

Book Policy Manual
Section 900 Community
Title Booster/Support Groups
Code 915
Status Active
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Definition

The term **Booster/Support Group** refers to any parental or community group that provides support to a District-related program. These programs include but are not limited to athletic and nonathletic extracurricular, interscholastic or co-curricular activities, including clubs (e.g. athletic and band boosters, theater arts support groups and other organizations). Township organizations are not considered Booster/Support groups.

Authority

The Board recognizes the significant value that Booster/Support Groups add to school-related programs and acknowledge that without the efforts of these organizations, their respective programs would suffer. However, the Board declares that the role of an approved Booster/Support Group is to assist and support, not to direct, interfere with, or supplant the staff, existing facilities or programs of the District. It must be clearly understood by all Booster/Support Group members that all District sponsored activities are under the control, direction and supervision of the Board of School Directors through building principals and their designee, and the Athletic Director. Booster/Support Groups do not have the authority to direct the duties of a school District employee and/or approved coach/sponsor volunteers.

In order to maintain good standing with the Board, all Booster/Support Groups that are recognized by the Board shall adhere to the established guidelines and policies. Failure to comply may result in the loss of Board recognition and, subsequently, the loss of the right to use or access school facilities, use of the District name and the ability to interact with the teams, clubs, groups and/or organizations of the District.

Only those Booster/Support Groups that have specifically and directly received recognition by the Board shall be eligible to be associated with the respective District activity that it supports.

Guidelines

Recognition

Parents/Guardians or adult sponsors must discuss their intent to form a Booster/Support Group with the Athletic Director or appropriate building principal. Thereafter, the administrative employee shall make a recommendation to the Board to approve or disapprove the Booster/Support Group. Action to recognize the Booster/Support Group will then take place at a public School Board meeting.

In order to gain and maintain recognition as an approved Booster/Support Group a Booster/Support Group must adhere to the following guidelines:

1. Ensure that the Athletic Director or building principal has a current copy of the organization's bylaws. These bylaws must, at a minimum, contain the following elements:
 - a. All financial decisions must be driven by and approved by the general membership through their vote. No sub-group of the organization should be allowed to authorize spending above a specified amount prior to the next meeting without approval of the membership. The bylaws must specify how often the above referenced dollar amount can be spent and over what period of time. (Example: \$500 over a month.)
 - b. District coaches/sponsors must serve as advisors to the organization and membership, not as decision makers in determining what the group will do or how it will spend its money, but to request what they need.
 - c. Define what constitutes a quorum of the organization's membership.
 - d. A nominating Committee shall consist of individuals who qualify as members of the organization. The Nominating Committee shall be selected by the membership. The slate of nominated officers must be presented to the membership for thirty (30) days prior to the vote. (In circumstances where the thirty (30) day notice presents a hardship, it

may be reduced with written permission received by the Athletic Director but in no case will the notice period be less than ten (10) days.) The Nominating Committee cannot consist exclusively of Executive Board members.

e. All checks written must have two (2) signatures - a signature of the Treasurer and a signature of another specified officer of the Executive Board.

f. Bylaw revisions/amendments shall be available to the membership for review for at least thirty (30) days prior to the membership vote. (In circumstances where the thirty (30) day notice presents a hardship, it may be reduced with written permission received by the Athletic Director but in no case will the notice period be less than ten (10) days.)

g. The Treasurer shall prepare a Treasurer's Report of financial expenses and Bill List for the membership for every regular meeting. Both reports must be formally approved by the membership and become a permanent record of the minutes.

h. Provide a format to advertise to the organization the agenda, date, time, and location for the upcoming regular meetings. Special meetings should be advertised at least five (5) days in advance.

i. When a code of conduct is referenced in the bylaws, the bylaws specify where the code of conduct can be found.

j. If specifically using Robert's Rules of Order, the most current edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered in the bylaws.

k. Major decisions including the election of officers, the budget, bylaw changes, election of a nominating committee, the Treasurer's monthly report and payment of expenses, determining a fundraiser, entering into a contract, and the annual audit report must be driven by a membership vote.

l. All booster groups must hold their regular meetings at the Upper St. Clair High School or other District facilities. This requirement does not pertain to banquets.

