

Millcreek Township School District

www.mtsd.org



Booster Organizations

- Guide Book -



Millcreek Township School District

Athletics Department

Booster Club Organizations

Athletics Philosophy

The interscholastic athletics program in the Millcreek Township School District is a co-curricular activity. It is supported by an athletic philosophy, which was developed and approved by the Board of School Directors to ensure the implementation of the program in accord with the educational goals of the school district. Please refer to the MTSD Board Policy No. 122 Extracurricular Activities. All policies referenced can be found on the MTSD website - mtsd.org under our district/school district policies.

Purpose

The Millcreek Township School District Board of School Directors accepts the concept of cooperation, encouragement and support given by approved Booster Organizations to the school district's various interscholastic athletics programs. Please refer to the MTSD Board Policy No. 913 Nonschool Organizations, Groups, Individuals.

Authority

The Board further recognizes and declares that the role of an approved Booster Group is to assist and support but not to direct, interfere with, nor supplant the staff, existing facilities or interscholastic athletics programs of the school district. It must be clearly understood by all booster club members that all school district sponsored activities are under the control, direction and supervision of the Board of School Directors through its building principals and their designee, the Athletic Director. The Athletic Director will serve as the immediate liaison to the Booster Organizations.

Booster Organization activities may strive to achieve the following objectives:

1. Assist with the program activities in accordance with the vision of the Head Coach.
2. To promote fan support, spirit and sportsmanship.
3. To assist the District by providing supplemental benefits and services to student athletes.
4. To increase the opportunity for communication between parents/guardians and coaches in areas of common interest.

Organization/Communication

Booster Clubs shall be governed by a published constitution and by-laws which are consistent with the philosophy, mission and policies of the Millcreek Township School District. A full complement of persons filling the elected offices of President, Vice President, Secretary and Treasurer, as well as any additional offices, are responsible for carrying out the decisions of the membership.



Recognition

In order to gain and retain the recognition of the Board of School Directors as an Approved Booster Organization and, thereby, eligible to work with the respective school district sport which it supports and for which it receives the Millcreek Township School District cooperation and assistance in its activities, a booster group must abide by the MTSD Board Policy No. 915 Booster Clubs, Final Reading and complete the following requirements annually:

1. A current copy of constitution and by-laws.
2. Names of officers and corresponding addresses, telephone numbers, and email accounts.
3. Annual budget from July 1 - June 30; including organization's name and date submitted to be submitted one month prior to the start of the organization's season and annual tax return.
4. A current tax certificate for registered 501c-3 non-profit corporation and EIN letter.
5. Annual Treasurer's Report or external audit no later than ninety (90) days following the conclusion of the season, or June 30 if a year-round activity, and forwarded to the Board.

Booster Clubs are encouraged to use Chris Elwell as a Booster Financial Advisor if guidance is needed. Contact information is available in the Athletic Office.

Not-For-Profit and Tax-Exempt Status

Non-profit status is a state law concept. Non-profit status may make an organization eligible for certain benefits, such as state sales, property, and income tax exemptions. Although most federal tax-exempt organizations are non-profit organizations, organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax.

Booster clubs may not use the Millcreek Township School District tax-exempt number for purchases of goods or services, but rather, must obtain their own exemption status from the state and federal governments.



Clearances

Booster organizations are the sponsoring agencies for volunteers related to programming run by the booster group. All volunteers must meet the requirements for clearances to be in compliance with Millcreek Township School District Board Policy and with the law. All questions should be directed to the Personnel Department of the Millcreek Township School District. Please refer to the MTSD Board Policy No. 916 School Volunteers.

