

Instruction

**Organizations/Associations/Clubs**

Guidelines for Sports Booster Clubs and Parent Groups

The following guidelines have been established as a way to keep all sports activities in accordance with the overall goals and objectives of the Interscholastic Athletic program at Lewis Mills High School.

Fundraising

It is the objective of the athletic budget, approved by the Board of Education, to cover all the required and necessary expenditures needed to operate our sports program. New or existing sports may have a need beyond general funding. To help assist in both cases, these guidelines have been developed to help guide the two basic types of Booster Club/Parent Groups that may exist in support of the Lewis Mills' student athletes.

General Athletic Department Booster Club

The General Athletic Department Booster Club has a primary function of supporting all of the student athletes in Region 10. It will have a global mission statement as well as by-laws stating yearly procedures and goals. Contributions from this group will only be accepted for items outside of the required and necessary items for a particular sport team.

To assist the school in remaining Title IX compliant, program enhancements must be applied equally to both boys and girls teams within a given sport, e.g. boys' soccer and girls' soccer, and equitably to boys' and girls' sports generally. Therefore, working with the coaching staff, written objectives should be established at the start of each year regarding desired expenditures and submitted to the athletic office for review and approval.

- All fundraising activities need to be approved by the school administration before they are conducted.
- Fundraising activities are to be optional for both students and parents.
- Financial ledgers shall be maintained listing all revenue and expenditures over the course of the season and submitted to the athletic office at the conclusion of each athletic season. The Business Office shall also review the ledgers at the end of the school year. Receipts for expenditures are required.
- Two signatures are to be required for the drafting of bank checks.
- Coaches are not allowed to sign or countersign checks.
- No single item exceeding \$2500 in value can be accepted by the school department without prior Board of Education approval.

Individual Sport Team Booster Clubs or Parents Groups

In situations where the operating budget of the athletic department fails to cover the required and necessary supplies for a new athletic team, Individual Sport Team Booster

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Individual Sport Team Booster Clubs or Parents Groups (cont)

Clubs or Parent Groups may be allowed to form. The Board reserves the right to refuse any and all petitions to form Individual Sport Team Booster or Parent Groups, in its sole discretion.

In addition to the above guidelines, if approved by the Board, these groups must adhere to the following:

- These groups must have representation in the General Athletic Department Booster Club to help prevent conflicts of effort.
- If the program being supported is a new program, there must be an approved petition for the formation of the new team per Board of Education policy that has received limited or no funding from the Board of Education. The Booster Club or Parent Group, with the approval of the Athletic Director, must then submit a fundraising plan covering the first 3 years of required and necessary expenditures beyond what the Board of Education will cover for that program. This plan will then be subject to Board of Education approval. The minimum initial amount required to initiate the program will be set by the Board of Education or its designee.
- A minimum working balance of \$500 must be maintained by the group for regular fundraising needs. All funds raised must be deposited in the team specific Activity Account created by the Business Manager. The disbursement of these funds will occur under the approval of the athletic director through the regular purchase order process/budget process. These disbursements will only be made for required and necessary items per the forecasted budget developed for that program. The athletic director must approve any items not initially in the forecasted budget.
- If the Board of Education determines that they will fully fund the required and necessary items for that team, the group will be asked to disband and rejoin the efforts of the General Athletic Department Booster Club.
- Should the team booster club disband or abandon their efforts, all funds deposited in the Activity Account will be transferred to the general athletic booster club.

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