

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION:

TITLE:

ADOPTED:

REVISED:

1. Purpose	<p style="text-align: center;">Policy 915. Booster Organizations and Clubs</p> <p>The Manheim Township School Board recognizes and appreciates the cooperation, encouragement, and support given by booster organizations and/or clubs to its sports and other extracurricular activities. The School Board desires to maintain collaborative relationships between the School District and the booster organizations and clubs to serve the basic educational goals of the School District.</p>
2. Definition	<p>For the purposes of this policy, a booster organization and/or club refers to any organization comprised of parents, community members, or others who choose to support a Manheim Township School District sport or other extracurricular activity. Parent/Teacher organizations (PTOs) are not considered booster clubs under this policy. Only those booster organizations and clubs operating under bylaws approved by the School Board shall be authorized to use the School District name, resources and facilities. The booster organizations and/or clubs must adhere to all School Board, School District, and statewide rules and policies.</p> <p>In order to maintain good standing with the School Board, all booster organizations and/or clubs shall adhere to this Policy and any administrative guidelines adopted under this Policy. Failure to comply shall result in the loss of School Board recognition and the privilege of utilizing or accessing School District resources and facilities. In the event that a booster organization or club fails to comply with the provisions of this policy, the Superintendent, upon the recommendation of either the Director of Athletics or the building principal, may recommend at any time to the Board of School Directors that the approval of the booster organization or club be revoked.</p>
3. Authority	<p>The School Board recognizes and declares that the role of any approved booster organization and/or club is to assist and support, but not to direct, interfere with, nor supplant the staff, existing facilities, resources or athletic programs of the School District. It is understood by all booster organizations and clubs and their members that all School District sponsored activities are under the control, direction, and supervision of the School Board through the School District's administrative team, and the Director of Athletics. Booster organizations and clubs do not have the authority to direct the duties of a School District employee. Scheduling contests, rules for participation, and all other criteria dealing with interscholastic programs are</p>

<p>4. Organization</p>	<p>within the authority of the School District administration.</p> <p>The School District shall not assume any liability for financial obligations undertaken by the booster organization or club.</p> <p>In order to be recognized as a booster organization or club by the School District, each booster organization or club must have, and abide by, a written constitution and/or bylaws which must be submitted to the Director of Athletics or designee annually for review before the booster organization or club may use School District facilities resources and/or the School District name.</p> <p>Upon review of the proposed booster organization or club's documentation, the Director of Athletics and/or building principal shall make a recommendation to the School Board or, in the event that the Director of Athletics and/or building principal feel that the booster organization or club should not be approved, so advise them of their deficiencies and/or other matters that must be remedied before a recommendation for approval may be submitted to the School Board.</p> <p>The constitution and/or bylaws of the proposed booster organization or club shall contain the following:</p> <ul style="list-style-type: none">a. The approval of the constitution and/or bylaws by a majority of the group it represents.b. Procedures for disbursement of funds.c. A consistent process is in place for members to vote upon how funds will be used and the requirement for the coach and/or advisor final approval.d. The goals of the booster organization or club.e. Membership criteria and voting rights in the booster organization or club.f. Annual fees shall not be assessed for membership.g. The mechanism by which an annual internal audit is conducted.h. The method by which monies will be disbursed in the event the booster organization or club is disbanded.i. Language that the booster organization or club will not fund nor subsidize any coaching/advisor positions without School Board approval. <p>In addition, each booster organization or club shall submit the following:</p> <ul style="list-style-type: none">a. An annual list of officers, phone numbers, and email addresses prior to the beginning of each school year.b. A monthly copy of the booster organization or club's financial report which includes all of the following: income, expenses, anticipated purchasesc. A monthly copy of the booster organization or club's monthly minutes. <p><u>Fundraising</u></p> <p>The School Board recognizes that the focus of each booster organization or club is</p>
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	<p>student-centered and, thus, these groups contribute in a material way through services, supplies, equipment and other ways to School District students. Often this can have a direct result that lessens the financial burden to the School District's taxpayers; however, it is the School District's responsibility to know what resources are coming into a program and to avoid any disparity that the resources may create.</p> <p>Booster organizations or clubs who plan fundraising activities must complete the appropriate Fundraising Activity Form with required signatures prior to commencing such activities. The Athletic Director, building principal or his/her designee shall review all requests, and, to the extent possible, coordinate them to ensure that duplication is minimized, and that all booster organizations or clubs have a reasonable opportunity to engage in successful fundraising in support of their respective programs. Fundraising shall be principally undertaken during the competitive season for the sport or club. However, some out-of-season fundraising may be permitted, provided that it does not unduly conflict with in-season fundraising activities by other booster organizations or clubs.</p> <p>Proposals and/or requests for fundraising activities shall include:</p> <ol style="list-style-type: none">The name of the booster organization or club, contact person, general contact informationFundraiser purposeFundraiser descriptionAnticipated excess revenueThe group, businesses, or individuals to be solicited <p>Any and all fundraising activities shall conform with applicable statutes, rules, regulations, and policies, to include but not be limited to those promulgated by PIAA, District III, the Lancaster-Lebanon League, and the Manheim Township School District.</p> <p>Booster organizations or clubs may sponsor fundraising activities carried out in the name of the School District. Students shall not be involved in fundraising activities throughout the school day without prior permission of the building principal or program advisor. Booster organizations or clubs may raise funds by concession stand sales, food sales, clothing sales, program sales, selling discount cards, letter campaigns, sports camps or similar activities with prior written permission of the Athletic Director, building principal or his/her designee.</p> <p>Any and all fundraising shall be by and through the respective booster organizations or clubs. Coaches and members of the booster organizations or clubs are specifically prohibited from soliciting donations or otherwise engaging in fundraising activities in their individual names or capacities, whether it is for cash, checks, merchandise, or in-kind donations. All such activities shall be solely by and through the respective booster organization and/or clubs.</p>
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Each booster organization and/or club shall keep detailed financial records to document the receipt of revenues and expenditures. The records shall be made available to the School District. The booster organizations and clubs shall provide all information to the Administration of the School District that is required for the School District to make disclosures to any governmental authority, including but not limited to, the Pennsylvania Department of Education and the Office of Civil Rights of the Department of Education.

