbook

<https://avonworthathletics.digitalsports.com/>

X(formerly Twitter) - @AvonworthA

EXCELLENCE THROUGH EDUCATION AND ATHLETICS

At Avonworth Athletics, we believe that education-based athletics are an extension of the classroom. Participation in athletics teaches leadership, accountability, perseverance, teamwork, sportsmanship, and integrity.

Booster Organizations play an important role in supporting these experiences by working collaboratively with coaches and the Athletic Department to enhance opportunities for our student-athletes.

Every decision made by a Booster Organization should be guided by one simple question:

"Is this in the best interest of our student-athletes?"

When booster organizations, coaches, parents, and school administrators work together toward a common goal, Avonworth Athletics continues to build a culture of excellence that benefits every student-athlete and every program.

DIGITAL RESOURCES

The Avonworth Athletic Department provides several online resources to improve communication, scheduling, livestreaming, and event management. Booster organizations are encouraged to use these official resources to stay informed and support our student-athletes.

Avonworth Athletics Website

<https://avonworthathletics.digitalsports.com/>

The official athletics website is the primary source for:

- Team schedules
 - Rosters
 - Scores and results
 - Athletic announcements
 - Directions to events
 - Athletic Department information
 - Forms and documents
-

Hudl Fan

<https://fan.hudl.com/usa/pa/pittsburgh/organization/18520/avonworth-high-school>

Hudl Fan provides livestreams and on-demand video for many Avonworth athletic events. Families, alumni, and community members can watch events from anywhere when livestreaming is enabled.

Booster Resources

The following forms should be used when applicable:

- [Fundraising Request Form](#)
- [Drone Usage Request Form](#)

Please submit all required forms to the Athletic Director before conducting fundraising activities or operating drones at athletic events.

CONTACT INFORMATION

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FUNCTION OF BOOSTERS

1. Purpose

The Board recognizes the support of organizations, such as booster clubs, club sports, and parent-teacher organizations, that enhance students' experiences. The Board aims to maintain a positive relationship with all such organizations and endeavors to ensure that the activities of these organizations align with the philosophy and objectives of the district and its Board policies.

2. Definitions

Booster Clubs and Support Organizations are defined as those organizations that utilize the name of the school district or any of its schools or programs, and directly affect 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 shall include, but are not limited to, athletic and non-athletic programs, as well as interscholastic, co-curricular, and extracurricular activities. These organizations include, but are not limited to, booster clubs, club sports, and Parent Teacher Support Organizations, including PTO, PTS, and C-PAT. This policy does not apply to youth organizations sponsored by a municipality.

3. Authority

It is the responsibility of the Superintendent/Board to recognize Booster Clubs and Support Organizations and approve their activities on an annual basis. Only those organizations approved by the Board shall be recognized by the school district. Additionally, Booster Clubs/Support Organizations must adhere to all Board, district, and state-wide rules (including WPIAL and PIAA), by-laws, and policies to maintain good standing with the district. Failure to comply shall result in the loss of Board recognition and, subsequently, the right to utilize or access school facilities and the district name. Finally, Booster Clubs and Support Organizations do not have any authority over any school district employee.

The Board does not assume any financial responsibility for a group and excludes itself from any liability a group may incur, except as follows:

It is the district's position that only when district-sponsored booster clubs or support organizations recognized and approved by the Board conduct events and/or activities that are individually approved using the district Use of Facilities form, under the direction of district personnel that volunteers from the above organization would be covered under the district's liability insurance. Additionally, activities or events held off district premises must be individually approved by the Board to be covered by district liability insurance.

4. Recognition

A booster organization, to gain recognition from the Board of School Directors, must:

- A. Present to the Board, through the Athletic Department, a set of bylaws or similar rules governing the activities of the organization. The bylaws or similar rules must be consistent with the philosophy, mission, and policy of the school district.
- B. Agree that it will comply with all district policies and guidelines relating to booster organizations, as well as with the PIAA and WPIAL rules and regulations, and any other governing body regulating the activity that the booster organization is organized to support.
- C. Booster organizations must turn in a yearly financial statement to the Athletic Office for compliance with the Act 82 Interscholastic Athletic Opportunities Disclosure Act.

