



Book	Policy Manual
Section	900 Community
Title	Booster Clubs & Parent Teacher Organizations
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Purpose

The Northern York County School District Board of School Directors (Board) recognizes and appreciates the cooperation, encouragement, and support given by booster clubs and parent teacher organizations (PTOs) to various co-curricular and extracurricular activities operating in its schools. The Board further recognizes the contribution and support the school district receives from parents and members of the community who have organized booster clubs, PTOs, and other support groups with similar purposes. The purpose of such groups is to assist and support but not to direct nor supplant activities, music programs, curricula or athletic programs. It is necessary that all school district-operated activities remain at the school level and under the control, direction, and supervision of the Board through its professional employees.

The ultimate goal of the booster clubs, PTOs and the Board of School Directors is to provide the best curricular and extracurricular programs to the students of the Northern York County School District. Thus, the purpose of this policy is to define the relationship between the Board and booster clubs, PTOs, and similar groups whose purpose is to support the school district's extracurricular activities and educational programs.

Authority

Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster clubs.

Any failure to follow the requirements of this policy will cause the Superintendent to recommend the Board revoke the school district's recognition of said groups as an affiliated group.

Definition

Booster Club - For purposes of this policy, a booster club will refer to any organization comprised of parents or community members who choose to support an extra or co-curricular activity as defined by Act 82 Article XVI-C of PA Law following formal approval from the Board of School Directors.[6]

Parent Teacher Organization - For purposes of this policy, a parent teacher organization (PTO) will refer to the organization comprised of parents and staff members of a particular district school, who are organized to provide financial support and/or volunteer assistance to the school.

Guidelines

To initiate a booster club for a particular school activity, the following process must be followed:

1. Parents or adult sponsors must discuss a booster club proposal with the appropriate advisor, building principal, or coach.
2. The coach or advisor must then discuss the proposal with the building principal and/or athletic director as appropriate. If the booster club proposal is approved by the coach/advisor and the building principal a formal written request to establish a booster club must be submitted by the proposed booster club to the Superintendent for his/her approval and recommendation to the Board for final approval.

Each booster club and PTO shall conform to the following operational guidelines.

Organization

Booster clubs and PTOs shall be governed by a published constitution and/or bylaws, which must be submitted to the athletic director (athletic organizations) or building principal (PTOs and any activities/organization other than athletics) for review before using the school or district name. The athletic director or building principal will make recommendations to the Superintendent or his/her designee for Board approval. The bylaws/constitution of the organization must satisfy the following requirements:

1. The bylaws must be approved by a majority of the group it represents.
2. An annual budget must be approved by the governing body.
3. Two (2) signatures are required on all accounts for disbursement of funds.
4. Statement indicating that coaches and/or school district advisors shall not handle funds of the booster club or PTO.
5. A process is in place for members to vote upon how funds will be used in order to comply with Act 82 Article XVI-C of PA law.[6]
6. The criteria for membership and voting rights in the organization.
7. The mechanism by which an internal audit is conducted annually. (Note: This may be assigned through bylaws to an audit committee of the membership.)
8. A description of how assets will be disbursed in the event the organization is disbanded. Equipment or funds shall become the property of the school district in the event a Booster Club chooses to disband.

General Requirements

1. To ensure custodial and security services, booster clubs and PTOs must complete the "Use of Facilities" form as required of all outside organizations requesting use of school buildings and facilities for meetings, activities, and fundraising.[1]
2. All gifts, including gifts of equipment, which require installation, storage, or maintenance shall require board approval. Any such gift donated shall become the property of the school district.

Forms must be submitted and approved prior to purchase and/or donation to the school district.

3. Booster clubs/PTOs shall not require any student to participate in fundraising activities or pay the equivalent as a condition of participation in the activity.
4. The school district will not be held responsible for any equipment owned by a booster club or PTO, which is lost, damaged or stolen.
5. Each booster club and PTO shall provide the following to the athletic director and/or the building principal:
 - a. A current copy of constitution and by-laws
 - b. Names of officers and corresponding addresses, telephone numbers, and email addresses.
 - c. Annual budget from July 1 – June 30; including organization's name and date submitted to be submitted one month prior to the start of the organization's season.
 - d. Annual Treasurer's Report or external audit no later than ninety (90) days following June of each year, and forwarded to the Board upon request.
6. The school district does not assume financial responsibility for a booster club or PTO and shall not be responsible for any liability or debt that a booster club or PTO may incur.
7. Booster clubs and PTOs shall not use the school district's tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization and that they shall follow any IRS State Reporting requirements.
8. Students are not eligible for membership in any booster club or PTO.
9. A booster club or PTO shall not contract with any individual(s) or entities for services that take place on school district owned facilities without the prior written approval of the Superintendent. Such approval will require the individual(s) or entity to maintain a minimum of one million dollar liability insurance policy, and must provide certificates of insurance to the Business Manager.[1]
10. Booster clubs and PTOs shall not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decisions of the coach, director, advisor, athletic director, building principal or Board of School Directors.