A Donation/Contribution Agreement form shall be completed for donations, whether it is cash, check, merchandize or an in-kind donation.

Facility Rental

To ensure that custodial and security services (as necessary) may be available booster organizations and/or clubs must complete the Manheim Township Facility Usage request as required of all outside groups. Booster organizations or clubs shall not pay Manheim Township School District employees directly for any services. School District employees shall be paid through the School District payroll system for any work performed for the School District.

Gifts

Booster organizations and/or clubs shall ensure that all money, gifts or awards shall not be given to students, coaches, or volunteers directly or indirectly, without the approval of the Athletic Director, building principal and/or his/her designee. Any and all money, gifts, awards, or other items given must not violate policies of the Manheim Township School District, PIAA or the NCAA. Such gifts may include but not limited to gifts of cash, gift cards, or gift certificates. (PIAA ByLaws Article II, Section 3)

Role of the Head Coach/Advisor

Each Head Coach and/or Advisor is expected to have an active role in his/her respective booster organization and/or club and the decision-making process of the booster organization or club. However, the Coach and/or the Advisor shall not hold an officer position within the booster organization and/or club. He/She should be involved in the structure of the organization's meeting agendas and actively participate in booster meetings. If the head coach cannot attend, a representative from the (coaching?) staff should attend.

Website and Social Media

Only a booster organization or club that has been approved by the Board is permitted to use the school district logo and name. Booster organizations and clubs that publish or have a social media presence shall follow the same publishing standards used by the School District on its website."

Banners/Signs

All banners and signs must have preapproval by the Athletic Director and/or

	<p>designee before they are ordered and displayed on school grounds. All banners shall be purchased through the Manheim Township Education Foundation.</p> <p><u>Banquets</u></p> <p>In accordance with PIAA By-Laws, Article II, Section D: Students may attend, without charge of admission, athletic banquets sponsored by Booster organizations and/or clubs. In an attempt to avoid potential conflicts, each organization and/or club should check with the Athletic Director/Advisor prior to scheduling recognition/end-of-season banquets.</p> <p><u>Small Games of Chance</u></p> <p>The following activities are strictly prohibited for any booster organization or club unless permission has been expressly granted by the School District's Board and Administration: Gambling, games of chance, lotteries, raffles or any other activities requiring a license under the Local Option Small Games of Chance Act.</p>
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