



Book	Policy Manual
Section	900 Community
Title	Booster Organizations
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Purpose

The Wilson School District Board of Education recognizes and appreciates the cooperation, encouragement and support given by booster organizations to various extracurricular activities operating in its schools. The Board further recognizes that the purpose of such groups is to assist and support but not to direct nor supplant activities, music programs, curricula, ~~the existing activity~~ or athletic programs. It is necessary that all district-operated activities remain at the school level and under the control, direction, and supervision of the Board of Education through its professional employees.

The ultimate goal of both the booster organizations ~~support groups~~ and Board of Education is to provide the best curricular and extracurricular programs to the students of the Wilson School District.

Authority

Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of Education sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster organizations. (24 P.S. 511)

Failure to provide any required information outlined in this policy will cause the Superintendent to recommend that the Board of Education revoke the District's recognition of said groups as an affiliated group.

Definition

For purposes of this policy, a booster organization will refer to any organization comprised of parents/guardians or community members who choose to support an extracurricular or co-curricular activity as defined by Act 82 Article XVI-C of PA Law following formal approval from the Board of Education. Parent-Teacher Organizations, Township, or Parks and Recreation youth organizations are not considered school booster organizations.

To initiate an organization for a particular activity, the following process must be followed:

1. Parents/guardians or adult sponsors must discuss their intent with the appropriate advisor or coach.

2. The advisor or coach must then discuss the request with the appropriate building principal and/or athletic director. If approved by the advisor/coach, building principal, and/or athletic director, a formal written request to establish a booster organization must then be submitted by the requesting organization to the Superintendent for recommendation to the Board of Education for final approval.

Guidelines

Each organization shall conform to the following operational guidelines.

Organization

The purpose of every booster organization shall be to provide supplemental support for the youth who are participating in the activity for which the organization as been formed.

~~Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of Education sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster groups:~~

~~To facilitate communications between the booster organizations groups and the school District, and to make clear to all concerned the purposes of the booster organizations, the Board requests from each group a list of current officers, their phone numbers, their addresses, and their e-mail addresses. In addition, to communicate the purpose of the booster organization, each group should provide a copy of their constitution, and a current statement of objectives or by-laws, and/or statement of objectives. of the group. This is to be submitted by July 1st of the current year or three (3) weeks prior to the start of the extracurricular season. Lists of officers are to be submitted annually; objectives and by-laws should only be submitted when changed or amended. For financial accountability purposes, each booster organization should provide an annual budget dated July 1-June 30, an annual treasurer's report or external audit, and an FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. All of this information is to be submitted to the appropriate building principal or athletic director by July 1st of the current year. Lists of officers, the annual budget, and the annual treasurer's report are to be submitted annually; constitutions, by-laws, and/or statements of objectives should only be submitted when changed or amended.~~

As stated, booster organizations shall be governed by a published constitution, by-laws, and/or statement of objectives in order to use the school or District name. The constitution, by-laws, and/or statement of objectives of the organization should contain language that dictates:

1. The approval of the constitution, by-laws, and/or statement of objectives by a majority of the group it represents.
2. An approved budget.
3. That two (2) signatures are required on all accounts for disbursement of funds.
4. A statement indicating that coaches and/or advisors shall not handle organization funds.
5. A process is in place for members to vote upon how funds will be used in order to comply with Act 82 Article XVI-C of PA law.
6. The criteria for membership and voting rights within the organization.
7. The mechanism by which an internal audit is conducted annually.
8. How the organization will disperse monies in the event the booster organization is disbanded (NOTE: equipment or funds become the property of the District should a booster organization disband).
9. How the organization will transfer monies and necessary documentation if/when the booster organization has a change in leadership.

1. ~~Requests for fundraising activities shall be directed, in writing, to the Extracurricular Director, reviewed by the liaison (coach, band director, etc.) to the booster group, and approved by the building principal and the Superintendent or his/her designee. Fundraising activities shall conform~~

~~to existing district guidelines. No student time during the school day shall be allowed for fundraising activities for any booster organization.~~

- ~~2. To avoid conflicting events and demands on students and school personnel, each booster group shall submit an annual proposed schedule of events to the Extracurricular Director, who will distribute copies to the building principal and staff liaison.~~
- ~~3. When using any school facility for meetings, fundraising, socials, banquets and other activities, booster groups must complete the "Facility Use" form and receive prior approval from the Director of Finance and Support Service.~~
- ~~4. Any equipment or uniforms that are purchased by a booster group must be Board approved in advance. Such purchases shall become the property of the school district.~~
- ~~5. The Board requires that activities and programs sponsored by booster groups not be in violation of PIAA rules or other regulatory standards.~~
- ~~6. Each booster group shall name an FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of the annual audit/treasurer's report shall be submitted to the Extracurricular Director at the end of each fiscal year and forwarded to the Board upon request.~~
- ~~7. Students are not eligible for membership in any boosters group.~~
- ~~8. The Board of Education does not assume any financial responsibility for a booster group and excludes itself from any liability a booster group may incur.~~
- ~~9. Booster groups shall not use the district tax free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable non-profit organization.~~
- ~~10. Current school policy states that the use of any facilities requires the user to provide Public Liability Insurance with limits of at least \$1,000,000 for each accident or occurrence and must name the Wilson School District as an insured. Evidence of such insurance must be submitted to the Director of Finance prior to the use of the facility, in the form of a certificate of insurance issued by an insurance carrier. The insurance policy shall state that the insurance may be cancelled only when thirty (30) days written notice of cancellation is given to the Director of Finance.~~
- ~~11. Violation of Board policy could lead to revocation of a booster organizations' function in district activities.~~