For the purpose of this section, **year** shall mean the school year commencing July 1 and continuing to June 30 of the following year.

5. Violations

Should the Board deem that the efforts or activities of any booster/support organization are not in the best interest of the District and/or violate this policy or any PIAA/WPIAL rule or regulation, recognition of the booster/support organization may be withdrawn.

RECOGNITION

1. Initial Recognition:

To be recognized by the District, Booster/Parent Organizations need to acknowledge that they have attended the yearly Athletic Director's Booster Meeting and acknowledge with the signing of the Acknowledgement Form of its acceptance of these guidelines by having authorized officers of the organization sign these guidelines on an annual basis and conduct themselves in a manner that is consistent with the philosophies, goals, and objectives of the District. Only those Booster/Parent Organizations that have District recognition will be authorized and eligible to receive the cooperation and assistance of the District with respect to the programs which they support. In addition to the above requirements, all Booster/Parent Organizations seeking District recognition must:

- A. Have presented a set of By-Laws which set forth membership criteria, officers, elections, meeting schedules, and minutes, as well as other matters pertinent to the organization on file in the Athletic Department. Bylaws should be reviewed and updated each year as necessary.
- B. Agree to comply with all District policies and guidelines relating to Booster/Parent Organizations, as well as with the rules and regulations of the PIAA, WPIAL, and other governing bodies, which regulate the program for which the Booster/Parent Organization provides support.
- C. Obtain a tax identification number and comply with all IRS regulations.

2. Continued Recognition:

All Booster/Parent Organizations shall operate on a fiscal year basis, commencing July 1 and ending June 30. At the end of each fiscal year, a financial statement detailing revenue, expenditures, and bank account balances (from the start of the year and the end of the year) must be submitted on an official form to the Athletic Department. A copy of the bylaws must be resubmitted to the Athletic Director annually. Any new Booster/Parent Organization officers must also sign and submit to the Athletic Director the agreement to comply with all District policies and guidelines related to Booster Organizations, WPIAL/PIAA rules and regulations, and other governing bodies that regulate the program for which the Booster/Parent Organization provides support. Any booster/parent organization that violates these Guidelines, the rules and regulations of the PIAA, or any other governing body is subject to the suspension or revocation of the District's recognition. Organizations that fail to comply with this regulation will lose their status as a recognized support group.

EXPECTATIONS

1. Chain of Command:

Concerns or issues from members of Booster/Parent Organizations should first be directed to the Booster/Parent Organization's Board of Directors, then to the coach/sponsor, and finally to the Director of Athletics. However, the district is not responsible for the actions of the booster/parent organization and will only act as an intermediary on issues. The Booster/Parent Organization should only be involved in decisions related to the group's function, not decisions related to the team itself.

2. Role of the Coach/Sponsor:

Communication between the coach/sponsor and the Booster/Parent Organizations is vital for the smooth and efficient operation of any and all District programs. The head coach or sponsor of each respective program is encouraged to attend Booster/Parent Organizations meetings and should be involved in all organizational decisions that affect their respective program. Booster/Parent Organizations must respect the wishes of each respective head coach or sponsor.

- A. The head coach/sponsor of their respective program is in charge of overseeing the program in its entirety. The head coach or sponsor should be involved in the organization's agenda, voting issues, and proposed amendments. The coach/sponsor should be invited to attend meetings regularly.
- B. Booster/Parent Organizations are a branch of the overall program, and the coach/sponsor should work with them closely. The organization should seek input from the coach or sponsor regarding the specific needs of the program and provide as much assistance as possible.
- C. When a Booster/Parent Organization wants to move forward with an initiative, they should do so in conjunction with the coach/sponsor. If there are concerns or complaints, they should bring those issues directly to the coach or sponsor. This reinforces that the role of the group is to enhance the program, doing so with the express consent of the coach or sponsor of that program.

3. Athletics Handbook and Sportsmanship Code of Conduct:

Boosters, parents, and students should all be familiar with the Parent/Student Athletic Handbook and the Sportsmanship Code of Conduct.