Guidelines for Fundraising

Fundraising activities by Booster Groups may be approved by the Athletic Director upon the Booster Group's securing official approval for the specific fundraiser, submitting a proposal in writing to the Athletic Director for each activity (see Appendix), and acknowledging compliance with the following rules and the MTSD Board Policy No. 229 Student Fundraising 2016:

1. Fundraising projects should be limited so as not to put undue pressure on community businesses or individuals. Clubs are discouraged from involving themselves in fundraising projects that would be in excess of their projected needs for that sport season.
2. Student athletes are not to be required to take part in fundraising activities, nor are they to be singled out if they do not wish to participate in the fundraising activity. In no circumstance are students to be asked to participate in door-to-door fundraising.
3. Where advertisements are solicited for programs or other publications, the use of advertisers who are typically associated with the sale of alcoholic beverages and tobacco products is not permitted.
4. Small games of chance or lotteries shall not be permitted, except as licensed by the Pennsylvania Small Games of Chance Act. Currently, a request for such a permit must be directed to the Erie County Treasurer's Department.
5. Booster Clubs must follow standard accounting practices in maintaining and disbursing funds, which comply with The Pennsylvania Solicitation of Funds for Charitable Purposes Act (Act #1990-202).
6. Booster Groups shall not use the MTSD tax-exempt number for purchases. Groups should strongly consider filing with the Commission of Charitable Organizations, Department of State, as charitable non-profit organization to secure their own tax-exempt number.
7. All foods sold as fundraisers during the school day will follow the standards listed in the MTSD Board Policy No. 246 School Wellness.



Guidelines for Making Contributions to the School District

The Millcreek Township School District supports contributions to the Athletic Department. However, Booster Club donations to individual sports must be made with the advice and approval of the Athletic Director. This is necessary to ensure equity among programs in keeping within the guidelines of Title IX law* and to protect student-athletes from potential violations of PIAA regulations concerning amateur status. It is the responsibility of the school district to ensure that equivalent benefits and services are provided to teams and team members of both sexes. In the event one sex receives benefits and services from a booster club that cannot be provided to student athletes of the other sex, the school ultimately is responsible to take action that ensures equivalent benefits and services for both sexes. This means that the school district could require booster clubs to make equivalent donations of benefits and services to either sports team or could even refuse the clubs' initial donation.

If a Booster Club wishes to make a contribution to the Athletic Department in excess of \$1,000.00, they must adhere to the policy established by the school district for the receipt of gifts by organizations outside the district. Please refer to the MTSD Board Policy No. 702 Gifts, Grants, Donations.

*Title IX is a Federal law and is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.

Guidelines for Using School District Facilities

Booster Clubs must adhere to the MTSD Board Policy No. 707 Use of School Facilities and Grounds regarding the use and scheduling of facilities. Facilities should be scheduled for all Booster Club meetings and any other times the Booster Club wishes to use the facilities for their activities. MTSD Board Policy No. 707, describes, in detail, the procedures necessary for the scheduling of facilities. The facilities-use program is available on the [Millcreek Township School District website via FMX](#). Also, please refer to the MTSD Board Policy No. 708 Lending of Equipment and Books.

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form at least thirty (30) days in advance of the proposed date through the FMX Software as outlined on the district website.

The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

- Payment of the specified rental fee.
- Evidence of organizational liability to limit of \$1,000,000.00 per each occurrence and \$2,000,000.00 general aggregate as required by the district.
- By accepting the use of the district's facility, the requestor agrees to hold harmless the district of any liability that arises from the use of school facilities by the requesting individual or group. Additionally, the requestor is responsible for loss or damage of district property while utilizing the facilities.

Booster Clubs operating concession stands at school events should assist in keeping the area litter free.



Guidelines for Sponsoring Banquets

It is recommended that all banquet activities be scheduled following the completion of the season's schedule. The dates of state championship events are available in the Athletic Office. Care must be taken by Booster Clubs not to provide student athletes with gifts or awards that may be in violation of the rules and regulations of the Pennsylvania Interscholastic Athletic Association. Any questions regarding articles to be given should be directed to the Athletic Director. Questions regarding any gift may need to be directed to the Executive Director of the PIAA.

As a reminder, a violation of the rules and regulations of the PIAA regarding amateur status would affect the eligibility of the student for one year from that violation.

Gifts from Booster Clubs for coaches should be kept at modest levels. Tokens of appreciation provided to the coaching staff of a sport should not exceed the cost of those provided to senior student athletes.

Guidelines for Spectator Conduct At Interscholastic Athletic Events

Interscholastic athletic events are among the most popularly attended school-sponsored activities. Spectators at an athletic contest, take on the important role of representatives of our school district. Actions are seen and comments are heard by family and friends, opposing fans, local community residents, the media, coaches and athletes. Our school district expects that all spectators will conduct themselves in a way consistent with our theme of respecting the rights, person and property of others.