2. Forward to the Athletic Director or building principal a listing of current officers' names, phone numbers and emails prior to the beginning of the season. Any changes of officers must be reported to the Athletic Director within ten (10) days.
3. Prior to the beginning of the season, submit a copy of the organization's financial report to the Athletic Director or building principal that shall include a proposed budget for the forthcoming fiscal year with anticipated expenditures and revenues (including projected fundraising activities).
4. The Booster/Support Group President/Sponsor (or if unavailable, at least one (1) Board member) must attend an annual information meeting and/or verify an official review of guidelines to discuss policies and procedures for Booster/Support Groups.
5. Comply with all policies, rules and regulations of the District as well as all laws that govern the Booster/Support Group and P.I.A.A. guidelines, if applicable.
6. The Athletic Director shall be informed of meetings of the organization and the Director or designee may attend.
7. Each Booster/Support Group shall deposit all proceeds and receipts of the organization into an FDIC insured depository bank. Booster/Support Groups must follow appropriate accounting practices in maintaining and disbursing funds.
8. Booster/Support Groups shall not use the District tax-free number for purchases.
9. Must submit a year-end Treasurer's Report as set forth in this policy and copies of meeting minutes.
10. Communicate with all prospective members/parents/guardians at the first possible opportunity, prior to tryouts, if possible, explaining Booster/Support Group operations.
11. Prohibit the sale or consumption of alcoholic beverages and the use of any tobacco products at any and all Booster/Support Group functions on District property or at any club or organization-sponsored function at which students are in attendance.

12. Comply with District policies and administrative regulations on clearances required for volunteers.

Fundraising

Fundraising activities (activities that are intended to raise money for the Booster/Support Group) shall be processed through the sponsor/coach and the Athletic Director, and approved by the appropriate building principal. Forms are available in the high school Athletic Office. Approval of the Superintendent or designee will be required for direct involvement of students in fundraising activities.

1. Fundraisers must be approved before any tickets are handed out, fliers are posted, items are ordered, or sales begin.
2. All fundraisers will adhere to school policies and guidelines and not include sales or representation of alcohol or gambling, except as may be permitted by the Small Games of Chance Act.
3. Conflicts in scheduling activities will be resolved between the respective organizations and appropriate building principal/Athletic Director.

A master list of approved fundraisers shall be maintained in the Athletic Office.

Booster/Support Groups shall indemnify and hold the District harmless against any encumbrances made on behalf of the organization.

Any announcement and/or advertising of any event or activity shall clearly indicate that it is sponsored by the Booster/Support Group and not the school or District and comply with District policies.

The Booster/Support Group shall not require mandatory participation by students in any fundraising activity as a condition of participation in the school-sponsored programs.

All fundraisers must comply with applicable law, including but not limited to, the PA Solicitation of Funds for Charitable Purposes Act and the Local Option Small Games of Chance Act. [\[6\]\[17\]](#)

Service Projects/Charitable Activities

All Booster/Support Group service projects and/or collections (monetary fundraisers or requests for in-kind donations) for the benefit of a charitable organization, other than the Booster/Support Group, shall be processed through the Athletic Director if it involves a high school Booster/Support Group or the appropriate building principal if it involves a Booster/Support Group related to a building other than the high school. Approval of these projects remains at the building level and School Board approval is not necessary.

Year-End Treasurer's Report

Within a month after their respective banquet or no later than the last day of school for that school year, each organization shall submit a post-season financial report to the Athletic Director that includes the following:

1. An actual budget for the previous fiscal year with documented revenues and expenditures.
2. A statement confirming that its finances are in good standing and have been reviewed and submitted by the Treasurer that is signed by the President and Treasurer.
3. Any other form listing expenditures requested by the Athletic Director.

If this report is not submitted on time, the organization will not be permitted to begin the next school year's booster/support plan until the report requirements are completed.

Donations/Gifts to School

The Board recognizes that Booster/Support Groups contribute in a material way by providing services, supplies, equipment, etc., to the District and/or school District students. However, it is the school's responsibility to know what resources are coming into a program.

Booster/Support Group donations/gifts shall be made in accordance with District policy.

Booster/Support Group donations to individual athletic programs shall be made with the advice and approval of the Athletic Director. This is necessary to ensure equity among programs in keeping with the guidelines of Title IX

and to protect athletes from potential violations of P.I.A.A. and N.C.A.A. regulations concerning amateur gifts.[\[9\]](#)[\[10\]](#)

Booster/Support Group donations to nonathletic programs shall be made with the advice and approval of the appropriate principal.

