

Booster Club Guidelines

Be they music, arts, academic, or athletic, booster clubs should exist to enrich students' involvement in extracurricular activities without endangering their eligibility. The role of a booster club is one of service to the school and its students. Such service can manifest itself in many forms; however, volunteerism and fundraising are the primary functions. It is critical that members of booster clubs understand its role within the school as an organization. Since the administration of the school is responsible for all school programming, activities events and personnel, booster clubs must work within a framework prescribed by the school administration. The following guidelines are intended to help members of all booster clubs work effectively with the school.

WRITTEN POLICIES (BYLAWS)

Booster clubs should develop and annually review policies to cover:

- How to obtain administrative approval before beginning projects.
- How to plan and publicize meetings.
- Bookkeeping and fund administration.
- Election of Officers.
- Taking, distributing and filing minutes.
- Public communication.
- Proper interaction with fine arts directors, academic coaches and athletic coaches through the line of authority as established by the school board.
- A sportsmanship code governing behavior of booster club members.
- Plans to support the school regardless of success in competition, keeping educational goals of competition at the forefront of all policies.

RELATIONSHIP WITH THE SCHOOL

1. The principal or a designee should be invited to all meetings.
2. Booster clubs do not have authority to direct the duties of a school district employee.
3. The schedule of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school board administration.
4. A copy of a booster club's bylaws must be on file in the main office of the school.
5. Minutes should be taken at each meeting and kept on file at the school.
6. Any orders placed by "booster clubs" cannot have the "billing" address as Hilton Head Island High School. They must use separate billing addresses.

FUND RAISING/SPENDING/STIPENDS/GIFTS TO COACHES

1. Fund raising projects are subject to state law. Nonprofit or tax-exempt status may be obtained from the Internal Revenue Service.
2. Money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations but cash or other valuable consideration must be give to the school to use at its discretion.
3. Community-wide sales campaigns should be coordinated through the school's student activities office to minimize simultaneous sales campaigns.
4. Fundraising activities should support the educational goals for the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
5. Sales campaigns should be planned carefully to insure that the consumer is provided dollar value for items sold.

6. Individuals who actively coach or direct an activity should serve in an advisory capacity to the booster club; however, they should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds.
7. Coaches/Directors/Advisors wish lists should have received prior approval from school administration before submission to boosters.
8. Coaches/Directors/Advisors may not accept more than \$300.00 in money, product or service from any source in recognition of/or appreciation for coaching/directing/advising. The limit is cumulative for a calendar year and is not specific to any one particular gift. Government employees accepting a gift(s) are responsible for filing required legal documents.
9. Booster clubs are not to provide additional stipends to coaches/directors/advisors. The district pays coaches/directors/advisors a stipend that is a part of the annual employment contract. The amount of the stipend does not depend on the success of a team or individual.
10. Funds are to be used to support school activities. To provide such funding for non-school activities would violate public trust through which funds are earned.

Athletic Booster Club Considerations

It is critical that members of athletic booster clubs understand the restrictions placed on their contact with student athletes. **Violation of established rules can result in a student athlete forfeiting athletic eligibility.**

1. Booster clubs cannot give anything to student athletes, including awards. Check with the athletic director before dealing directly with student athletes or coaches. This information should be given to all members.
2. The athletic director must give prior approval before the booster club may sponsor any banquet or get together for student athletes.
3. Unlike music and academic booster clubs, athletic booster club funds may not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
4. Booster groups or individuals may donate money or merchandise to the school with prior approval of the athletic director. It is not acceptable for booster groups or individuals to pay for such costs directly.
5. **Booster clubs should inform all members of the seriousness of violating rules pertaining to contact with student athletes.**

ACADEMIC AND MUSIC BOOSTERS

When applied to booster clubs there is more flexibility for academics and music than athletics. The guidelines mentioned at the beginning of this document apply to all booster organizations. Academics and music booster clubs may participate in the following with prior administrative approval:

- Purchase equipment for programs such as computers or software for yearbook or computer science.
- Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions, speech tournaments or music competitions. They may provide food and refreshments for students on these type of trips. (It is important to note that a purely recreational trip to Six Flags would not meet the definition of an educational field trip.)
- Run tournaments, organize fundraising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students.
- Fund academic scholarships provided selection of the recipients is not based solely on success in competition. Selection could be based on grade point average or the student's selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance.