Booster-Specific Expectations

1. It is the responsibility of the school district to provide players/students with staff, equipment, uniforms, travel accommodations, etc. necessary to a particular sport/event. However, any request to purchase equipment, uniforms or travel accommodations by a booster organization must be approved by the athletic director and building principal, as well as the Title IX Coordinator, in advance of the purchase.
2. Booster clubs shall not circumvent the school district's obligations under Title IX, and shall, in a timely manner, provide all information to the school district in order to enable the school district to comply with both federal and state requirements.
3. The Board requires that activities and programs initiated and supported by booster organizations shall not violate P.I.A.A., Mid-Penn, N.C.A.A. and other governing organizations regarding the limits allowed when providing such gifts, trips and banquets.[1]
4. It must be made clear that a coach's/advisor's role in the functioning of the booster club is solely in an advisory capacity and for final approval of what the booster group intends to purchase (i.e. color, items, etc.) S/He should not handle money or make purchases in the name of the booster club. Only the booster club shall control money or accounts of the booster club. Allowing a coach to be responsible for management of funds is in conflict of interest and must be avoided.

5. Final approval of all advertisement for program ads is at the discretion of the school district Administration.

Fundraising

A fundraiser is defined as an activity that solicits monies from the community through donation or a sale of a product or service. Booster clubs and PTOs 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 without authorization from the building principal. Booster clubs may raise funds by food concessions and like activities with preapproval of the building principal or athletic director as appropriate. Fundraising activities that are inconsistent with this Policy or with school district philosophy will not be permitted.[2]

Booster club and PTO fundraising activities, which are carried out in the name of the school or a school district activity must have prior approval. The Superintendent will make available a uniform request form that must be submitted by the booster club and/or PTO.

All items for sales by booster clubs should be approved by the coach/activity sponsor or building principal (if a coach/activity sponsor does not exist) prior to submission to the athletics office. All items for sales by PTOs should be approved by the building principal.

Fundraising activities for each group must be submitted to the principal or his/her designee for approval to assure that there is no duplication of items.

Proposals for fundraising activities must include:

1. The name of the organization, contact person, and contact information.
2. Description and purpose of the fundraiser.
3. Groups or businesses to be solicited.
4. The scheduling and length of time for the proposed fundraising activity

A master list and calendar of approved fundraising projects will be maintained in the appropriate administrative office and distributed electronically as changes occur to each organization's fundraising activities. Contacts must be updated annually or sooner if changes occur.

Small Games of Chance/Lotteries

Small games of chance or lotteries shall be permitted, as expressly outlined below, and as permitted by the Pennsylvania Small Games of Chance Act. In order for a booster club or PTO to conduct small games of chance, the booster club or PTO shall apply for and shall receive any required permit pursuant to the Small Games of Chance Act. The booster club and/or PTO shall submit a copy of the appropriate permit to the Business Office before small games of chance/lotteries activities commence.[4][5]

Camps and Other Activities

If a booster club sponsors a camp and a school district employee participates, or if a booster club hires a school district employee for any purpose, these requirements must be followed:

1. The responsibilities of the employee and the booster club must be clearly defined as to purchases made, salaries paid, and awards given.
2. Any school district employee paid for conducting or assisting with a camp must be paid through the Booster Club.
3. Any school district employee(s) hired by the booster club is not permitted to handle any money or to make purchases in the name of the booster club.
4. All persons who have direct contact with students must obtain the appropriate criminal background clearances and copies must be on file in the school district Administration Office.

If a camp is sponsored by an individual, then the school district shall consider the camp to be an independent enterprise or for profit entity.

Compliance

1. Should any situation emerge between a booster club or PTO and the administration regarding the management of any school-related activity, the Superintendent or designee shall resolve the issue within these established guidelines and Board policy. No booster club or PTO shall engage in any activity outside of this Policy. Further, in conducting its activities, booster clubs and PTOs shall comply with the solicitation of funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable.
2. Any individual within the booster club or PTO who has a concern with respect to any matter(s) pertaining to the organization and/or an employee should be required to process that concern through the officers and membership of the organization. If there is no resolution at that level, the officers may refer the concern to the building principal or Athletic Director as appropriate for review. If no resolution is achieved, the officers may refer the matter to the Superintendent.
3. Violation of Board policy may result in revocation of a booster organization's or PTO's approval to participate in school district activities.

Title IX Compliance

In order to assure that contributions or support by booster clubs and PTOs do not create inequities or significant disparities in the program, equipment, and facilities made available to students participating in single sex sports, the booster club or PTO shall only donate funds or tangible personal property contributed to the school district's educational, extracurricular, or co-curricular programs in accordance with Policy #702.[3]

Disbanding Booster Clubs

1. Should the Board deem that the efforts or activities of any club are not in the best interest of the school district, the authorization to operate the booster club may be revoked.
2. Should the booster club fail to submit the required financial reports and information reasonably required by the school district, the authorization to operate the booster club may be revoked.
3. A booster club may disband on its own accord by submitting in writing a "Request to Disband a Booster Club."

Exclusion From Liability

The Board of School Directors does not assume any financial responsibility for a booster club or PTO and shall not be responsible for any liability or debt that a booster club or PTO may incur.