

West Chester Area School District

TITLE: **WCASD Booster Club Policy**
 ADOPTED: May 27, 2008
 REVISED:

Mission Statement:	The mission of any WCASD Booster Club is to promote fan support, spirit and sportsmanship as well as assist WCASD by providing supplemental benefits and services to students.
Purpose:	The West Chester Area School District recognizes and appreciates the cooperation and support given by booster clubs to various extra-curricular and co-curricular activities within the district. It is the desire of the WCASD to maintain the positive relationship between the district and the booster clubs in an effort to support the mission statement of the WCASD.
Definition:	<p>In order to maintain and strengthen existing relationships, the booster clubs, which support activities sponsored by the WCASD, shall adhere to the following guidelines.</p> <p>A booster club is an organization comprised of current parents, guardians and community members who choose to support a school funded extra-curricular activity. Students are not eligible for membership in any booster club.</p> <p>The booster club members who are eligible to be booster club officers are those parents/guardians of current students involved in the extra-curricular activity sponsored by the WCASD.</p>
Initiation:	<p>To initiate a booster club for a particular activity, the following process must be followed:</p> <ol style="list-style-type: none"> 1. Parents/guardians shall discuss their intent with the appropriate coach/advisor. 2. The coach/advisor shall then discuss the request with the building principal. 3. If approved by the building principal, a formal written request shall be submitted by the booster club to the Director of High School Education for his/her approval. 4. If approved by the Director of High School Education, he/she shall submit the request for approval to the WCASD Board of Education.
Guidelines:	<p><u>General guidelines that all Booster organizations must follow:</u></p> <ol style="list-style-type: none"> 1. The attached Booster Club Registration form must be completed and returned to the principal or his/her designee twelve weeks prior to the official start date of the extra-curricular activity; unless there are extenuating circumstances. The principal or his/her designee has 10 school days to approve the Registration Form. 2. Each organization must establish by-laws which shall be in compliance with the philosophy, mission, and policies

of the WCASD. These by-laws must accompany the booster club registration form when submitted.

3. Violation of Board Guidelines could result in the revocation of the booster club's function in WCASD activities. The principal or his/her designee will make this determination; consequences could range from a warning to complete revocation of the Booster Club function in the WCASD.

Finances:

1. The WCASD Board of Education does not assume any financial responsibility for a booster club and excludes itself from any liability that a booster club may incur.
2. The treasurer of the club shall handle all funds and utilize the following accounting procedures and guidelines.
 - a. A bank account shall be established for each club.
 - b. Funds shall be deposited into the authorized bank account.
 - c. Two signatures shall be required on all checks written over \$250.00
 - d. School employees shall not be authorized to sign checks drawn on the bank account.
 - e. Two non-related individuals shall count any funds earned or received and provide the treasurer with a signed proceeds receipt.
 - f. Sale slips, receipts, invoices, or any other document pertaining to expenditures shall be retained.
 - g. All accounts shall institute a dual control. The treasurer shall reconcile all statements. A duplicate statement must be sent to another party without check signing authority for review.
 - h. A copy of the budget shall be provided to the building principal or his/her designee at the beginning of the school year.
 - i. An end of season treasurer's report must be turned in to the principal or his/her designee, within twelve (12) weeks of the season ending activities.
 - j. Booster Clubs will set a maximum limit on carryover money which must be approved by the principal or his/her designee. If the booster club wishes to carry over more than the maximum established limit, they shall submit in writing to the principal or his/her designee a plan identifying the long term project or equipment that they want to purchase.
 - k. Due to financial reasons, no child will be denied any of the benefits of membership to the booster organization because the parents/guardian cannot financially afford to join the Booster Club.

3. Audit

- a. An audit committee or a qualified accountant shall audit the financial records on an annual basis.
 - b. If the club chooses to utilize an audit committee, its members shall not include the signers on the checking account.
 - c. The results of the audit shall be reported and filed with the building principal or his/her designee with the end of season report.
4. Booster clubs shall not use the WCASD tax-free number for purchases. Clubs should strongly consider filing with the Commission on Charitable Organizations, Department of State, as a charitable non-profit organization. PANO – Pennsylvania Association of Non-Profit Organization.