General Expectations

1. Booster organizations shall conduct their activities in a manner consistent with the District's Mission, Vision, and/or Guiding Principles. (Policy 123)
2. To ensure custodial and/or other necessary services, booster organizations must complete the "Use of Facilities" application as required of all outside organizations requesting use of school buildings and facilities for meetings, activities, fundraising, etc. and must receive approval from the District before using any such facilities. (Policy 707)
3. The aforementioned annual treasurer's report should assist the District in meeting Act 82 Article XVI-C reporting requirements.
4. All gifts donated to the District shall require Board approval. Any gift donated shall become the property of the District. Requests must be submitted and approved prior to purchase and/or donation to the District.
5. It is the responsibility of the District to provide players/students with staff, equipment, uniforms, travel accommodations, etc. as necessary for a particular sport/activity. Any request to purchase

- equipment, uniforms or travel accommodations by a booster organization must be approved by the athletic director, building principal, and/or Title IX Coordinator in advance of such purchases; and such purchases shall become property of the District.
6. The Board requires that purchase, activities, and/or programs initiated, supported, and/or sponsored by booster organizations shall not violate rules established by the NCAA, PIAA, District 3, BCIAA, and other governing organizations.
 7. The District will not be held responsible for any equipment that is owned by a booster organization and which is lost, damaged, or stolen.
 8. Booster organizations shall not use the District's tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable non-profit organization and shall follow all IRS and State Reporting requirements.
 9. Booster organizations cannot require any student to participate in fundraising activities or pay the equivalent for participation purposes.
 10. Students are not eligible for membership in any booster organizations.
 11. It must be made clear that a coach's/advisor's role in the functioning of the booster organization is solely in an advisory capacity and for final approval of what the booster organization intends to purchase (i.e. color, items, etc.). S/He should not make purchases in the name of the booster organization. Only the booster organization shall control money or accounts of the booster organization. Allowing a coach/advisor to be responsible for management of funds is in conflict of interest and must be avoided.
 12. Booster Organizations should not make payments of any kind to District coaches (both paid and volunteer). All payments to District coaches must be made by the District and approved by the Board.
 13. School policy states that the use of any District-owned facility (i.e. by any booster organization or individuals/organizations contracted by the booster organization) requires the use to provide Public Liability Insurance with limits of at least \$1,000,000 for each accident or occurrence and must name the Wilson School District as an additional insured. Evidence of such insurance must be submitted to the Facilities Scheduler prior to the use of the facility, in the form of a certificate of insurance issued by an insurance carrier. (Policy 707)
 14. Booster organizations 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 of Education.
 15. Final approval of all advertisements for program ads is at the discretion of the District Administration.
 16. Booster organizations cannot require members to pay dues for membership.

Fundraising

A **fundraiser** is defined as an activity that solicits monies from the community through donation or sale of a product or service. Booster organizations are adult organizations, which sponsor adult fundraising activities carried out in the name of the school. All fundraising activities shall conform to existing District guidelines. Students are not to be involved in fundraising activities during school hours without authorization from the building principal. Fundraisers that are incongruent with District philosophy will not be permitted. (Policy 229)

All requests for fundraising activities must receive pre-approval by completing the "Fundraising Activity Request Form" online. A master list of approved fundraising projects will be maintained in the appropriate administrative office.

Small Games of Chance/Lotteries

Small games of chance or lotteries shall be allowed as permitted by the Pennsylvania Small Games of Chance Act. In order for a booster organization to conduct small games of chance, they must apply for any/all required permits pursuant to the Pennsylvania Small Games of Chance Act. The booster organization must then file a copy of the appropriate permit with the appropriate building principal or athletic director before any small games of chance/lotteries activities commence. (61 PA Code 901.701)

Camps and Other Activities

If a booster organization sponsors a camp and a District employee participates, or if a booster organization hires a District employee for any purpose, these guidelines must be followed:

1. The responsibilities of the employee and the booster organization must be clearly defined as to purchases made, salaries paid, and awards given.
2. Any District employee paid for conducting or assisting with a camp or other booster activity must be paid through the District's payroll. An equivalent amount of salary and any related employer benefits must be deposited into the District's general fund in order to maintain cost neutral camps/activities.
3. Any District employee hired by the booster organization is not permitted to handle any money or to make purchases in the name of the booster organization.
4. All persons who work directly with students must receive the appropriate background clearances and copies must be placed on file with the District's Human Resources Office.

Compliance

1. Should any situation emerge between a booster organization and the administration regarding the management of any school-related activity, the Superintendent or designee shall resolve the issue within these established guidelines and Board Policy. No booster organization shall engage in any activity outside of these guidelines. Further, in conducting its activities, booster organizations shall comply with all state and federal rules, as applicable.
2. Any individual within a booster organization who has a concern with respect to any matter(s) pertaining to the organization and/or an employee should be required to process that concern through the officers and membership of the organization. If there is no resolution at that level, the officers of the organization may refer the concern to the building principal or athletic director as appropriate for review. If no resolution is achieved, the officers of the organization may refer the matter to the Superintendent.
3. Violation of Board Policy could lead to revocation of a booster organization's function in District activities.

Disbanding Booster Organizations

1. Should the Board of Education deem that the efforts or activities of any booster organization re not in the best interest of the District, the authorization to operate the organization may be withdrawn.
2. Should the booster organization fail to submit the required financial reports, the authorization to operate the organization may be withdrawn.
3. A booster organization may disband on its own accord by submitting in writing a "Request to Disband a Booster Club."

Exclusion From Liability

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

References

Last Modified by Mrs Regina Urso on February 9, 2018