

## RELATIONS WITH BOOSTER ORGANIZATIONS

The Austintown Board of Education recognizes that booster groups and parent support organizations are an integral part of viable public school systems. They provide the important extras that limited tax dollars do not and cannot fund. These groups not only raise funds to help students succeed but are an opportunity for passionate parents/guardians to become involved in their children's schools and activities. Booster groups shall organize and function in a way consistent with the District's philosophy and objectives, within Board policies, and in accordance with applicable regulations and guidelines as described in the ***Booster Organization Handbook***.

Since booster/parent organizations exist to benefit students as they participate in academics, athletics, and activities, they are linked with the Board. A high quality program of support for these three aspects of student involvement should be maintained by a partnership between the Board and booster/parent organizations. For the protection of all parties a framework of **recognition, regulation, and oversight** shall be established.

The framework shall be fully detailed in a ***Booster Organization Handbook***. The content of the Booster Organization Handbook shall include sections which explain regulations and procedures aligned with the following topics:

- **Recognition** (creates accountability; ties booster group's mission to good club management; allows for loss of recognition for failure to follow regulations)
  - Official recognition is key for both the district and a booster/activity group. Official recognition by the board gives the board authority to guarantee compliance with all district policies and administrative policies and administrative guidelines. This allows the board to grant authority for the use of the district's name, mascot and emblem.
  - Booster groups must provide an explanation of the legal status of the organization.
  - Booster/activity groups must abide by all District policies and rules as well as the following list.

Booster organizations shall not, under any circumstance, use the school district's tax ID number (called an employer identification number or EIN) or postal permits.

A District employee shall not have a leadership role in booster organizations except as the parent of a currently-enrolled student.

Fundraising activities shall not occur on school premises or during school hours unless permission has been given by, the superintendent/designee.

Booster organizations must submit their bylaws as well as a year-end report on income, expenses and balance sheets to the superintendent / designee.

- **Regulation**

- The ***Booster Organization Handbook*** (available for downloading and printing from the ALSD website) contains procedures, rules, and forms which are intended to make year-to-year transitions in leadership smooth.
- The handbook establishes fund-raising rules and approval guidelines.
- Booster Organizations must comply with all applicable federal and state laws, including but not limited to stipulations of the Ohio Ethics Law.

- **Oversight**

- The ***Booster Organization Handbook*** provides the basis for training of new leaders and for ensuring that questions about budgeting, spending, donating, and using the school's name and logo for fundraising are answered.
- Internal school club/organization advisers must receive and follow guidelines and procedures.
- Booster groups shall not accept checks or donations made payable to the school district, and vice versa.
- The Board prohibits a school district employee from serving as a signatory on a booster group's checking or savings account or from serving of as an officer of the group unless the employee is the parent of a currently-enrolled student.
- The commingling of a booster organization's funds with district and/or other third-party funds is prohibited.

Austintown Local School District  
Booster Organization Handbook



Adopted as Administrative Guidelines - April 25, 2011

# Austintown Local School District

## Booster Organization Handbook

The Austintown Local Board of Education (The Board) recognizes the significant contributions of its booster organizations as they seek student enrichment and strive to reach educational goals.

The Board encourages involvement by all parents of students participating in the supported activity.

The Board also recognizes the importance of individual booster group's internal controls to protect assets and to enhance the experiences of Austintown's students.

It is with significant forethought and concern that The Board has adopted the Policy, ***KMA - Relations With Booster Organizations***, and the ***Booster Organization Handbook***.

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  - Booster group must provide an explanation of the legal status of the organization.
  - Booster/activity groups must abide by all District policies and rules as well as the following list.

Booster organizations shall not, under any circumstance, use the school district's tax ID number (called an employer identification number or EIN) or postal permits.

District officials shall not have a leadership role in booster organizations except as the parent of a currently-enrolled student.

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Adopted: April 25, 2011

# Austintown Local School District

## Booster Organization Handbook

Booster organizations or individual members may not -

direct or influence District employees.

be involved in decision or policy making activities for student groups.

give a sponsor, coach, or adviser a gift of cash for coaching, directing, or sponsoring student activities (It is the intent that student and/or parental gifts to District employees are expressions of appreciation, rather than gifts of significant monetary value. Employees shall in no way encourage students, parents, or support groups to present gifts. An employee shall not accept gifts during instructional, supervisory, or other activities at the school or in an administrative area. Exceptions require prior written approval by the Superintendent.)

give anything (including awards) to students without prior approval from school administration (activity sponsor's "wish lists" must receive prior approval from school administration before submission to a booster group).

give a member a gift without approval of the club membership.

employ or pay any member from booster club funds for services rendered .

direct, employ, contract, supplement, or in any way compensate a consultant, clinician, accompanist, or paraprofessional for work performed for student activity without prior approval from the director and/or the school principal.

sign contracts or pay expenses directly from booster club accounts for any arrangements for student travel associated with the organization (booster groups/individuals may donate money/merchandise to the school with prior approval from the administration).

have any elected or appointed officers that do not have a child who is actively participating in a District program during the current school year.

an employee of the district shall not serve in a financial capacity of a booster or other parent organization - financial capacity includes holding positions as treasurer, fund-raising chairperson, or serving as a check signer unless the employee is the parent of a currently-enrolled student.