PROCEDURES

1. Fundraising Procedures

All fundraisers operated by Booster/Parent Organizations must receive prior approval from the Director of Athletics. Requests for fundraisers must be submitted on the appropriate request form, and approval must be granted before the fundraiser begins. The best approach to this process is to submit requests at the beginning of the fiscal year when budgets are prepared. Fundraising shall only be approved if the Booster/Parent Organizations comply with all the requirements outlined in this handbook. Permissible fundraising activities shall be for the following purposes:

- A. Supplement equipment, supplies, and programs for the various interscholastic co-curricular and extracurricular programs within the school district with the advice and approval of the designated administrator.
- B. Support student scholarships.
- C. Supplement equipment, supplies, and programs for individual schools with the advice and approval of the designated administrator.

- D. Provide other types of activities with the approval of the designated administrator.
- E. Support recognition banquets and awards that meet the guidelines outlined below.

Guidelines

- A. Students are not required to participate in fundraising activities, nor are they singled out if they choose not to participate.
- B. Non-secondary students are not permitted to participate in door-to-door fundraising activities. All advertising must comply with district policy and administrative guidelines.
- C. Booster/Parent Organizations must adhere to proper practices in maintaining and disbursing funds.
- D. Booster/Parent Organizations shall not use the Avonworth SD tax-exempt number for purchases. Organizations that wish to have tax-exempt status must file with the Commission of Charitable Organizations, Department of State, as a charitable, non-profit organization to secure their own tax-exempt number.
- E. Booster/Parent Organizations are required to comply with all laws and pertinent financial regulations.

Student Participation

Students will not be permitted to participate in any fundraising activities unless the following requirements are complied with:

- A. The Booster/Parent Organization has been officially recognized by the District.
- B. The fundraising activity has been approved as required by the provisions of this policy.
- C. There are no restrictions on the participation of any student in the activities of the Booster/Parent Organization or benefits of the Booster/Parent Organization (i.e., banquets) if that student does not participate in fundraising. An exception may be made, with approval from the Athletic Office, in instances where a fundraising goal has been established to defray the costs associated with an approved field trip.
- D. No student(s) shall be required to participate in fundraisers before a determination is made that they are an official member of the team. Fundraising activities shall include only students who are on a team's roster or who were on the prior year's team roster.
- E. Students' participation in fundraising is contingent upon identifying to the community the purpose of the fundraiser and identifying that a specific booster organization is conducting the fundraiser.
- F. There must be at least one approved coach/volunteer (certified through the district) present at every fundraiser in which direct supervision of student-athletes is involved.

Communication

When advertising a fundraiser, all funds must be made payable to the specific sponsoring organization and must indicate that all proceeds from that fundraiser will benefit the sponsoring organization.

"Buy-Outs"

The practice of Booster/Parent Organizations offering "buy-out" opportunities in lieu of fundraising has become more prominent in recent years. The following guidelines are related to "buy-outs" or "donations" paid to Booster/Parent Organizations:

- A. There can be **NO REQUIREMENT** for any student and/or family to make any monetary contribution to a Booster/Parent Organization. If an organization requests a donation or fee, it must be communicated in writing that there is no requirement to contribute, that any money provided to the organization is strictly a voluntary donation, and that no penalties or ramifications will result from not contributing.
- B. In place of participating in fundraisers, students and parents may opt to provide a monetary donation. This must be done as a voluntary gesture with no requirements.
- C. Dues or required fees of any kind are not permitted.
- D. Public acknowledgement, of any form, related to participation in donations or fundraisers in any capacity is not permitted.

Camps/Clinics

Parent/Booster Organizations may sponsor or offer clinics and camps to Avonworth students K-12. As such, the District recognizes that camp instructors/coaches may be compensated for their instructional time. As such, the Parent/Booster Organization must retain a minimum of 50% of all profits from the camp (total compensation of instructors/coaches cannot exceed 50% of proceeds).

The camp/clinic must adhere to all other Facility Use Guidelines and provisions herein.

2. Donations to the District:

The Avonworth School District may accept donations or contributions with written pre-approval from the designated administrator and/or the Board before any fundraising or expenditure of funds. The District must ensure compliance with Title IX laws when accepting any donations. Contact the Director of Athletics in writing with any potential donations.

