



Independent School District 152



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Booster Club Procedures

Administrative Procedure: 538.2

Section: 500 Students

Date Adopted: 01/8/2018

Date Revised:

Date Reviewed:

I. PURPOSE

The purpose of these procedures is to provide guidelines for communication between booster clubs and the district and secondary administration.

II. DEFINITION, PURPOSE AND FUNCTION OF BOOSTER CLUBS

A booster club is defined as “an organization that is formed to help support the efforts of a sports team, activity, or organization.” Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team, activity, or organization's performance.

Booster clubs may raise money by printing promotional items like team schedules, programs, and yearbooks. They can organize team events, such as pre- or post-game dinners or social events during the season. Booster clubs may perform, meet, or organize in any way, in accordance with the above-stated definition, that supports or boosts the program they are formed to support.

It is the charge of the Moorhead Activities Office and the administration at Moorhead secondary schools to ensure that booster clubs operate within their defined parameters

III. REQUIRED PROCEDURES

1. Each booster club should have elected or appointed officers (president, treasurer, and secretary).
2. Prior to the first practice of each season, each booster club president must inform the principal and/or activities director of the names and contact information (address, phone, and email) of each officer.

3. Booster club meetings should follow a set agenda for each meeting (welcome/minutes from past meetings/treasurer report/old business/new business).

4. All the items in this procedure are required and mandatory.

IV. LEGAL COMPLIANCE

1. Each club will remain in good standing with state and federal law to be recognized as a booster club by the district.

2. To remain in good standing, each club should do the following:

a. Obtain a Federal Taxpayer Identification number, a State Employer's ID number, and, if appropriate, a state seller's permit number (sales tax).

b. Clubs are generally considered non-profit organizations and will fundraise within the state of Minnesota. To comply with applicable charitable laws, the club will need to:

i. Become incorporated in Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a non-profit corporation.

ii. Register with the State Attorney General's Office as a charitable organization.

iii. Request recognition from the IRS as an exempt organization by filing Form 1023.

iv. Annually file a form 990 or "postcard" filing as applicable with the IRS and annually file a Charitable Organization Annual Report with the Minnesota Attorney General's office.

1. Clubs may also be required to file a Minnesota M4NP, depending on income and revenue sources; contact the business office.

a. Clubs not organized as nonprofits will need to demonstrate to the district they comply with applicable laws pertaining to reporting of revenue and expenditures as a for-profit corporation, partnership, or individual.

b. Provide the district (principal/activities director) with a copy of the appropriate annual tax/reporting returns filed with the appropriate federal and state agencies.

V. FINANCES

1. The treasurer's report should contain all transactions that took place prior to the meeting.
2. The finances of each booster club should be open to all members.
3. At no time should a paid coach have check-writing authority.
4. It is mandatory that two people should be involved in the authorization and signing of any check.
5. All purchases must go through the school district (see purchasing section).
6. At least two members should tabulate all funds collected.
7. The district has the right to request tax statements, receipts, expenditures, and balances.

VI. PURCHASING

1. Booster clubs may purchase athletic equipment for their teams. They must go through the head coach and the activities director for approval. Booster clubs should not purchase equipment independently. When equipment is purchased from donated funds it becomes the property of the school district.
2. After the head coach and the activities director have approved an equipment request, the booster club should donate the funds to the activities office, specifying its purpose. The activities office will then complete a purchase order to begin the process. All equipment and supplies must be shipped to a school district address.
3. Booster clubs should not order materials directly or have materials shipped to a home.
4. If a booster club is funding a coaching position, the funds must be donated to the district prior to the start of the season. All coaches must complete the new hire paperwork. At the end of the season, the activities office will use the booster club funds to pay the coach.
5. The activities office cannot give out the school district tax-exempt number. Sponsors making donations must follow the above process for purchasing equipment.

VII. BILLING TO BOOSTER CLUBS

1. All transportation, fees and equipment must be approved by the activities director.
2. The activities office will bill booster clubs for any bus transportation that exceeds the district budget.
3. The activities office will bill booster clubs for any fees for tournaments or games that exceed the district budget.
4. The district may bill a booster club for supplies/equipment that exceeds the district budget. All donations must be turned in to the activities office prior to ordering.

VIII. BOOSTER CLUBS SHOULD:

1. Volunteer time and raise money.
2. Contribute funds to better enhance the team or organization's performance.
3. Print promotional items like team schedules, programs, and yearbooks (subject to approval by the head coach and activities director).
4. Financially support the program by providing additional funding for coaches, staff, and event workers.
5. Organize team events, such as team meals.
6. Listen and work closely with the head coach.
7. Discuss as official business any item that meets the definition or function of a booster club.

IX. BOOSTER CLUBS SHOULD NOT:

1. Openly discuss or perform a performance review of the head coach or coaching staff.
2. Review the performance of a coach funded by the booster club; staff evaluations are solely the responsibility of the school district.
3. Openly discuss playing time issues.

4. Direct funding of the program in order to control the hiring or firing of the head coach or staff member.
5. Offer up a petition by booster club members to hire/fire a coach.
6. Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach.
7. Discuss as official business any item that does not meet the definition and function of a booster club.

X. END-OF-SEASON CELEBRATIONS

1. The head coach is responsible for all facets of the end-of-season awards banquet. The head coach may delegate these responsibilities to the booster club; however, the program must be approved by the head coach.
2. The awards given out at the banquet are the sole responsibility of the head coach.
3. There should be no open bar for adults, and parents should refrain from using alcohol at banquet.
4. To avoid conflict, celebration should not be held on Wednesday evenings or before noon on Sundays.

XI. ADVERTISING

1. The activities office must approve all advertisements in printed programs for events. Please email or fax a copy of ads for approval prior to printing.
2. The activities office reserves the right to pull programs that have not been approved or are not consistent with district values.

XII. FUNDRAISERS

1. Fundraising is a necessary part of secondary school activities today.
2. Be aware that membership on a team and/or playing time is not affected in any way by the amount of money raised by a participant.
3. Booster club dues and other fees should not be refunded to students who are cut from the team.

XIII. CAPTAIN'S PRACTICES

1. No coaches (paid or volunteer) supervise captains' practices.
2. Captains' practices may be scheduled up to two weeks before the start of the season.
3. Adult supervision is required at captains' practices, but student participation should never be mandated or required.

IVX. MSHSL BASICS

1. Coaches are allowed to work with their teams only during the designated MSHSL season and the summer waiver period.
2. No booster club member may recruit or encourage athletes from another school to transfer to Moorhead Area Public Schools.

Cross References:

Minnetonka Activities Booster Club Guidelines

Anoka Activities Booster Club Guidelines