

ADMINISTRATIVE REGULATION

EFFECTIVE: 07/17/00

REVISED: 07/31/03
 03/22/05
 08/15/07
 09/09/16
 08/04/17

SPRING COVE SCHOOL DISTRICT

915-AR-0

ADMINISTRATIVE RECOGNITION OF BOOSTER & PARENT TEACHER ORGANIZATIONS

The Spring Cove School District recognizes and appreciates the support provided through school related organizations. In an effort to work better with these organizations and to avoid any confusion, the following procedures are established to define those groups that have “administrative recognition.” In order for these groups to be exempt from paying a facilities usage fee and to receive approval for fundraisers, the procedures listed below must be followed:

- A Request for **Administrative Recognition Form (915-AR-1)** must be filed in the Building Principal’s Office by September 15 of every school year, which will then be forwarded to the Business Office for School Board approval. Every group must have a President and Treasurer.
- The District employee coach/advisor and their family members may not serve as officers of the Booster group that supports that sport.
- All organizations must file a **Quarterly Report and Check Register Form (915-AR-2)** in the Business Office within 30 days following the end of each quarter (September 30, December 31, March 31 and June 30).
- All organizations must receive prior approval for all fundraisers by initiating the process with a **Request for Approval of Fundraiser Form (915-AR-3)** through the Building Principal’s Office. Fundraisers may start following receipt of the **Request for Approval of Fundraiser Form** as approved and signed by the Building Principal, Athletic Director, Business Manager, and Superintendent.
- Booster Groups with Administrative Recognition may conduct Small Games of Chance fundraisers to support extra-curricular activities provided they follow the guidelines established under the Small Games of Chance Act, 10 P.S., Sec. 311, et.seq. Information on the Small Games of Chance Act is available from the Treasurer’s Office located in the Blair County Courthouse. Small Games of Chance include:
 - Daily & Weekly Drawings
 - Punchboards
 - Pull Tabs
 - Raffles
 - 50/50 Drawings

- All organizations must file a **Post Fundraiser Report (915-AR-4)** through the Building Principal's Office within 30 days of the close of the fundraiser, which will then be forwarded to the Business Office for final approval. If the fundraiser was a Small Game of Chance, an officer of the organization will be responsible for maintaining records about the fundraiser for no less than two years.
- Revenues and expenses for these organizations may not be run through the Student Activity Funds or other School District Funds/Accounts.
- The School District's sales tax exemption may not be used for any purchases by these organizations.
- The School District recommends that this type of group establish audit procedures. At the very least, an internal audit is recommended. Internal audits can be as simple as day-to-day checking of receipts, invoices, and procedures, to be done by people not having responsibility for the actual work.