- A. The written request must be accompanied by the meeting minutes from the meeting at which the organization voted to make the donation, along with a list of members who were present.
- B. The Board of Education must approve all donations exceeding \$ 5,000. All facility/property-related donations/projects must also receive prior approval from the Board.
- C. The District will purchase all new equipment and donations upon receipt of payment from the Booster/Parent Organization. All donated items will become the property of the District.
- D. Purchase of Uniforms:
 1. Uniform purchases are made on a rotation cycle and at the discretion of the Director of Athletics. Booster/Parent Organizations interested in upgrading a sports team's uniforms must submit, in writing, a proposal for uniform upgrade and purchase. The Director of Athletics, in collaboration with the coach/sponsor, will review the proposal. Consideration will be given, but not necessarily granted, for each uniform upgrade proposal.
 2. Items of a non-personal nature, purchased by the booster organization, must be considered donations to the district's program and must follow the guidelines outlined above.

3. Small Games of Chance Rules & Laws:

Small games of chance or lotteries shall not be permitted, except as expressly outlined below, and as permitted by the Pennsylvania Small Games of Chance Act. For a Booster/Parent Organization to conduct small games of chance, the following must occur:

- A. The Board of Education must recognize the Booster/Parent Organization. To achieve such recognition, the booster organization must be in full compliance with all the provisions of the district's Booster/Parent Organization Policy.
- B. The Booster/Parent Organization is responsible for applying for any required permit pursuant to the state Small Games of Chance Act. [Games of Chance Application Form](https://www.revenue.pa.gov/TaxTypes/SGOC/Pages/default.aspx)

<https://www.revenue.pa.gov/TaxTypes/SGOC/Pages/default.aspx>

4. Concession Stands:

All concession stands are operated and shared by the Booster/Parent Organizations. All organizations wishing to operate a concession stand for their program's events must request, coordinate, and receive approval from the Athletic Department.

5. Tournaments:

Any tournaments held as part of a WPIAL/PIAA regulation season will be under full control of the District. This includes registration fees, admission fees, and payment to officials, among other expenses. The Booster/Parent Organization may be permitted to use the concession stand sales from the tournament as a fundraiser if proper permission is given (reference the concession stand section). Parent Booster Organizations may coordinate and collect all revenue

(registration fees, admissions fees, etc. so long as the District is reimbursed for all incurred expenses associated with the tournament.

6. Use of School Facilities:

Facilities Request Process

7. Special Events:

Senior Night and other special recognitions, such as youth night, will be coordinated by the Booster/Parent Organization with the approval of the Director of Athletics. Booster/Parent Organizations must request in advance to hold such events and must receive prior approval. As part of the request, Booster/Parent Organizations must submit the following items:

1. 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.
2. All biographies for senior night must also be submitted in advance and must be typed on the appropriate "Senior Bio Form."
3. Alcohol may not be provided by the booster/organization at any function at which students are present, including but not limited to banquets.

8. Team Pictures

1. Team pictures may be arranged and organized by the Booster/Parent Organization if they choose to do so. After pictures are completed, they must be electronically forwarded to the Athletic Department.
2. The District's school photographer and yearbook staff will also be provided the opportunity to take pictures, but there will be no requirement to purchase from these photographers.
3. Booster/Parent Organizations will be permitted to have one member of the organization at the field/court level during competitions to take photographs with prior approval by the Director of Athletics.

9. Drone Use

1. Booster organizations, volunteers, parents and individuals acting on behalf of booster organizations may not operate or arrange for the operation of drones on school district property or at district-sponsored athletic events without prior written authorization from the Superintendent or designee in accordance with Board Policy 719.
2. Booster organizations shall not independently hire drone operators for photography, videography, livestreaming, fundraising, or promotional purposes without receiving district approval prior to the event.
3. Any approved drone operation must comply with all applicable FAA regulations, district policies, and PIAA rules. Drone operations are prohibited over the competition surface, team areas, and spectator areas during interscholastic contests, scrimmages, and practices.
4. Failure to comply with this policy may result in the denial of future booster activities, removal from district property, and other actions deemed appropriate by the district.
5. The official [Drone Usage Request Form](#) is available on the Avonworth Athletics website and must be submitted sufficiently in advance of the event to allow for administrative review and approval.