The following rules of sportsmanship for spectators at MTSD events outline how you can contribute to making these contests a positive experience for all persons in attendance:

1. Learn the rules of the sport so that you can understand and appreciate the action that takes place.
2. Treat visiting players, coaches, cheerleaders and fans with courtesy as you would a guest in your own home.
3. Accept that interscholastic athletics are a learning experience for the participants and value the athletes' efforts.
4. Respect the integrity and judgment of officials.
5. Cheer for your team, not against your opponent.
6. Show concern for an injured player, regardless of the team.
7. Follow the facility rules set by the game-site management/administration.
8. Do not attend events under the influence of any controlled substances (alcohol, drugs, tobacco, etc.) that will alter your thoughts and reactions to the situations of the contest.

We invite you to support our athletic teams with the "Spirit of the Trojan" throughout the school year.

Guidelines for Adhering to MTSD Facility Rules

The following behaviors are unacceptable by spectators at MTSD athletic sites:

1. Cheers/chants/songs/signs/banners and gestures which are obscene, taunting, disrespectful or derogatory
2. Displays of anger or profanity that draw attention away from the contest



3. Throwing any object within the stands or onto the playing surface
4. Standing during play in any area other than the identified student section of the bleachers; no standing on the court during play
5. Not complying with officials' decisions regarding the use of artificial noisemakers and sounds meant to distract players at key times in the contest
6. The use of "silly string," confetti, or like products in the gymnasium
7. The use of tobacco products on school district property

If these behaviors are observed, MTSD event management staff will request the behavior be stopped immediately. Failure to comply with this request may result in the individual's removal from the venue and suspension from attendance at future school sponsored events.

Dressing in "crazy" or unusual attire is permitted at MTSD events. However, care should be taken by the dressers to protect their regular clothing and valuables that are brought into the facility. Bathrooms and locker rooms should not be used for changing clothes or storage of clothing and valuables without administrative permission.

Guidelines for following PIAA Tournament Rules for all Facilities

The following behaviors are prohibited by spectators:

1. Unsportsmanlike banners and signs that are posted or displayed
2. Any banner or sign that may be carried; banners and signs must be stationary
3. Throwing confetti, toilet paper rolls, or other objects
4. Waving streamers, shakers, or pom-poms to distract players
5. Provocative antics or stunts
6. Sirens, whistles, artificial noisemakers, or portable listening devices without earphones
7. Menacing actions and gestures toward opposing players or officials
8. Any bands or organized instrumental groups (Basketball events only)
9. Spectators seated behind the free throw lanes disconcerting the free-thrower (Basketball events)

Please note that any violation of this conduct code could result in the offending school being disqualified from further participation in the tournament.

**MILLCREEK TOWNSHIP SCHOOL DISTRICT
FUNDRAISING APPLICATION**

ORGANIZATION: _____
(Club/Team/Group)

REPRESENTATIVE: _____ EMAIL: _____
(Sponsor/Coach/Officer)

REQUEST DATE: _____

ITEMS BEING SOLD/ACTIVITY: _____

REASON FOR THE FUNDRAISER: _____

ESTIMATED PROFIT: _____

DEPOSIT ACCOUNT NAME: _____

STUDENTS INVOLVED? YES _____ NO _____

IF YES, NUMBER OF STUDENTS: _____

STARTING DATE: _____ COMPLETION DATE: _____

Advisor/Organization
Representative
Signature: _____

Date: _____

ADMINISTRATIVE

Approval

Signature: _____ Date: _____

Denied

Signature: _____ Date: _____

Comments/Reasons:

MILLCREEK TOWNSHIP SCHOOL DISTRICT

FUNDRAISER SUMMARY REPORT

ORGANIZATION: _____
(Club/Team/Group)

REPRESENTATIVE: _____
(Sponsor/Coach/Officer)

BRIEF DESCRIPTION OF FUNDRAISER ACTIVITY:

TOTAL AMOUNT OF MONEY RECEIVED: _____

TOTAL VENDOR PAYMENT: _____

PROFIT: _____

INTENDED PURCHASES/USES:

**Advisor/Organizational
Representative**

Signature: _____ Date: _____

Administrator

Signature: _____ Date: _____