### **Required governance/committee structure**

Booster Organization governance documents must specify procedures for:

election of officers

duties of officers

special committees, nominating committee, audit committee

standards for meetings

financial reporting procedures

financial reports must include:

tax information - 501(c)(3), employer identification number (EIN), sales tax

banking information - financial reporting (to membership and District), cash receipt procedures, petty cash, bank reconciliation, disbursement of funds, 1099 requirements, audit instructions

### **Fundraiser or Fundraising Activity**

- The board policy requires approval of all booster group fundraising events. This ensures that booster groups comply with all district policies and guidelines.
- All district fundraising regulations and rules apply to booster group fundraising if the fundraising ultimately results in a donation to the district or a district-sponsored program. With respect to certain types of fundraising activities such as raffles and gambling, booster groups must ensure strict compliance with state law and compliance with district policy and guidelines.

Fundraising Activities - funds received from booster club fundraising activities must be used to benefit students and the school in an appropriate way:

for the educational benefit of the student, coordinated through the principal

for a specific project as identified in the current approved budget and not for the sake of raising money

in connection with the established goals and philosophies of the booster club as well as District guidelines

members of booster groups may not have individual accounts

fundraising activities may not begin until the booster group obtains approval from the principal or designee

## Scholarships

The following criteria apply to all scholarships awarded by a booster organization:

all qualifying seniors must have opportunities to apply for the scholarship(s)

application process must be reviewed by the principal to insure congruence with District scholarship programs

application process must be clearly communicated, and application forms must be readily available

a scholarship review committee must be appointed by the president of the booster group prior to beginning of the school year

qualification criteria must be communicated in writing to all potential applicants before the end of the first grading period and the criteria may not be changed during the scholarship award period

records shall be retained by the scholarship review committee - seven years recommended

scholarship applicants shall be full-time AFHS senior students for a minimum of one full semester prior the application deadline

completed applications must be turned in to the AFHS senior counselor no later than the deadline set for local scholarship applications

scholarship awards may not be based solely upon economic criteria

applicants who have received full scholarships from other sources may not be eligible for local scholarships

applicant's enrollment in an accredited institution (college, university, trade school, military academy, etc.) is a requirement for receipt of local scholarship funds

interviews may or may not be required - if an interview is part of the process, it must be communicated no later than the end of the first grading period of the academic year, the applicant's parents or guardians must be permitted to be present at any interview, and interview topics must be communicated to the applicant no fewer than seventy-two hours prior to the interview

the scholarship committee may require an essay for the screening process - topics may be selected each year and given to all applicants, or applicants might be permitted to select their own topics with the sponsor's approval

## Other Topics

The principal must approve on-campus activities, including meeting times, place, dates, fundraisers, and activities - activities cannot conflict with school schedules or activities, district policies or financial procedures

Booster organizations may not attempt to influence the decisions of sponsors, principals, or other administrators, or be a lobbying group concerning matters which are duties assigned to district personnel, such as trips, staffing, and schedules.

Activities in which a student group participates will be approved by the sponsor and the principal (at such activities, the sponsor shall have full authority at all times except as instructed by the principal or designee)

Booster group members, parents, *etc.* are expected to follow the same standards of conduct as District employees while chaperoning, sponsoring, or attending student activities

Participation by a student or a group of students will be determined by the sponsor and the principal and not by the booster organization or any individual member(s) - participation is considered a privilege and not a right and will be based on a proven record of good conduct and dependability. Lack of such demonstrated behavior on the part of anyone will be grounds for disapproval for participation

Purchase or consumption of alcoholic beverages or tobacco products while on District property or in the presence of students is prohibited

Organizations shall not directly support political activities by providing campaign donations or placing advertisements in support of a particular candidate as doing so could jeopardize tax exempt status of the organization - if a candidate who is running for office is invited to a meeting, all candidates for the office must be extended an invitation.