FINANCIAL GUIDELINES

1. Financial Reporting:

All Booster/Parent Organizations shall operate on a fiscal year basis, commencing July 1 and ending June 30. At the end of each fiscal year, a financial statement detailing revenue, expenditures, and bank account balances (from the start of the year and the end of the year) must be submitted on an official form to the Athletic Department.

2. Recommendations

- A. Obtain a tax identification number and comply with all IRS regulations.
- B. Booster/Parent Organizations are responsible for all monies raised and should establish an account with a bank of their choice. It is HIGHLY recommended that all booster accounts have (at minimum) two (2) names on the account to provide a check/balance to the account.
- C. Coaches are not permitted to handle money or complete any financial transactions with Booster/Parent Organizations' funds.

3. Interscholastic Athletic Disclosures Act:

- A. The Equity in Athletics Disclosure Act (EADA) requires coeducational institutions that receive federal student aid to disclose extensive information about their athletic programs annually, and many of the disclosures track Title IX regulations. Part of the Act requires Booster/Parent Organizations to report annual spending to the district for inclusion in the report. This amount is due to the Athletic Department on the appropriate form by June 30 of each year.
- B. As per Commonwealth of PA Law-Act 82 Article XVI-C, beginning with the 2013-14 school year, all school entities will be required to collect and submit information – including financial categories of travel, uniforms (games & practice), supplies & equipment, facilities, coaching staff compensation, athletic trainer compensation, and other miscellaneous – pertaining to interscholastic opportunities, as well as non-school contributions and purchases, annually. This will include all funds provided by Booster/Parent Organizations, alumni, in-kind (estimated value) contributions, and any other individuals or groups that make a contribution or purchase for an interscholastic athletic team.

4. Tax Exemption:

By federal law, Booster/Parent Organizations are prohibited from using the school's tax-exempt ID number. Booster/Parent Organizations are encouraged to apply for their own tax exemption number. For application, please see the IRS Website.

5. Liability Insurance:

While students participating in activities are covered by the District's insurance, should an issue arise involving a Booster/Parent Organization, the District's insurance does not cover the group or its officers. As a result, Booster/Parent Organizations may consider purchasing an insurance policy designed to cover organizations such as public school Booster/Parent Organizations. Avonworth School District has its own insurance, and it is strongly recommended that Booster/Parent Organizations purchase their own policy to protect the organizations and their members.

6. Amateur Status & Permissible Awards:

To be eligible to participate in an Inter-School Practice, Scrimmage, and/or Contest, a student must be an amateur in the sport involved. An amateur student is one who engages in athletic competition solely for the educational, physical, mental, social, and pleasure benefits derived thereof and does not receive monetary or similar or equivalent compensation or remuneration for such participation.

- A. A student may accept, from a non-profit service organization (Booster/Parent Organizations) approved by the Principal of the student's school, or the news media, items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, with appropriate institutional insignia or comparable identification in recognition of the student's athletic ability or performance, and present the same at a time appropriate to such recognition. The fair market value of items provided to any such student may not exceed \$500
- B. Any and all awards distributed to student-athletes must comply with NCAA regulations for Amateurism and PIAA By-Law Article II – Amateur Status and Awards.
- C. The District will provide Varsity Letter Awards.
- D. To remain in the confines of the PIAA guidelines for end-of-season gifts, please see page 11, section 3, Permissible Awards in the [PIAA Constitution and By-laws](#).

ADVERTISING/MARKETING

1. Signage:

- A. Booster/Parent Organizations are permitted to display one (1) sign listing all of their sponsors at each home event.
- B. The sign must be removed after each event. Additionally, the size, proof, and location for display must be approved by the Director of Athletics before purchasing.

2. Announcements:

- A. All announcements must be approved by the Athletic Department at least one (1) day before the event.
- B. Individual booster/parent organizations sponsor announcements will not be made at District-sponsored events.

3. Social Media – Team Website, Twitter Account, Facebook Page:

- A. Booster/Parent Organizations may use electronic and/or social media and publications as a mode of communication.
- B. All procedures and guidelines outlined in Policy 816: District Social Media must be followed.
- C. Parents must opt out by the start of the season by providing written documentation to the organization if they do not wish to have content related to their child posted on the respective platforms.

