

CHESTNUT RIDGE SCHOOL DISTRICT

SECTION: 900 COMMUNITY

TITLE: BOOSTER CLUBS AND
PARENT ORGANIZATION

ADOPTED: JULY 31, 2018

REVISED:

<p>1. Purpose</p>	<p>The Board recognizes and appreciates the cooperation, encouragement and support given by booster clubs to various co-curricular and extracurricular activities operating in its schools. The Board further recognizes that the purpose of booster clubs is to assist and support, but not to direct nor supplant, activities, music programs, curricula or athletic programs sponsored by the District. It is necessary that all District-operated activities remain under the control, direction and supervision of the Board through its professional employees and District personnel.</p> <p>The ultimate goal of both the booster clubs and the Board is to provide the best co-curricular and extracurricular programs to the students of the District.</p>
<p>2. Authority</p>	<p>Being the elected and responsible body for directing all educational, co-curricular and extracurricular programs and activities, the Board establishes the following policy guidelines for school booster clubs who provides direct or indirect financial support to a District co-curricular or extracurricular activity, its participants, its advisors or coaches or any combination thereof.</p> <p>Booster organizations do not have the authority to direct the duties of a School District employee associated with a co-curricular or extracurricular activity. The schedule of contests, competitions or events, participation and eligibility rules, methods for earning letters or awards and all other criteria dealing with co-curricular, extracurricular or athletic programs shall be under the jurisdiction of the District.</p> <p>Booster clubs are required to comply with these policy guidelines. Failure to comply with these policy guidelines and/or provide any required information outlined in this policy may cause the Superintendent to recommend the Board revoke the District's recognition of a booster club as an affiliated group.</p>
<p>3. Definition</p>	<p>For purposes of this policy, a booster club is any organization comprised of parents or community members created for the purpose of supporting an extra-curricular or co-curricular activity sponsored or created by the District, which has</p>

