

11000 School-Community-Home-Relations**11020 Relations With Booster Organizations****1. DEFINITION/SCOPE OF POLICY.**

This Policy shall apply to, and govern, all booster organizations. For purposes of this policy, the term “booster organization” shall refer to any organization comprised of parents or community members that exist to support an extra-curricular or co-curricular activity or to support a school or its programs.

2. PURPOSE AND AUTHORITY.

The Board recognizes and appreciates the cooperation, encouragement, and support given by booster organizations and further recognizes that it is necessary for the Board, pursuant to Section 511 of the School Code, to implement reasonable rules and regulations that govern the operation of booster organizations and their members.

3. ESTABLISHING A BOOSTER ORGANIZATION.

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

- A. An adult sponsor shall discuss the proposed purpose of the booster organization with the appropriate athletic director and coach (if the proposed purpose of the booster organization is to support a sport) or teacher (if the proposed purpose of the booster organization is not to support a sport).
- B. The athletic director or teacher shall then discuss the request with the building principal. If approved by the building principal, a formal written request to establish a booster organization must be submitted by the proposed booster organization to the Board for approval and must contain the following information:
 - (i) The name of, and a detailed description purpose for, the booster organization.
 - (ii) The names of any founding members of the proposed booster organization.
 - (iii) A copy of the proposed Bylaws for the booster organization that contain all of the information specified in Section 4(I) of this Policy.

- (iv) The name of the District employee who will serve as the advisor to the organization.

4. GUIDELINES.

Each booster organization shall conform to the following operational guidelines:

I. Organization.

Booster organizations shall be governed by published Bylaws, which must be submitted to the building principal. The Bylaws must be approved minimally by a majority of those involved in the booster organization and must contain language that provides for:

- A. The approval of the Bylaws by a majority of the booster organization.
- B. The manner in which officers are to be elected.
- C. Two (2) signatures are required on all accounts for disbursement of funds.
- D. A process is in place for members to vote upon how funds will be used.
- E. The purpose and goals of the booster organization.
- F. The criteria for membership and voting rights in the booster organization.
- G. The mechanism by which an internal audit is conducted annually.
- H. How the booster will disperse its money in the event that it is disbanded.

II. Fundraising.

Students are not to be involved in fundraising activities during school hours without the permission of the building principal. Booster organizations may raise funds through activities, subject to the requirement that prior written notification of a planned activity must be provided to the building principal through the completion of an appropriate notification form, which must include:

- A. The name of the organization, contact person, and contact information.
- B. The date, time, and location of the fundraiser.
- C. The purpose and description of the fundraiser.

III. General Expectations.

- A. Booster organizations must complete the "Use of Facilities" form and comply with all other requirements of Policy 11401.

- 1
2 B. All gifts to the District shall be donated pursuant to Policy 11501 and, once
3 accepted by the District, shall become the property of the District.
4
5 C. Each booster organization associated with an activity that is governed by Title
6 IX of the Education Amendments of 1972 shall provide an audit or treasurer's
7 report, which accounts for all funds, deposits, expenditures, and financial
8 transactions once each year. A copy of the audit or treasurer's report shall be
9 submitted to the Director of Business Services no later than ninety (90) days
10 following the conclusion of the season, or June 30 if a year-round activity, and
11 forwarded to the Board upon request. All other booster organizations must
12 maintain records regarding deposits and expenditures and must make any and
13 all such records available to the District within five business days of the
14 District's request for the records.
15
16 D. Booster organizations shall not be permitted to use the District's tax-free
17 number for purchases.
18
19 E. Students are eligible for membership in a Parent-Teacher Association (PTA)
20 because student membership in this organization is nationally recognized.
21 Otherwise, students are not eligible for membership in any booster organization.
22
23 F. Each booster organization shall have a District employee that serves as the
24 advisor for the organization. A District employee's role in the functioning of
25 the booster organization is solely in an advisory capacity, and he/she should not
26 handle money or make purchases in the name of the booster organization. Only
27 the booster organization shall control money or accounts of the booster
28 organization.
29
30 G. In the event that a booster organization contracts with any individual or entity
31 for services that take place on School District-owned facilities, the contract
32 must be preapproved by the building principal, the booster organization must
33 carry a minimum \$1 million liability insurance policy, and the booster
34 organization must provide certificates of insurance to the Director of Business
35 Services.
36
37 H. Prior to July 1 of each year, all booster organizations shall provide to the
38 Superintendent, in writing, a list of the current officers of the
39 organization. Said booster organizations shall also immediately advise the
40 Superintendent, in writing, of any change in the officers that occurs during the
41 year.
42

43 IV. Small Games of Chance/Lotteries.
44

45 Small games of chance shall be permitted as authorized by the Pennsylvania Small
46 Games of Chance Act. The booster organization is solely responsible for obtaining

any necessary permits and for complying with all aspects of the Pennsylvania Small Games of Chance Act. The District shall provide no guidance or assistance of any kind in this respect.

V. Camps.

Any camp sponsored by a booster organization must be preapproved by the building principal and, if a District employee participates, the responsibilities of the employee and the booster organization must be clearly defined.

5. LEGAL COMPLIANCE.

A Booster organization shall comply with all PIAA, NCAA, or other governing organization's rules or regulations and any applicable local, state, or federal law, regulation, or ordinance.

6. TIME PERIOD FOR AN EXISTING BOOSTER ORGANIZATION TO COME INTO COMPLIANCE WITH THIS POLICY.

Any booster organization established prior to the effective date of this Policy shall not require additional Board approval, but shall have 90 days to establish to the appropriate building principal that it is in compliance with the requirements of this Policy.

7. DISBANDING A BOOSTER ORGANIZATION.

The Board may revoke a booster organization's authorization to operate if the Board determines that it is in the best interest of the District to do so or if the booster organization, or one of its members, violates any of the requirements contained in this Policy. A booster organization may also disband on its own accord.

8. DELEGATION OF AUTHORITY.

The Superintendent or his/her designee is authorized to develop and implement administrative procedures, as deemed necessary, to effectuate this Policy.

9. EXCLUSION FROM LIABILITY.

Each booster organization is its own independent entity, and members of the booster organization are not employees or agents of the District and have no legal authority to act on behalf of the District. Neither the District nor the District's Board of School Directors, officers, employees, agents or representatives assumes any liability of any kind relative to (i) the conduct, actions or inactions, or operation of a booster organization or its member(s); (ii) the violation of any local, state, or federal law, regulation or ordinance by a booster organization or its member(s); (iii) the violation of any PIAA, NCAA, or other governing organization's rule or regulation by a booster organization or its

member(s); or (iv) any loss of, damage to, or theft of equipment owned by a booster organization or its member(s).

1		
2		
3		
4		
5	Adoption Date	-
6	Revision Date	-
7	Review Date	-
8	Legal Reference	- 24 P.S. §5-511; 61 Pa. Code §901.701; 10 P.S. §311, <i>et. seq.</i> ;
9		31 Pa. Code §32.23
10	Cross Reference	- Policy 11401; Policy 11501; Policy 4215