

## **SECTION 17 BOOSTER GROUPS**

All essential items for activities are provided by the school district including salaries, supplies, equipment, transportation and facilities. Booster groups may raise funds to purchase non-essential items that have been requested by the head coach or sponsor not approved through the budget process. The Booster group may also provide meals for students during away events. Items that booster clubs plan to purchase are identified and submitted to the Director of Sports, Programs, and Activities by the head coach/sponsor each year as part of the required booster club packet. The Director of Sports, Programs, and Activities and Principal approve fundraising plans identified in the booster packet. Fundraising without administrative approval shall be suspended. Booster groups may also assist in promoting activities. Booster groups, through the school district Technology Dept. are permitted to house their own websites through a link on the Peters Township School District website. Booster groups are not permitted to engage in political action that directly or indirectly involves their activity, other activities, or any school/community issue. The coach, sponsor, Director of Sports, Programs, and Activities, or Principal will suspend and possibly dissolve any booster club that engages in improper political activity or at the recommendation of the coach or sponsor. The Organizational Support Group Policy (#1230) established by the Board of School Directors is reprinted below.

### **Organizational Support Group Policy - #1230**

The Peters Township School District recognizes the value of community groups in promoting the goals of school-established activities. Provisions established within this policy shall coordinate the activities of such groups. It shall be expected that such organizations recognize the administration of the various schools of the Peters Township School District as being responsible for directing all educational programs and activities of the schools. Policies established by the Board of School Directors will govern all school-established activities and programs.

At any time that the High School Administration or the Director of Sports Programs and Activities determines that a Booster Group (Organizational Support Group) is no longer operating within the rules/regulations or philosophies of the District, high school or those established by the coach and/or that there is serious conflict that prohibits normal operations, the High School Principal may recommend suspension of operations or existence of such a Booster Group (Organizational Support Group) until a time when issues and problems are resolved. The Director of Sports, Programs and Activities shall oversee this process with final reactivation resting with the High School Principal and Board of Directors. If problems are serious enough, and cooperation so seriously lacking, suspension may be permanent. The High School Principal will make this recommendation with advisement from the Director of Sports Programs and Activities, the Assistant Grade Level Principals and the coach/sponsor.

#### **Recognition:**

Organizations designed to support school-established activities shall file for recognition with the Board of School Directors. Upon filing for recognition, the organization shall include a copy of the stated goals and objectives of the group, constitution or bylaws, a current list of officers elected by members of the organization, and statements of endorsement by the Director of Sports Programs and Activities, and the building principal who has jurisdiction over the activity. The organization shall also annually submit a list of overall goals and activities to the Director of Sports Programs and Activities and High School Principal, including proposed fundraising projects.

Conflicts in scheduling activities will be resolved between the respective organizations and appropriate building principal. The appropriate building principal, Director of Sports Programs and Activities, or their designee shall be informed of meetings of the organization, presented with an agenda in advance, have a standing invitation to attend, and be provided with minutes of such meetings.

**Gifts:**

Any gifts provided by the organization shall comply with provisions of the Peters Township School District Gifts, Grants, Donations Policy (No. 3280). No gifts or emoluments are to be made to administrators/ sponsors/coaches of activities.

Individuals and organizations in the community may wish to contribute supplies or equipment to enhance or extend the instructional and/or extracurricular activity programs of the school district.

The Board has the authority to accept such gifts and donations as may be made to the district or to any school in the district by resolution duly passed at a public meeting. It is the policy of the Peters Township School Board that all gifts of equipment, supplies, etc., made to the school district, shall become the property of the school and their security and maintenance shall become the responsibility of the school, unless otherwise stipulated. Only equipment and supplies to which no restrictions are attached will be accepted, unless the Board of School Directors awards an exclusivity agreement.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to adversely affect the district.

Individuals and organizations considering a contribution to the district or any school are asked to consult with the building principal or the business manager for authorization before appropriating funds to that end.

**Fund Raising Activities:**

All proposals for fundraising by organizations shall be processed through the sponsor/coach and the Director of Sports Programs and Activities, and approved by the appropriate building principal. Approval of the Board of Directors will be required for direct involvement of students in fundraising activities. Support organizations shall indemnify and save the school district harmless against any encumbrances made on behalf of the organization.

**Use of School District facilities and resources:**

Requests for use of school district facilities and resources shall comply with Peters Township School District Use of School Facilities and Access to School Procedures, Materials, and Facilities Policies (Nos. 1330 and 1340).