<p>4. Guidelines</p> <p>5. Organization</p>	<p>received formal recognition and approval from the Board.</p> <p>To initiate a booster club for a particular District-sponsored activity, the following process must be followed:</p> <ol style="list-style-type: none"> 1. Parents or adult sponsors must discuss their intent with the appropriate advisor, building principal or coach. 2. The coach or advisor must then discuss the request with the building principal and/or athletic director as appropriate. If supported by the activity's coach/advisor, the building principal and Superintendent or designee, a formal written request to establish a booster club must be submitted to the Superintendent for review and recommendation to the Board for final approval. <p>Each booster club shall conform to the following operational guidelines in order to obtain and continue to hold its recognized status.</p> <p>Booster clubs shall be governed by a published constitution and/or bylaws, which must be submitted to the athletic director (athletic organizations) or building principal (any activities/organization other than athletics) for review before any booster club may use the school facilities or the District's name for any purpose. The athletic director or building principal will make recommendations to the Superintendent or designee for Board approval. The bylaws/constitution of the organization should contain language that dictates:</p> <p style="padding-left: 40px;">The formal approval of the bylaws, or any changes thereto, by a majority Vote of the group it represents.</p> <p style="padding-left: 40px;">To annually adopt and approve a budget and Treasurer's Report.</p> <p style="padding-left: 40px;">Two (2) signatures are required on all booster club bank accounts for the disbursement of any funds.</p> <p style="padding-left: 40px;">Statement indicating that coaches and/or advisors shall not handle organization funds.</p> <p style="padding-left: 40px;">A process is in place for members to vote upon how funds will be used in order to comply with law.[1]</p> <p style="padding-left: 40px;">The criteria for membership and voting rights in the organization.</p> <p style="padding-left: 40px;">The completion of an internal audit of Treasurer's Report annually, along with an explanation of the mechanism for the completion of the same. (Note: This may be assigned through bylaws to a committee of the membership.)</p>
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<p>6. General Expectations</p>	<p>Equipment or funds become the property of the District should a booster club disband.</p> <ol style="list-style-type: none"> 1. Booster clubs shall complete the "Facilities Use Request" form as required of all outside organizations whenever requesting use of school buildings and facilities for meetings, activities and fundraising except for those school-sponsored events that are part of the approved school calendar. 2. A copy of the annual Treasurer's Report shall be provided to the District in meeting reporting requirements in law.[1] 3. All booster club gifts, including gifts of equipment, which require installation, storage, or maintenance by the District shall require Board approval. Any such gift donated shall become the exclusive property of the District. 4. Booster clubs shall not require any student to participate in fundraising activities or pay the equivalent for participation purposes. 5. It is the responsibility of the District to provide players/students with staff, equipment, uniforms, transportation, etc. necessary to a particular sport/event. However, any request to purchase equipment, uniforms or travel accommodations by a booster club for a co-curricular or extracurricular activity must be approved by the athletic director and building principal, in consultation with the Title IX Coordinator, in advance of the purchase. 6. The District will not be held responsible for any equipment, property or money owned by a booster club, which is lost, damaged or stolen. 7. The Board requires that activities and programs initiated and supported by booster clubs shall not violate the rules of the PIAA, NCAA or any other governing organization for the co-curricular or extracurricular activity or interscholastic sport, or otherwise result in the District being found in violation of said rules. The rules include, but are not limited to, providing gifts, trips and banquets for activity/sport participants. 8. Each booster club shall provide the following to the athletic director and/or building principal: <ul style="list-style-type: none"> - current copy of the booster club constitution, bylaws and any updates thereto. - Names of officers and their corresponding mailing addresses, telephone numbers and email contact information - A copy of its annual budget from July 1 to June 30, including booster club's name and date submitted. The budget shall be submitted one (1) month prior to the start of the organization's season. - Annual Treasurer's Report or external audit no later than ninety (90) days following the conclusion of the season, or June 30 if a year-round activity.
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<p>Fundraising</p>	<p>9. The District and the Board shall not assume any financial responsibility for a booster club, its debts or liabilities.</p> <p>10. Booster club shall not use the District's tax-exempt number for any purchases. Booster clubs should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization and that they shall follow any IRS State Reporting requirements.</p> <p>11. Students shall not be eligible for membership in any booster club.</p> <p>12. A coach's/advisor's role in the functioning of the booster club is solely in an advisory capacity and for final approval of what the booster group intends to purchase, i.e. color, items, etc. S/He should not 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 be responsible for management of funds is a conflict of interest and must be avoided.</p> <p>13. If a booster club contracts with any individual(s) or entity for services that take place on District-owned facilities, then that booster club shall carry a minimum of a one million dollar liability insurance policy, and must provide certificates of insurance to the Business Office.</p> <p>14. Booster clubs shall not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decisions of the coach, director, advisor, athletic director, building principal or Board.</p> <p>15. Final approval of all advertisements, including program ads, shall be at the discretion of the District Administration.</p> <p>16. Booster clubs shall not require members to pay dues for membership.</p> <p>A fundraiser is defined as an activity that solicits monies from the community through donation or a sale of a product or service. Booster clubs are adult organizations, which sponsor adult fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours without prior authorization from the building principal. Booster clubs may raise funds by food concessions and like activities with pre-approval of the building principal or athletic director as appropriate. Fundraisers that are incongruent with District philosophy will not be permitted.</p> <p>Booster club fundraising activities, which are carried out in the name of the school must have pre- approval by completing the appropriate request form.</p>
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<p>Small Games of Chance/Lotteries</p>	<p>Small games of chance or lotteries shall only be permitted, as expressly outlined below, and done in strict compliance with the Pennsylvania Small Games of Chance Act and any other applicable state or federal laws. In order for a booster organization to conduct small games of chance, the following must occur:</p> <ol style="list-style-type: none"> 1. The booster club shall obtain the required license pursuant to the Small Games of Chance Act. The booster club must file a copy of the appropriate license with the Business Office before a small games of chance/lotteries activity commences.[2]
<p>Camps and other Activities</p>	<p>If a booster club sponsors a camp and a District employee participates, or if a booster club hires or otherwise compensates a District employee for any purpose, these guidelines must be followed:</p> <ol style="list-style-type: none"> 1. The responsibilities of the employee and the booster club must be clearly defined as to purchases made, compensation paid and awards given. 2. Any District employee hired by the booster club is not permitted to handle any money or to make purchases in the name of the booster club. 3. All persons who work directly with students must receive the appropriate criminal background checks and child abuse clearances mandated by state

<p>Booster Club Compliance with Policy Guidelines</p>	<p>law and copies must be on file in the Business Office.</p> <ol style="list-style-type: none"> 1. Should any situation emerge between a booster club and the administration regarding management of any school-related activity, the Superintendent or designee shall resolve the issue within these established guidelines and Board policy. No booster club shall engage in any activity in violation of these guidelines. Further, in conducting its fundraising activities, booster club organizations shall comply with The Solicitation of Funds for Charitable Purposes Act that may apply to such activities. 2. Any individual within the booster club who has a concern with respect to any matter(s) pertaining to the booster club should address those concerns through its officers and membership. If there is no resolution at that level, the officers of the club may refer the concern to the building principal or athletic director as appropriate for review. If no resolution is achieved, the officers of the club may refer the matter to the Superintendent. 3. Violation of the Board policy could lead to revocation of a booster organization's function in District activities.
<p>Disbanding Booster Clubs</p>	<ol style="list-style-type: none"> 1. Should the Board determine that the activities of any booster club are in violation of the policy guidelines, or not in the best interest of the District, the Board's recognition and approval of the booster club may be suspended, withdrawn or terminated. 2. Should the booster club fail to submit the required financial reports or otherwise engage in financial mismanagement, the Board's recognition and approval of the booster club may be suspended, withdrawn or terminated. 3. A booster club may disband on its own accord by submitting in writing a "Request to Disband a Booster Club."
<p>Exclusion from Liability</p>	<p>The Board does not assume any financial responsibility for a booster club and excludes itself from any liability a booster club may incur.</p>
<p>Legal</p>	<p>1. 24 P.S. 1604 2. 10 P.S. 328.101 et seq 24 P.S. 511 61 PA Code 901.701 24 P.S. 1601-C et seq Pol. 707</p>