

**799 FUNDRAISING BY BOOSTER CLUBS/SCHOOL SUPPORT GROUPS**

**I. PURPOSE**

The purpose of this policy is to address fundraising efforts in support of school programs, including student activities 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 a club that exists for the primary purpose of supporting and promoting the school-based activities program. 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 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.*

**Note:** While this policy applies to and provides guidance to both Booster Clubs and School Support Groups, portions that are obviously directed only to Booster Clubs may be disregarded by School Support Groups. See the building principal if you have questions about this policy and your School Support Group.

**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 this account but the Activities Director approves all expenditures. (See Board Policy 713)

***Funds raised through school booster clubs or school support groups MUST NOT be deposited into a Student Activity Fund or expended for a program without formal school board approval of the donation. (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 *or if it employs pupils* who might be identified as St. Cloud school students, 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 or Principal) before embarking on the fundraising effort.

All funds or equipment donated through the effort of a booster club or school support group must be accepted by the SCHOOL BOARD before the funds or equipment are accepted by the school/team/school organization. (See Board Policy 706 *Acceptance of Gifts*)

- **Note:** Recurring donations, like payment for transportation services during a season, etc. can be approved once at the beginning of the season and paid directly by the booster group. A report detailing the total amount contributed during the season must be completed at the end of the season. It is the responsibility of the activities director to ensure that such report is made.

Booster clubs and school support groups MUST NOT take advantage of or 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.

## **V. Advertising**

District 742 staff must approve all advertisements prior to printing programs for events. A copy of advertisements must be submitted to the school Activities Office for approval two weeks prior to printing.

Advertisements for school activities should be consistent with School District values and policies.

The School District reserves the right to remove programs that have not been approved or are not consistent with district values. (See Board Policy 905 Advertising)

## **VI. Social Media**

Parent, student and community groups that are not District entities but are closely associated with the District such as booster clubs, PTAs, etc., are expected to follow district Social Media Guidelines. Specifically, these groups shall not use the school or district logo as a profile or thumbnail photograph. Additionally, these groups must disclose that the social media presence is not created or managed by the District. See [District Social Media Guidelines](#).

## **VII. Banquets**

The head coach, advisor, or director is responsible for all facets of the end of season awards banquet. The head coach, advisor, or director may delegate these responsibilities to the booster club or school support group, but must approve the program and agenda.

The awards given out at the banquet are the sole responsibility of the head coach, advisor, or director.

Awards programs or end of season banquets are expected to be alcohol free.

## **VIII. Food/Concessions**

All concessions must meet Minnesota Department of Health requirements. If your booster club or school support group is planning to provide concessions at a school District event, please contact the Activities Office for additional information and guidance.

## **IX. FUNDS RAISED FOR COACHES/ADVISORS**

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

## **X. MSHSL Rules**

1. Booster club and school support group activities and fundraisers must be in compliance with MSHSL policies, including Title IX and student eligibility.
2. Coaches are allowed to work with their teams only during the designated MSHSL season and the summer waiver period.
3. No booster club or school support group member may recruit or encourage athletes from another school to transfer to District 742.
4. Booster clubs and school support groups are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic.
5. Captains practices are not recognized school events and the school district does not encourage or accept liability for such gatherings. No coaches are allowed (paid or volunteer) at captain's practices.

## **XI. Booster Club/School Support Group Best Practices**

### Booster clubs/school support groups ARE ENCOURAGED TO

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

### Booster clubs/school support groups ARE DISCOURAGED FROM

1. Openly discussing or conducting a performance review of the teacher, coach, advisor, or director.
2. Reviewing the performance of a teacher, coach, advisor or director funded by the booster club or school support group. Staff evaluations are solely the responsibility of the school district.
3. Openly discussing playing time issues.
4. Offering up a petition by booster club or school support group members to hire/fire a teacher, coach, advisor, director or Activities Director.
5. Planning, organizing or attempting to implement an off-season training program without direction or consent from the head coach, advisor or director.

## **XII. Responsibility for Communication of Policy**

It shall be the responsibility of the building activities director to provide a copy of this policy and guidelines to the officers of all known booster clubs, as well as head coaches/advisor on an annual basis. The principal (or designee) shall provide this policy and guidelines 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 Policy 713 Student Activities Accounting)

***Cross References:*** Board Policy 511 Student Fundraising  
Board Policy 706 Acceptance of Gifts  
Board Policy 713 Student Activities Accounting  
Board Policy 905 Advertising  
District 742 Social Media Guidelines

**BOARD POLICY 799**

St. Cloud Area School District 742

St. Cloud, Minnesota

Adopted: June 13, 2018

Reviewed/No Change: May, 2019