



Book	Policy Manual
Section	900 Community
Title	Booster Organizations/Clubs
Code	919
Status	Active
Legal	<ol style="list-style-type: none"> <li>1. 24 P.S. 510</li> <li>2. Pol. 707</li> <li>3. Pol. 122</li> <li>4. Pol. 123</li> <li>5. Pol. 218</li> <li>6. Pol. 246</li> </ol>
Adopted	May 20, 2021

### **Purpose**

The West Mifflin Area School District acknowledges the existence of various community-based booster clubs which encourage the participation of district students in a variety of athletic and other cocurricular or club activities. The Board and administration also recognize that members of these groups give countless hours in support of the goals of their respective organizations, which ultimately enhances the quality of the cocurricular experience of participating students. At the same time, it is absolutely necessary that all district-sponsored programs remain under the control, direction, and supervision of the Board, the administration, and the Athletic Director.

### **Authority**

It is the responsibility of the Superintendent and the Board to recognize school-related organizations and to approve their activities.

Booster organizations do not have the authority to direct the duties of a school district employee. The schedule of contests, rules for participation, methods for earning letters and all other criteria dealing with interschool programs are under the jurisdiction of the West Mifflin Area School District administration.

Being elected and responsible body for directing all educational and cocurricular programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to booster organizations. Booster groups need to be sanctioned annually in August of each school year by the Board of School Directors.[\[1\]](#)

### **Guidelines**

All booster club officers must be a community member in good standing. All booster group members should have volunteer clearances on file with the appropriate organization.

To facilitate communication between the booster organizations and the district, and to make clear to all concerned the purposes of the booster organizations, the Board requires from each group a list of current officers, their telephone numbers, addresses, and e-mail addresses, and a current statement of bylaws and objectives of the group. These documents must be submitted to the Building Principal by August 1 of every school year. Lists of officers, bylaws, and objectives are to be submitted annually.

Any equipment or uniforms that are purchased by a booster organization for a district-sponsored team/group must be approved by the Business Manager, building principal, and/or the Athletic Director in advance. Personalized items and services provided by a booster organization to student participants or coaches must be approved by the appropriate coach/director/advisor and Athletic Director or appropriate building administrator prior to purchase.

When using any school facility or equipment for meetings, fundraisers, socials, banquets and other activities, booster clubs shall request permission of the building administrator to conduct such an event and shall coordinate the date of the event with the appropriate district administrator. An application for Use of School Facilities must be completed, and approval must be received prior to the event as per Policy 707.[2]

Each booster organization must as part of its bylaws agree to abide by the disciplinary policies of the district concerning the conduct of district students in all district-related activities.[3][4][5]

### Responsibilities of the District

The school district shall be solely responsible for:

1. Supervising athletics and activities.
2. Posting, recruitment, interviewing, selecting, evaluating, and monitoring athletic and activities personnel.
3. The selection, purchase, use, maintenance and storage of equipment.
4. Ensuring that district athletics and activities adhere to district, league, and state rules and regulations.
5. Hiring and supervision of officials.
6. Transportation of participants to and from regular functions and district facilities.
7. Scheduling of competitions and activities.
8. Maintenance and administration of athletic department and cocurricular activity funds.
9. All decisions concerning the program operations, maintenance, administration, and the selection of award winners.

### Chain of Command

Concerns or issues of individual members of booster groups or support groups regarding the team or athletic program should follow the chain of command indicated below:

Step 1 – Coach/Activity Sponsor

Step 2 – Athletic Director

Step 3 – Building Principal

Step 4 – Central Office Administration

### Fundraising

Fundraising for the benefit of the students should be educationally appropriate and follow these general operating guidelines.

Booster clubs are adult organizations, which sponsor adult fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours.

A key to the success of any organization is clear communications. Each booster organization must establish and maintain clear communications with its members as to the purpose of the organization and the desired voluntary commitment of its members.

Letters should go home to parents/guardians explaining the fundraisers and the cost involved in running the booster programs. Parents/Guardians should be informed of the meeting dates, location, and when fundraising agenda items will be discussed and/or voted on in the organization.