Fundraising:

- 1. Booster club fund-raising activities must have pre-approval by the building principal or his/her designee. The attached form must be completed and submitted for approval. Announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the organization and not the school or district.
- 2. Any students or parents involved in a “Car Wash” or similar event must adhere to the Pennsylvania Vehicle Code, the WCASD dress code policy, and all other applicable WCASD policies on acceptable conduct.
- 3. Panhandling is prohibited. All fundraising must involve providing either a product or a service.
- 4. The WCASD requires that activities and programs initiated and supported by booster clubs shall not violate PIAA regulating standards or PA State Gambling Guidelines i.e. 50/50, bingo etc. Information on obtaining a license can be found at the following website: <http://dsf.chesco.org/treasure/cwp/view.asp?a=3&q+614281>.

Contributions:

- 1. The WCASD supports contributions to the extra-curricular activity. However, booster club donations to individual sports shall be made with the advice and approval of the Athletic Director and/or building principal. This is necessary to ensure equity among programs in keeping with the guidelines of Title IX* and to protect the athletes from potential violations of PIAA regulations concerning amateur status.
- 2. Any donations or gifts shall be in accordance with Board Policy KHE-Gifts and Donations.
- 3. Any gifts or equipment which would require installation,

storage or maintenance shall require a formal acceptance by the WCASD Board of Education. Any such equipment donated shall become property of the school district.

**Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.*

Facilities:

To ensure custodial/room availability, booster clubs must complete the attached “Facilities Use Form” no later than 2 weeks prior to the usage date.

Coaching/Advisory Staff:

1. The role of the WCASD coach/advisor within the booster club is solely as an advisor. The coach/advisor shall not handle cash, make purchases, or make deposits in the name of the booster club.
2. Booster clubs shall not subsidize any part of a coach/advisor’s salary, nor shall they hire or solicit any additional coaches/advisors. All volunteer coaches/advisors shall follow WCASD guidelines.

Miscellaneous:

1. The WCASD shall not be held responsible for any equipment supplied by the booster club, which is lost, stolen or damaged.
2. Use of the school or WCASD’s name, logo or mascot is revocable and contingent upon complying with WCASD policy.
3. All booster websites/links hosted on the district website shall follow WCASD internet policies. Any student participant featured on the website is required to have completed the WCASD General Website Release Notification and Release Policy.
4. All booster clubs shall be familiar and comply with all WCASD related activity policies.

WEST CHESTER AREA SCHOOL DISTRICT

Annual Booster Club Registration

Sport/Activity:

School Year:

A. Booster Club Officers:

President:

Vice President:

Secretary:

Treasurer:

B. Describe how the above individuals were elected/chosen officers for this booster organization.

C. List one (1) contact person for communication with the athletic director or designee.

Name:

Email:

Phone (h)

Phone (c)

Phone (w)

D. Financial Information:

a. Name of Financial Institution -

b. Designee's to sign checks:

1.

2.

b. The two (2) people receiving the bank statements –

1.

2.

1. An End of the Season treasurers report must be submitted to the principal or designee within Twelve (12) weeks of the end of the season.

2. The organization's recommended maximum limit of carryover money for year is _____.

3. A projected, detailed budget will be presented to the principal or his/her designee with this registration form. This budget must include the anticipated booster dues/fees and the breakdown of how the monies will be used.

E. Special Notes:

1. Spectator Code of Conduct – see attached. Please make copies and hand the out the **WCASD Spectator Code of Conduct** to every booster member prior to the start of the season.
2. Banquet guidelines- please provide banquet guidelines, which must include a non-alcohol policy.
3. Please provide the following information:
 - a. Website/link address:
 - b. Webmaster for your Booster organization:
4. Concession Stand guidelines:
 - a. Food handlers' license must be on file with the principal or designee – Information can be obtained by going to the following website:
http://dsf.chesco.org/health/cwp/view.asp?A=3&QUESTION_ID=603760