4. Use of Logo/School Colors:

- A. The Avonworth School District requires consistent use of District-approved images. For the sake of consistency and to minimize distractions, all District Booster/Parent Organizations are required to use only approved logos in their related communication materials, which include, but are not limited to, social media pages, websites, emails, letterhead, posters, and signage. This applies to all apparel, including but not limited to uniforms and spirit wear.
- B. The [District's Branding Guidelines](#) should be reviewed and adhered to. Guidelines are available on the [District website](#).

5. Sponsorships:

Limitations on permissible benefits booster groups may offer to businesses:

- A. No sponsorships permitted with sports medicine, physical therapy, or athletic training services.

- B. Sponsor signage is restricted to one sign.
- C. Sponsor's special events (i.e., ½ court shot) must be pre-approved by the Director of Athletics before being confirmed.
- D. Program sponsors/ads are permissible.
- E. District partnerships will take precedence over any Booster/Parent Organization sponsorship.
- F. Permission must be secured from the Director of Athletics before any sponsorship agreement.

CHECK LIST (APPENDIX A)

- ☐ Annually provide a list of Booster club officers to the Athletic Department before any activities or meetings.
- ☐ Consider (strongly) insurance policy coverage.
- ☐ Confirm a current copy of Bylaws and/or Constitution is on file in the Athletic Department
- ☐ All officers must annually sign the Policy Acknowledgement Form (Appendix B).
- ☐ Provide the Athletic Department with the Financial Statement before the start of activities.
- ☐ Secure Small Games of Chance eligibility (by obtaining a Small Games of Chance license) for 50/50 raffle and other similar games of chance.
- ☐ Get pre-approval for all fundraising activities from the Athletic Department (Appendix F)
- ☐ Get pre-approval for all signage before production.
- ☐ Get pre-approval for all poster and/or apparel branding (logo/artwork).
- ☐ Get pre-approval for any facility repair, maintenance, and/or upgrade work.
- ☐ Get pre-approval for hosting a tournament on Avonworth School District grounds..
- ☐ Get pre-approval for all season-ending gifts before purchase and distribution.
- ☐ Provide meeting minutes to the Athletic Department.
- ☐ Provide the Athletic Department with Financial Accounting Summary Report at the conclusion of Booster activities (no later than July 15 annually).

ACKNOWLEDGMENT FORM (APPENDIX B)

Booster Organization (sport/activity):

We, the presiding officers of this Booster/Parent Organization, acknowledge that we have read the Avonworth School District Booster/Parent Organization Handbook in its entirety and confirm that we are in full compliance with all provisions of the Policy.

President _____ Date _____

Printed Name _____

Vice-President _____ Date _____

Printed Name _____

Secretary _____ Date _____

Printed Name _____

Treasurer _____ Date _____

Printed Name _____

RECOMMENDED PROCEDURES TO MINIMIZE THEFT AND FRAUD (APPENDIX C)

RECEIPTS:

- Handle as **little cash** as possible
- Have more than one person count and record cash and checks from events and activities – preferably immediately following the event — **this is the role of the treasurer to coordinate**
- Endorse checks immediately with a “For Deposit Only” stamp
- Make all **deposits promptly** — deposits must be counted and separately verified the same day as the activity, and preferably forwarded to the Treasurer within 24 hours
- Retain copies of checks and other correspondence as backup
- Match bank deposit receipts to duplicate deposit slips, then match both to any backup documents
- Blank **checks** should be in the possession of the **Treasurer**, and **no pre-signed checks**.

DISBURSEMENTS:

- Use pre-numbered checks and secure unused checks
- Do not permit checks to be written to “cash.”
- Require two signatures on checks – both people should review/approve the invoice and backup documentation
- Minimize the use of **cash** to pay expenses – if used, obtain a **receipt**
- Back up all disbursements with **original invoices** – do not pay from statements
- Mark invoices “paid” with check number and date after checks are written

OTHER:

- Record **every** transaction into the ledgers as soon as they occur, and these transactions should be listed in the **original transaction date**
- The **Treasurer** must either perform the transaction or be immediately informed of the transaction. This means that all backup for purchases made by check or debit must immediately be given to the Treasurer, **without compiling several weeks’ or even days’** worth of receipts and submitting them in a batch
- Have bank statements reconciled or at least reviewed by someone other than the person who handles the receipts and invoices and/or records the transactions
- Reconcile bank statements promptly
- Prepare monthly reports for the organization that allow for easy understanding of transactions and the current financial position
- At a minimum, have records reviewed annually by a financial professional. Audits are preferred
- **Standard forms** for deposits, expense reimbursement, invoice payment and debit transaction verification should be reviewed, updated as necessary, and shared with all relevant organization members. They need to be properly filled out and signed when submitted.
- For **50-50 raffle sales**, must have accurate daily records of ticket #'s sold and cash received and distributed.