TIPS FOR BOOSTER CLUB MEMBERS

- Remember... the classroom comes first!
- Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school and then support its decisions.
- Set standards by which you expect students to conduct themselves and practice those standards yourself.
- Be aware of capabilities and limitations of your people.
- Be involved in areas in which your own student is not involved, thus promoting school unity and spirit.
- Show respect to the opponents of your young person.
- **Praise. Don't criticize. Urge others to do the same.**
- Help your students and their friends develop integrity through participation.

TIPS FOR COACHES/DIRECTORS/ADVISORS

- Work with your administration to determine what the club can provide.
- Make your request to the club benefit as many students as possible.
- Attend the booster club meetings and know what the club is doing.
- Understand that your advisory role to the booster club is without vote.
- Support other programs within the school.
- Meet with supporters and make them aware of relevant rules.
- Involve your staff with the booster club. Let the booster club know who your staff is and what duties they perform.
- **Always remember that a booster club is a service organization. It does not have direct authority over the program.**

BEAUFORT COUNTY SCHOOL DISTRICT
INDEPENDENT, SCHOOL SUPPORT GROUPS AND PARENT TEACHER ORGANIZATIONS
ADMINISTRATIVE REGULATIONS

The Beaufort County School District encourages the participation of parents and community organizations in the educational process and believes that school support groups can be an integral part of the learning environment. In order to work together for the ultimate benefit of students, the District has developed the following Administrative Regulations and Procedures with which school support groups and parent teacher organizations must comply.

1. No school support group, organization or individual is allowed to use the school district name, school name or any likeness to solicit funds without express written consent of the school district and/or school principal.
2. Any school support group which expects to solicit and receive tax deductible funds from individuals, companies or other entities must apply for and receive federal non-profit organization status 501(c)(3) and provide a copy of this status to the school district and/or school principal.
3. Each school district group is considered separate from and independent of the school district, therefore, the District is not responsible for, nor can the District be liable for financial obligations or contractual matters of a school support group.
4. Each school support group and each of its members must abide by all federal, state and local laws, including these established Administrative Regulations and Procedures provided by the Beaufort County School District.
5. Each school support group must be formally organized as a legal entity, adopt bylaws which allow for the election of officers and operational procedures. A copy of these bylaws must be submitted to and remain on file with the school district and/or school principal.
6. Each school support group must have an established leadership structure, including an executive board comprised of an elected president, treasurer and secretary, and must submit annually to the District and/or school principal the names, positions and contact information (address, phone, etc.) of each executive board member.
7. Minutes of each meeting of the school support group must be taken, maintained, and provided upon request to the school district and/or school principal.
8. An ad hoc committee or one of the school support group's members who is not a member of the executive board should audit or review the support group's financial records at least once every three months, preferably monthly, and issue a written report to all school group members, and upon request, issue the report to the school district and/or school principal.
9. Each school support group must establish an appropriate written set of booking or accounting procedures policies. At a minimum, these policies and procedures should include:
 - Documentation for cash receipts and cash disbursements
 - Monthly bank statement reconciliation
 - Checks written must have at least two signatures
 - For purchases exceeding \$1000, at least three price quotes should be obtained
 - Establish procedures to be followed to obtain approvals for fund raisers and other club activities
10. In the event a treasurer is elected, resigns or leaves office for any reasons, the school support group's financial records should be audited or reviewed and a written review report must be issued to all the group members by a committee or one of the members who is not a member of the executive board, and provide the review report, upon request, to the school district and/or school principal.
11. Each officer with signature authority and those support group members, who are expected to have contact with district school children, must undergo a SLED background check. (South Carolina Law Enforcement Division Background check.)

I, the undersigned, acknowledge that I have read, understand and will adhere to the Independent, School Support Groups and Parent Teacher Organizations Administrative Regulations and Procedures as established by the Beaufort County School District and its representatives.

Print Name and Title _____

Signature _____

Date _____