Any gifts of equipment that would require installation, storage or maintenance shall require formal acceptance by the Board. Any such equipment donated shall become the property of the District. The Board reserves the right to decline any contribution, donation or gift offered by a Booster/Support Group if it believes that it is in the best interests of the District to do so.

Gifts to Athletes/Coaches

Any and all awards, gifts, or other items given to the participants of said programs must not violate the policies of the District, the P.I.A.A., W.P.I.A.L., or the N.C.A.A.

Gifts to coaches or other District employees must comply with District policy.

Any interest that shall yield directly or indirectly a monetary or other material benefit to any employee or volunteer is prohibited. However, sponsors and coaches are permitted to accept gifts of nominal intrinsic value.

Student Awards

Awards, trophies, or other forms of recognition provided by Booster/Support Groups shall be coordinated with the sponsor/coach of the organization and the Athletic Director for athletics, and the appropriate building principal for all other activities. Recipients are to be determined by utilizing criteria established by the Booster/Support Group.

Use of School District Facilities and Resources

Requests for use of District facilities and resources shall comply with District's Use of School Facilities policies and procedures (Policy 707).

No temporary modification of District structures or facilities may be made without the approval of the building administrator or facilities manager.

No permanent modification of District structures or facilities may be made without the approval of the Board.

Concession Stand Use

Booster/Support Groups involved in concessions at school events shall follow District guidelines for use:

1. Booster/Support Groups must receive the permission from the Athletic Director for use of the concession stand.
2. The group using the concession stand is responsible for cleanup of the facility.
3. Equipment must not be removed from the concession stand without permission of the Athletic Director.

Right to Privacy

Provisions of the Student Records Policy will prevail in making lists of students or parents/guardians available to support organizations. Organizational support groups are prohibited from providing vendors with directory information for telemarketing purposes related to fundraising.

Concerns

Concerns or issues of individual members of Booster/Support Groups regarding the team or athletic program or organization should follow the chain of command indicated below:

- Step 1 – Refer to bylaws
- Step 2 – Executive Board of Booster/Support Group
- Step 3 – Coach/Club Advisor
- Step 4 - Athletic Director
- Step 5 - Building Principal
- Step 6 - Superintendent
- Step 7 – School Board

General Expectations

1. To ensure custodial and security services, when seeking use of school buildings and facilities for meetings and activities, Booster/Support Groups must seek permission from Athletic Director and/or complete the "Use of Facilities" form as required of all outside groups.

2. The District will not be held responsible for any equipment owned by a Booster/Support Group that is lost, damaged, or stolen.
3. The Board does not assume financial responsibility for a Booster/Support Group and excludes itself from any liability a Booster/Support Group may incur.
4. A District employee, who is hired as a coach/sponsor, shall only serve in an advisory role to the Booster/Support Group that serves the program for which they are employed and shall not serve as an officer/director or control the money or accounts of the Booster/Support Group.
5. A coach/advisor's role in the functioning of the Booster/Support Group is solely in an advisory capacity and for final approval of what the Booster/Support Group intends to purchase. They should not handle money or make purchases in the name of the Booster/Support Group. Only the Booster/Support Group shall control the money or accounts of the Booster/Support Group. Allowing a coach to be responsible for management of funds is a conflict of interest and must be avoided.
6. In the event that a Booster/Support Group contracts with any individual(s) or outside entity for services that take place on District-owned facilities, then, that individual or entity must carry a minimum \$1,000,000 liability insurance policy, and must provide certificates of insurance to the Director of Finance or designee.
7. Booster/Support Groups that are 501(c)(3) organizations should be knowledgeable about restrictions and use of funds, especially as that relates to the use of "individual member accounts". With regard to all Booster/Support Groups, regardless of 501(c)(3) status, under no circumstance should Booster/Support Group money be distributed to individual members/players except to pay for Booster/Support Group activities. (For example, if a Booster/Support Group is using individual player accounts and an individual player raises more funds than is necessary to pay for expenses related to that player's activities in the group, the money should go into the Booster/Support Group's general operating account and should not be distributed to the individual player).
8. Unless a Booster/Support Group is saving for a particular future expense, current fundraising dollars should be used for expenses incurred in the same year.