



Book	Policy Manual
Section	900 Community
Title	Booster Organizations/Parent Teacher Organizations
Number	915
Status	Active
Adopted	March 19, 2018

Purpose

The Spring Cove School District recognizes and appreciates the cooperation, encouragement and support given by booster organizations to various cocurricular activities operating in its schools. The Board further recognizes that the purpose of such groups is to support and enhance, not direct or supplant, activities of the athletic or extracurricular programs. It is necessary that all district-operated activities remain at the school level and under the control, direction and supervision of the Board through its professional employees.

Authority

It is the responsibility of the Superintendent and the Board to recognize school-related organizations and to approve their activities.

The Board shall encourage the development of a Parent Teacher Organization or similar group as long as there is no interruption of normal school procedure and participation is entirely voluntary.

Booster organizations do not have the authority to direct the duties of a school district employee. The schedule of contests, rules for participation, methods for earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.

Guidelines

Being the elected and responsible body for directing all educational and cocurricular programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to booster organizations.

In order to facilitate communications between the booster organizations and the school district, and to clearly identify the purposes of the booster organizations, the Board requires from each group a list of current officers, their telephone numbers, addresses, and email addresses, and a current statement of bylaws and objectives of the group. These documents must be submitted to the building principal annually as outlined in Administrative Regulation 915-AR-0. Lists of officers are to be submitted annually and objectives and bylaws should only be submitted when changed or amended.

Any equipment or uniforms that are purchased by a booster organization must be approved by the Business Manager, building principal, and Athletic Director in advance. Such purchases shall fall under the authority of and shall become the property of the school district. Personalized items and services provided by a booster organization to student participants or coaches must be approved by the building principal and Athletic Director prior to purchase.

When using any school facility or equipment for meetings, fundraisers, socials, banquets and other activities, booster clubs shall request permission of the building administrator to conduct such an event and shall coordinate the date of the event with the appropriate district administrator. A Facility Use Form must be completed, and approval must be received prior to the event.

The Board requires that activities and programs sponsored by booster organizations not be in violation of PIAA rules or other regulatory standards.

The Board does not assume any financial responsibility for a booster organization and excludes itself from any liability a booster organization may incur.

Booster organizations shall not use the district tax exemption number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.

Booster organizations that serve food must follow proper safety and hygiene guidelines for serving food, as outlined in publications published by the Pennsylvania Department of Agriculture, 2301 North Cameron Street, Harrisburg, Pennsylvania 17110.

Booster organizations should ensure that all proper licenses have been procured for proposed fundraising and activities. Proper documentation to this effect must be on file in the District Administration Office with copies forwarded to the appropriate building administrators.

Requests for fundraising activities will follow the guidelines of Administrative Regulation 915-AR-0 and shall be directed, in writing, to the building principal and approved by the building principal and the Superintendent. Fundraising activities shall conform to existing district guidelines.

Booster organizations with administrative recognition, as outlined under Administrative Regulation 915-AR-0, and defined as nonprofit civic and service organizations that support extracurricular activities, may conduct small games of chance on or off school property under the guidelines of the Small Games of Chance Act, 10 P.S. Section 311, et. seq. (Refer to Administrative Regulation 915-AR-0).

Last Modified by Karen Greenwood on March 29, 2018