**Copyright and trademark issues:** The Board owns any and all intellectual property developed by the Board or its employees, including mascots, emblems, slogans, and logos. Booster groups should obtain a license or permission from the board to use any of the district's intellectual property, and should be cognizant of using the intellectual

property in a positive way. ***(This is why official board recognition of booster groups is critical.)***

**Compliance with board policies and administrative guidelines:** Booster groups should ensure that their officers and volunteers are familiar with and abide by all school district policies and administrative guidelines. Most notably, booster groups should familiarize themselves with district policies and procedures concerning sexual harassment, Title IX, hazing, and bullying.

**Dealing with rogue booster groups:** Official recognition of a booster group by the Board of Education is basic to public perception and compliance with district policies and guidelines for both the district and a booster group. A revocation of recognition results if a booster group fails to comply with federal law, state law, or Board policies. If such a rogue booster group is identified, the board may, by resolution at a public meeting, revoke recognition and consent to use the district's intellectual property, and refuse support or donations by such group.

**Embezzlement and theft prevention:** A booster group should use the following good accounting practices:

- the booster group should conduct an annual independent audit

- the booster group's bylaws should require:

  - that the booster group's treasurer handle all monies and that all funds be deposited into the financial accounts in the booster group's name

  - dual signatures on all checks

  - quarterly reconciling of bank statements by someone who is authorized to sign checks

  - two people to count cash at fundraising events and ensure that cash deposits are routinely made.

- the booster group should implement an expense reimbursement policy that requires pre-approval of all expenses and requires the submission and approval of all expense receipts

- the booster group should discourage the use of debit and credit cards

- the booster group should take regular inventories of all booster group equipment and goods

- the booster group should set and follow an annual budget and make sure that funds are not used for restricted purposes

- because booster group officers and volunteers come and go, passwords on financial accounts and lock combinations should be changed routinely to prevent access by individuals no longer affiliated with the group

- the booster group should obtain adequate insurance coverage to protect the group's officers and volunteers from personal liability

Austintown Local School District  
Booster Organization Handbook

# Forms

Austintown Local School District

# Booster Organization Handbook

## New Organization Requirements

### **Requirements for Recognition of a New Organization**

Organizations must have a minimum of ten (10) members.

Officers must be elected within one month of the formation date.

New Organizations shall not receive Board recognition during a school year.

Requests for establishment of new organizations must be submitted before June first preceding the start of the school year in which the organization is recognized.

If these requirements are met, the form on the following page must be completed and submitted to the campus principal.

If approved, the form will be signed by the principal and the superintendent and returned to the coordinator.

Austintown Local School District

# Booster Organization Handbook

## Recognition Form

**Annual Reconstitution of Current Organization**

**- OR -**

**Request for New Organization**

Date \_\_\_\_\_

Name/Proposed Name of Organization \_\_\_\_\_

Name of Coordinator \_\_\_\_\_

Coordinator's Address \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

Name if ALS D Contact Coach or Adviser \_\_\_\_\_

Type of Organization  
\_\_\_\_\_

Current Number of Members / Participants \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

Austintown Local School District

# Booster Organization Handbook Acknowledgement

Organization \_\_\_\_\_

As incoming \_\_\_\_\_, I have read the Austintown Local  
(Office / Position)

School District **Booster Organization Handbook**, I understand the procedures it describes, and I will adhere to them. If I have questions at anytime, I will contact the campus principal for clarification.

Name (printed) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

eMail \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Keep a copy of this **Handbook** for your reference. Please return this signed document to the campus principal.

Austintown Local School District

# Booster Organization Handbook

## Organization Leadership Information

### Leadership Information for New / Existing Organization

School Year \_\_\_\_\_ Building \_\_\_\_\_

Organization \_\_\_\_\_

**President** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_

**Vice-President** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_

**Treasurer** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_

**Secretary** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_

### Financial Institution Information

Name of Bank \_\_\_\_\_ Acct. # \_\_\_\_\_

This information shall be completed by the newly installed secretary for the upcoming school year and submitted to the campus principal.

Austintown Local School District

# Booster Group Handbook

## Fundraising Approval

### External Organization Fundraiser or Activity

Organization \_\_\_\_\_  
Name of Coordinator \_\_\_\_\_  
Coordinator's Phone (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_  
Type of Fundraiser/Activity \_\_\_\_\_  
Date(s) of Fundraiser/Activity \_\_\_\_\_  
Location of Event \_\_\_\_\_  
Purpose of Event \_\_\_\_\_  
Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Internal Organization Fundraiser or Activity

School Club/Organization \_\_\_\_\_  
Name of Adviser \_\_\_\_\_  
Adviser's Contact Information \_\_\_\_\_  
Type of Fundraiser/Activity \_\_\_\_\_  
Date(s) of Fundraiser/Activity \_\_\_\_\_  
Location of Event \_\_\_\_\_  
Purpose of Event \_\_\_\_\_  
Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied    \_\_\_\_\_ Signature    \_\_\_\_\_ Date