Fundraising activities may occur during the length of a particular athletic/sport season, a school year, or as a special activity year round approved by the building principal. The appropriate school office will coordinate a calendar with all scheduled fundraising events.

Student participation in an "off-season" league or tournament, where costs are assessed on a per student basis to cover entry fees, will be the responsibility of the parent/guardian. Off-season fundraisers need to be approved by the Board of School Directors.

### Concessions

Booster/Support organizations involved in concessions at school events shall follow district guidelines for use of, and payment for, facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission. Booster organizations involved in concessions at school events shall follow district guidelines and are encouraged to follow the district student wellness policy.[6]

To avoid conflicting events and demands on students and school personnel, each booster club may sponsor banquets to which students may be invited, without charging admission to such students.

A booster club planning a recognition event shall request permission of the building principal to conduct such event and shall clear the date for the event with the building principal/athletic director.

If you are aware of your next year's banquet date prior to the end of the school year, it can be placed on the district-wide activities calendar.

Each booster organization, including non-booster athletic organizations, must follow the P.I.A.A. guidelines when giving gifts to students.

When banquet facilities are used off school grounds, the following guidelines will apply:

1. The banquet will be recognized as a school function and all school rules will apply and be enforced, including the Code of Student Conduct.
2. No alcoholic beverages or tobacco products will be permitted in the banquet area.
3. An announcement must be made at the beginning of each banquet summarizing these items.

### Finance and Reporting

Each booster group shall name an FDIC insured depository bank into which all proceeds and receipts shall be deposited. Booster/Support groups must follow appropriate accounting practices in maintaining and disbursing funds.

The district does not assume any financial responsibility for a booster group and excludes itself from any liability a booster group may incur.

Booster groups shall not use the district tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.

Booster organizations with administrative recognition, and defined as nonprofit civic and service organizations that support extracurricular activities, may conduct small games of chance on or off school property in accordance with law.

#### Role Of The Head Coach/Activity Sponsor

The head coach should have an active role in his/her respective booster organization and the decision-making process of the club. S/He should be involved in the structure of the organization's agenda for meetings and actively participate in the meeting. If the head coach cannot attend, a representative from the coaching staff should attend.

#### Vending Contracts

Booster organizations are not authorized to enter into any contractual agreements that violate existing contracts between vendors and the school district or that violate other Board policies. All vending contracts are subject to the prior approval of the Board of Directors.

#### Programs

Each booster organization is responsible for and must screen all program advertising for appropriate content. If there is any doubt about the content of an ad, it must be approved by the secondary principal. Advertising of alcoholic beverages or tobacco products are not permitted in any programs. Booster organizations are responsible for time, material and cost of producing a program.

#### Annual Meeting

In an effort to improve communication between the West Mifflin Area School District and the boosters, there will be an annual meeting where all of the booster clubs meet with the district's administration. The meeting will be held at a mutually agreeable time and date in August. The purpose for the meeting will be to share ideas and discuss issues that arise during the school year.

#### Requirements and Recommendations

The West Mifflin Area School District requires that each organization:

1. Submit a yearly financial report of revenue and expenditures to the school district prior to August 1 for the Athletic and Activities Committee's review. At the conclusion of each fiscal year, the booster organization shall submit to the District Administrative office a general accounting of money raised and the equipment, favors, awards, supplies, banquet, or salary expenditures incurred and purchased by the organization during that year.
2. Booster groups may not use any district accounts for any purchases.
3. Provide minutes of meetings to the principal and the athletic director within one (1) month after the meeting occurs.

#### Disband/Cease to Operate

In the event a booster club disbands or ceases to operate, all remaining funds and other cash assets will be transferred to the West Mifflin Area School District in trust for the sole purpose of distributing said funds for the benefit of its successor club or like group.

#### Compliance

Should any situation emerge between a booster organization and the school, the high school principal shall resolve the issue within the established guidelines or Board policy. No booster organization shall engage in any activity outside these guidelines.

Violation of Board policy or Title IX policy may lead to revocation of a booster organization's function in district activities.