

# **LEBANON SCHOOL DISTRICT**

POLICY: 915

SECTION: COMMUNITY

TITLE: BOOSTER CLUBS

ADOPTED: September 17, 2007

Last Revised: August 10, 2020

## **915. BOOSTER CLUBS**

### **Purpose**

The Board recognizes and appreciates the interest and support of booster organizations to various extracurricular and co-curricular activities of the school district. The purpose of a booster club is to provide support to the students, the program, and the personnel in a particular area or activity (co-curricular and extracurricular).

### **Authority**

In addition to the guidelines established by this Policy, Booster Clubs shall familiarize themselves and comply with Board policies, established guidelines and administrative rules, as periodically amended/revised.

### **Definitions**

**Booster Club** – any organization comprised of parents/guardians and/or community members who choose to support an extra or co-curricular activity. Parent/Teacher Organizations that exist to support a school or its programs are also classified as Booster Clubs.

### **Guidelines**

#### **Initiation of Booster Club**

To initiate a Booster Club for a particular activity, the following process must be followed:

1. Parents/Guardians or adult supporters must discuss their intent with the appropriate coach/advisor.
2. The coach/advisor must then discuss the request with the building principal.

3. If approved by the building principal, a formal written request shall be submitted by the Booster Club to the Superintendent or designee for approval.
4. If approved by the Superintendent or designee, the request shall be submitted to the Board for final approval.

### General Guidelines That Booster Clubs Must Follow

Each Booster Club shall conform to the following operational guidelines:<sup>1</sup>

1. The purpose of every Booster Club shall be to provide supplemental support for the youth who are participating in the activity for which the club has been formed.
2. Booster Clubs should be governed by published by-laws, which must be submitted to the Board before engaging in any organization activities. The by-laws shall be compliant with the philosophy, mission, and policies of the district. In addition, a list of each organization's goals should be included.

Booster Clubs should annually submit a Request to Continue a Booster Club for Board approval at least thirty (30) days prior to the beginning of the school year or the beginning of the season. This request must also include a list of governing officers by name and title along with contact information. All officers shall be parents/guardians of students active in the extra or co-curricular activity. Exceptions for officers must be approved by the Superintendent/designee.

3. Booster Clubs are adult organizations, which sponsor adult fundraising activities. Students are not to be involved in fundraising activities during school hours without the permission of 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.
4. Each booster club shall be limited to three (3) fundraising projects per year that involve direct solicitation of members of the community. A membership drive shall not be considered to be one of the three (3) fundraising activities. Organizations that raise funds to support the entire school or teams competing at the high school and

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<sup>1</sup> 24 P.S. 510, 511.

junior high school may apply for an administrative exemption to the three (3) fundraising projects per year.

5. Announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the Booster Club and not the school or district.
6. A representative of each Booster Club shall meet with appropriate school officials prior to submitting a Request to Establish or to Continue a Booster Club to review and coordinate fundraising activities for the forthcoming school year. All fundraising activities must be included on the Request to Establish or Continue a Booster Club and be endorsed by the Board before initiation is authorized.
7. Booster club fundraising activities that involve students during school hours or at school-sponsored functions, must have pre-approval by completing the appropriate request form, and, by being placed on the fundraising calendar.
8. To ensure custodial and security services may be available, Booster Clubs must complete the "Use of Facilities" form as required of all outside groups requesting use of school buildings and facilities for meetings and activities.
9. Any gifts of equipment, which would require installation, storage, or maintenance, shall require formal acceptance by the Board. Any such equipment donated shall become the property of the district.
10. The district shall not be held responsible for any equipment owned by a booster club, which is lost, damaged, or stolen.
11. The Board requires that activities and programs initiated and supported by booster organizations shall not violate P.I.A.A. regulating standards or Pennsylvania's gambling guidelines (i.e. 50/50, bingo, etc..).
12. Each booster organization shall have a treasurer of the organization whom shall handle all funds. A bank account shall be established for each organization with all funds being deposited into the authorized bank account. Each booster organization shall provide an audit or treasurer's report once each year, a copy of which shall be submitted to the Business Office and forwarded to the Board upon request.

13. The Board does not assume financial responsibility for a Booster Club and excludes itself from any liability a booster group may incur.
14. 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 nonprofit organization.
15. Students are not eligible for membership in any booster groups.
16. It must be made clear that a coach's role in the functioning of the booster club is solely in an advisory capacity. S/He should not handle money or 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 directly receive funds or to manage funds is a conflict of interest and should be avoided. Booster Clubs shall not subsidize any part of a coach's salary, nor shall they hire or solicit additional coaches. All volunteer coaches shall follow district guidelines.
17. In the event that a booster organization contracts with any individual(s) for services, then, that organization must carry a minimum one million dollar liability insurance policy, pay for workers' compensation insurance; and must provide certificates of insurance to the Business Manager or designee.
18. 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, principal, or Board.
19. All Booster Club website/links shall follow district acceptable use policies.

### Compliance

1. Should any situation emerge between a Booster Club and the administration regarding the management of any school-related activity, the Superintendent or designee shall resolve the issue within these established guidelines.
2. Any individual within the Booster Club who has a concern with respect to any matter(s) pertaining to the club and/or an employee

should be required to process that concern through the officers and membership of the club.

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 formally refer the matter to the Superintendent.

### Disbanding Booster Clubs/Revocation of Booster Club's Functions

1. Use of a school or the district's name, logo, or mascot is revocable and contingent upon complying with Board policies. Violation of Board policy could lead to revocation of a booster organization's function in district activities.
2. Should the Board deem that the efforts or activities of any club are not in the best interest of the district, the authorization to operate the club may be withdrawn.
3. A Booster Club may disband on its own accord by submitting a Request to Disband a Booster Club.