

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Board Policy 799

St. Cloud Area School District 742

Adopted: June 13, 2018

Reviewed/No Change: May 2019

Revised: October 5, 2022

799 FUNDRAISING BY BOOSTER CLUBS/SCHOOL SUPPORT GROUPS

I. PURPOSE

The purpose of this policy is to guide fundraising efforts in support of school programs by Booster Clubs and School Support Groups. It is intended to act as a guide for these organizations and to facilitate good communication between Booster Club and School Support Group Officers and School Administration in support of a quality experience for our students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes and appreciates a desire by some organizations to provide additional support to District programs through fundraising efforts.

The school board also recognizes its responsibility to ensure that funds raised in such manner are properly recognized and accounted for when offered to any District program.

III. DEFINITION

Booster Club: A booster club is defined as an independent organization that exists for the primary purpose of supporting and promoting the school-based activities program. These organizations are independent from the district and maintain funds separate from district accounts. Support is shown in many ways, including volunteering time, raising money, and contributing funds to increase our student's opportunities and improve their experience in the activity.

School Support Group: A school support group is defined as an independent organization that exists for the primary purpose of supporting and promoting school-based programming not related to the student activities program, i.e., PTA/PTO organizations.

IV. FUNDRAISING BY BOOSTER CLUBS/SCHOOL SUPPORT GROUPS

Fundraising held by booster clubs and school support groups is not controlled by the District unless they are held on District grounds or directly involve District students. Such organizations are, and must remain, independent from School District governance or control.

Unlike booster clubs and school support groups, Student Activity Funds are used to account for dollars raised *by* students *for* the student's activity. The advisor or coach of the activity manages the account, but the Activities Director approves all expenditures. (See Board Policy 713)

Funds raised through booster clubs or school support groups **MUST NOT** be deposited into a Student Activity Fund. If a booster club or school support desires to remit funds back to the District it is treated as a donation and must be formally approved by the School Board. (See Board Policy 706).

Booster clubs and school support groups are encouraged to place their fundraising activities on the school calendar to avoid scheduling conflicts with other student fundraising efforts. However, if an activity takes place on school grounds it **MUST** be approved by the appropriate school authority (Superintendent, Principal, or Activities Director).

If fundraising activities are aimed at purchasing services or equipment for the School District, booster clubs or school support groups should consult with the appropriate school authority (Superintendent, Activities Director, or Principal) before embarking on the fundraising effort.

Booster clubs and school support groups **MUST NOT** use the tax identification number or tax exempt status of the District. This includes when purchasing items for a District program. It is always best to donate the funds to the appropriate District program and to allow the District to make the actual purchase. This is the only way to make a tax exempt purchase unless the booster club or school support group is a recognized nonprofit who has applied for tax exempt status.

V. FUNDS RAISED FOR COACHES/ADVISORS

If funds are designated for personnel, the individual(s) must: 1) register as a volunteer with District 742, 2) receive the approval of the Activities Director, Principal or designee prior to student contact, and 3) complete a district background check.

VI. ANNUAL EXPENDITURE REPORTING

Booster clubs will report information on spending each year to the District. This is required to ensure Title IX compliance.

VII. RESPONSIBILITY FOR COMMUNICATION OF POLICY

It shall be the responsibility of the building Activities Director to provide this policy and procedures to the officers of all known booster clubs, as well as head coaches/advisors on an annual basis. The principal (or designee) shall provide this policy and procedures to the officers of all known school support groups.

It shall be the responsibility of the building Activities Director to accurately account for all donations to activities programs from booster clubs on an annual basis and to include that

information in the annual Fundraising Report. The principal (or designees) shall accurately account for all donations from school support groups. (See Board Policy 713 and Board Policy 511).

Cross References: Board Policy 511 Student Fundraising
Board Policy 706 Acceptance of Gifts
Board Policy 713 Student Activities Accounting

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