

Booster Groups

I. Purpose and Definitions.

This Administrative Regulation (AR) is adopted to govern the complex interaction between the Council Rock School District and groups and organizations that are formed to support our students. These groups may take the form of athletic booster groups or parent groups that support co-curricular or extra-curricular activities such as marching band, athletic teams, and theatre. The ultimate purpose of this AR is to establish the guidelines for parent groups to actively participate in the fundraising and funding of these various groups while ensuring that this fundraising does not create legal or practical obstacles for Council Rock, our coaches and supervisors, and our students.

This AR does not apply to PTO's that are formed to support the students at elementary and middle schools.

When used in this AR:

Supervising Principal shall mean the Assistant Principal in each high school that is responsible for the co-curricular activity.

School District shall mean the Council Rock School District.

Booster Group shall mean a parent organization formed under the terms of this AR to benefit a specific extra-curricular group. Booster Groups can be parent groups that support, financially or otherwise, athletic teams, music groups, theatre groups, and other co-curricular activities.

II. Booster Group Registration & Affiliations

- A. **Affiliation:** In order to be eligible for the benefits of affiliation with the School District and corresponding athletic program, a Booster Group must:
1. Be organized, in part or in whole, for the purpose of supporting a School District co-curricular or extra-curricular program.
 2. Register with the Supervising Principal of each school each school year. Registration requirements are found in paragraphs C and D of this section.
 3. Ensure that current copies of the group's bylaws, if applicable, are on file with the Supervising Principal.

4. Submit an annual Treasurer's Report to the Supervising Principal as described in Section II and such other interim reports as may be required by the Supervising Principal.
5. Comply with all School District policies, procedures, and regulations.
6. Submit any additional items or documentation requested by the Supervising Principal.
7. Attend scheduled meetings each year sponsored by the School District to review Booster Club procedures and ensure compliance with this AR.
8. Receive confirmation from the Supervising Principal that the terms of this AR have been met.

For the protection of officers and members, Council Rock School District strongly recommends that Booster Groups organize as a non-profit organization under IRS Code Section 501(c)(3).

B. **Benefits of Affiliation:** If a Booster Group meets all the requirements for affiliation described in paragraph A, the group will be eligible for the following benefits:

1. Preferential access to the use of School District facilities for meetings and events sponsored by the Booster Group, provided, however, that Booster Groups shall comply with all of the application and insurance provisions of Council Rock School Board Policy 707 and be responsible for charges incurred by a use that requires the School District to pay overtime or other fees to staff. Further, the fees imposed by Policy 707 for summer camps shall not be waived for Booster Groups.
2. Use of the School District's name and logo, subject to prior approval of all materials by the Supervising Principal.
3. The ability to advertise approved fundraising activities on a designated area of the School District's website.

C. **Registration Deadlines:** Each Booster Group must register with the Supervising Principal for each school year. A "school year" means the 12-month period that begins on July 1 and ends on the following June 30. Booster Groups must register at least three weeks prior to the group's first fundraising activity of the school year. No registration for any school year will be accepted after June 30 of that school year.

D. **Registration Requirements:** Registration shall consist of the Booster Group providing the following information in writing to the Supervising Principal of each school:

1. The name of the Booster Group.
 2. The co-curricular activity (or activities) that the Booster Group intends to support.
 3. The names and contact information of all officers. A Treasurer must be among the officers identified.
 4. A copy of the group's bylaws, if applicable unless a current copy is on file with the Supervising Principal.
 5. A Treasurer's Report, as described in Section II, for the previous school year.
 6. Upon receipt of this information and confirmation that the Booster Group has met the requirements of this AR, the Supervising Principal shall submit a letter to the booster club confirming that it is Affiliated with the school district.
- E. **Revocation of Affiliation**. The Superintendent may revoke a Booster Group's affiliation at any time and for any reason. In addition, if a Booster Group no longer meets the requirements described in paragraph A, the Supervising Principal shall automatically revoke that group's Affiliation and notify the officers identified on the group's most current registration form of the reason(s) for revocation. Affiliation may only be re-established upon the Booster Group's compliance with the requirements described in paragraph A and the recommendation of the Supervising Principal to the Superintendent for renewed Affiliation.

III. Treasurer's Reports

- A. **Content of the Report**. All Booster Groups affiliated with the School District must submit annual Treasurer's Reports by June 30 of each school year that includes the following:
1. A beginning balance as of July 1.
 2. A list of expenditures and revenues during the year.
 3. An ending balance as of June 30.
 4. Any other documentation requested by the Supervising Principal.
- B. **Training**. The Business Office of the Council Rock School District shall conduct training, when requested, for all Booster Group officers on the preparation of the Treasurer's Report.

IV. Compliance with Title IX. The total operation of Booster Groups may not benefit one gender over another through disparate fundraising. Accordingly, the School District reserves the

right to work with the Booster Group to reallocate fundraising so as not to create this disparate effect.

V. Specific Guidelines.

A. Purchases and Donations

1. The purchase of equipment shall be governed by this AR and by Board Policy 702. When donated to the School District, the School District takes possession and responsibility for the donated equipment.
2. All proposed purchases shall be approved by the coach or sponsor and then approved by the Supervising Principal.
3. Affiliated Booster Groups may purchase apparel and/or other items for specific use of the players without approval of the School District provided that the Booster Group approves the purchases according to their by-laws and the purchases inure solely to the benefit of the students.
4. For purposes of this AR, Council Rock prohibits the Booster Group from funding additional coaches or supervisors for the co-curricular activity. Further, no coach or supervisor of a co-curricular program may accept any funds, check, cash, or otherwise, from a Booster Group. The distribution of Booster Group funds should be made through the Booster Group and, when necessary for payment to the school district, made payable to the *Council Rock School District* and the particular student activity fund designated for that student group.

B. Awards and Recognition Dinners.

1. Awards and recognition dinners should be limited in scope and approved by the Supervising Principal. When held at a location off school property, the district prohibits the serving of alcohol during the recognition dinner.