Availability of school district facilities to non-school organizations will be determined after school needs are satisfied. First priority shall be given to school related groups. All permits are subject to cancelation at any time, upon the determination that the school facility is needed for school use or that there is evidence that the privilege and/or property are being abused.

Only school facilities or items listed on the permit shall be entered and used. Policy requires that school district personnel work light panels, public address systems, and other such technical equipment/PA address system. It is required that a member of the cafeteria staff be on duty if the school kitchen is to be used.

The group obtaining the permit is liable for any damages to the school facility or equipment.

Adequate adult supervision must be provided at all times. Custodians will not make the school facility available until such supervision is present. Adult supervision must be present until all participants have departed. For the high school facility to be open a custodian must be on duty.

All groups using the high school pool must have two certified Red Cross senior life saving guards or one certified Red Cross water safety instructor present before the custodian will make the high school facility available.

The custodian on duty has the authority to request that those who have a permit to leave the premises if they deem it necessary or appropriate. A written report shall be submitted to the Director of Sports, Programs, and Activities and the building principal following such an ejection

#### **Student Awards:**

Awards, trophies or other forms of recognition provided by support groups shall be coordinated with the sponsor/coach of the organization and the Director of Sports Programs and Activities, and approved by the High School Principal. Along with the suggested awards, trophies, or other forms of recognition shall be a listing of the criteria for selection that aligns with the criteria established by the district. No new awards or honors can be established without pre-approval of the High School Principal. Recipients are to be determined by the appropriate committee of members utilizing criteria established by the school district.

#### **Right to Privacy:**

Provisions of the Peters Township School District Collection, Maintenance and Dissemination of Student Records Policy (No. 5150) will prevail in making lists of students or parents/guardians available to support organizations.

**Coaches and sponsors shall be in charge of their respective booster groups and are ultimately responsible for all booster activities. Coaches/sponsors shall inform the Director of Sports, Programs, and Activities/ Principal of all booster activities and requests in advance.**

Coaches and sponsors shall provide a copy of the Coaches & Sponsors Handbook to booster groups and shall insure that the booster group is adhering to all regulations. The following guidelines address these concerns.

1. Coaches and sponsors shall submit a copy of the constitution or by-laws of the group annually to the Director of Sports, Programs, and Activities/Principal.
2. Coaches and sponsors shall attend personally or send a representative coach to all booster meetings.
3. Coaches and sponsors shall submit a copy of all meeting minutes with a sign-in sheet attached to the Director of Sports, Programs, and Activities and the Principal within a one-week period following each meeting.
4. Coaches and sponsors shall inform booster groups of all guidelines and policies.
5. Coaches and sponsors shall submit necessary forms such as the Fund Raising Request and complete the facilities on-line use form in a timely fashion as required.
6. Coaches/sponsors shall not accept donations from booster groups to support coaches'/sponsors' salaries or for any other reason.
7. Cash donations to supplement coaches' or sponsors salaries are not permitted.

8. All perceived needs or requests must be submitted to the Director of Sports, Programs, and Activities/Principal prior to any communication with booster groups.
9. Guidelines for banquets are listed below:
  - Coaches and sponsors shall involve the Director of Sports, Programs, and Activities/Principal in the scheduling and planning of banquets.
  - The Director of Sports, Programs, and Activities shall coordinate banquet dates.
  - All banquets shall be held within the township unless otherwise approved by the Director of Sports, Programs, and Activities/Principal.
  - The focus of athletic banquets shall be at the varsity level with an emphasis on senior members.
  - Awards shall be standardized according to guidelines and approved by the Director of Sports, Programs, and Activities/Principal.
  - Banquets shall not exceed three hours total in length.
  - Consideration shall be given so as to minimize financial burdens for those invited to banquets.
  - Extra banquets shall not be scheduled.
  - Participants who demonstrate high academic achievement shall be recognized at the banquet.
  - Suggested banquet agenda:
    - Welcome
    - Invocation (optional)
    - Comments from high school administration
    - Meal
    - Academic recognition
    - Junior varsity season review (general comments about team as a whole)
    - Varsity season review
    - Recognition of seniors
    - Closing remarks
10. Items to be issued to participants shall be listed on the Booster Donation Form and pre-approved by the administration. The following questions will be used to determine approval.
  - Did the head coach or sponsor request the items during the budget process?
  - Is excessive fundraising needed to provide the items?
  - Are the items consistent with the Activity Philosophy?
  - Are the items acceptable quality, color and design?
11. Plans for booster related activities and events should be shared with the Director of Sports, Programs, and Activities and/or the administration prior to any official involvement by the booster organization.