FINANCIAL REPORTING TEMPLATE (APPENDIX D)
(SAMPLE)

As per Commonwealth of PA Law-Act 82 Article XVI-C, beginning with the 2013-14 school year, all school entities will be required to collect and submit information – including financial categories of travel, uniforms (games & practice), supplies & equipment, facilities, coaching staff compensation, athletic trainer compensation, and other miscellaneous – pertaining to interscholastic opportunities, as well as non-school contributions and purchases, annually.

This will include all funds provided by Booster/Parent Organizations, alumni, in-kind (estimated value) contributions, and any other individuals or groups that make a contribution or purchase for an interscholastic athletic team. With this mandate in mind, the following financial reporting guidelines are provided to assist with all Booster/Parent Organizations' accounting:

For Revenue or Income (back-up is the key)

- List the source of revenue/income
- Dues (need records of each individual's donated amount & date)
- Fundraising activity (required documentation includes revenues, costs, and net proceeds)
- Donations (need records for each donation amount, source, and date)
- Sponsorships (need records of each sponsor's amount, source, and date)

For Expenses (back-up is the key)

- All expenses must be categorized under the following:
- Travel (includes, but is not limited to, charter bus costs, summer camp bus)
- Uniforms (includes, but is not limited to, practice gear, warm-up/travel gear)
- Supplies & Equipment (includes, but is not limited to, any purchases of supplies or equipment explicitly related to the respective program)
- Facilities (includes, but is not limited to, any equipment, repair, and/or services aimed at improving the respective sport facility)
- Coaching Staff Compensation (includes, but is not limited to, stipends provided to volunteer coaches, gifts provided to volunteer and/or district-paid coaches)
- Athletic Trainer Compensation (includes, but is not limited to, stipends provided to athletic trainers, gifts provided to athletic trainers)
- Other (includes any expense not categorized in the aforementioned categories)
 - For each expense, there must be itemized records of each expense, amount, date, and source.

List the source of expense as either Var, JV, JH, or MS

FINANCIAL REPORTING TEMPLATE (APPENDIX D)

INCOME

<u>Source</u>	<u>Description Date</u>	<u>Amount</u>	<u>Level</u>
DUES	<i>Ex: Varsity dues-Lewis family</i>		VAR
FUNDRAISER	<i>Ex: Car wash—July 12, 2012</i>		MS
DONATIONS	<i>Ex: Giant Eagle</i>		VAR
SPONSORSHIPS	<i>Ex: Excelsa Health—Game vs. Butler</i>		VAR
CONCESSIONS	<i>Ex: Pine-Richland-Sept.8, 2012</i>		VAR & JV-JH
APPAREL SALES	<i>Ex: Team sweats</i>		VAR
BANQUET	<i>Ex: Family costs</i>		MS
	TOTAL	\$TBD.00	

EXPENSES

<u>Source</u>	<u>Description Date</u>	<u>Amount</u>	<u>Level</u>
TRAVEL	<i>Ex: Charter bus to PIAA playoffs</i>		VAR
UNIFORM	<i>Ex: Shooting shirts</i>		MS
SUPPLIES/ EQUIPMENT	<i>Ex: Concession stand supplies</i>		VAR

FACILITIES	<i>Ex: Paint for dugouts</i>		VAR
COACH COMPENSATION	<i>Ex: Volunteer stipend for <insert name></i>		VAR & JV-JH

SENIOR BIO (APPENDIX E)

Player's Name _____

Player's Parents: _____

Escorted by: _____

Years of Participation in this sport (at Avonworth MS/HS): _____

Other Sports/Hobbies/Academics:

Future Plans: _____

Accomplishment I'm most proud of (at Avonworth MS/HS):

Advice to Future Players:

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