



## LEADING THE WAY

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

### CBSD School Board Policy 915: 2022-23 Administrative Procedures

Attention: Sports Booster Clubs and 501(c) (3) Organizations

#### Mission

The mission of the booster clubs is to encourage involvement, support athletic excellence, and have a positive community influence.

#### Authority

The booster club exists to support and assist but not to direct, interfere with, nor supplant the staff, existing facilities, or interscholastic athletic programs in the district. It must be understood that the booster club is under the direction of the school principal and athletic director.

#### Organizational Compliance Procedures

All of the following compliance procedures must be completed **prior** to any booster club meetings, player interest meetings, or events occurring for the 2022-23 school year:

1. A school employee (head coach) and parent club representatives (President and Treasurer where applicable) must attend an annual organizational meeting.
2. A copy of the group's constitution and by-laws must be on file with the athletic director and principal where applicable. 501(c) (3) organizations must have by-laws and a constitution.
3. Head coach must provide the athletic director and principal with a list of the group's current officers including phone numbers, emails, and home addresses.
4. Fundraising forms A and B must be completed and submitted to the athletic director and principal for approval. Form A (Projected Fundraising Activities and Expenses)

must be completed and submitted by July 1 of each new school year (Forms may be reconciled in more timely fashion if fundraising activities do not fall within the above given dates). Form B (Actual Fundraising Activities and Actual Expenses) should be turned in six weeks after completion of the season but no later than June 30.

Fundraising request forms must be submitted and approved before final arrangements are made with vendors and at least two weeks prior to event date.

5. If your School-Related Organization is not a 501(c) (3), all monies must be turned over to the main office and will be deposited into the CBSD Student Activities Account. A sub-account within the Student Activities Account will hold each group's balance. Deposit and withdraw slips are utilized for record keeping.
6. All 501(c) (3) Organizations:
  - A. All fundraising activities and purchases of the organization must be included on Forms A and B and approved by the school.
  - B. A verification of the group's FDIC insured depository bank or FSLIC insured saving and loan association into which all proceeds and receipts shall be deposited.
7. Accounting Procedures (attachment) must be adhered to in order to maintain accuracy.
8. The use of the school's Tax-Exemption Number by School-Related Organizations for purchases is prohibited. Tax-Exemption forms must be submitted to the principal's secretary, and he/she will complete and send back to the company requesting the number.
9. Individual Bank accounts opened for a School-Related Organization are strictly prohibited. Liability for the individual person(s) opening the accounts is tremendous. Use of the school and /or team name implies affiliation and is a tremendous risk to the school and district. Credit card charges will not be refunded by the school unless pre-approved.

10. School-Related and 501 (c) (3) Organizations should not charge dues, require certain amounts of fundraising, or have individual fundraising accounts. IFA's or Individual silos separating participants fundraising efforts are illegal.

Opportunities need to be given to all participants regardless of their fundraising efforts.

11. All participants must be provided for regardless of fundraising efforts. All participants must receive all the same items or services. If a trip is planned, all members must be able to go, regardless of financial contribution to the trip. All chaperone's trips must be paid for by the fundraising efforts.

### **Fundraising Guidelines**

1. Fundraising request forms must be submitted and approved before final arrangements are made with vendors and at least two weeks prior to event date.
2. No fees or dues may be collected at any time for membership to a CBSD team.  
Fundraising should not be a requirement for team membership. Any team activity is available to all student participation regardless of contributions to booster clubs. Any goods or services provided to the team needs to be provided for all members of the team regardless of any contribution toward fundraising.
3. The presence, sale, and consumption of alcohol is strictly prohibited at events sponsored by or affiliated with CBSD.
4. Fundraising activities should be for a specific purpose or expense pre-approved by the school and listed on Form A. Clubs are discouraged from raising more funds than necessary for the given school year. Funds raised should be funds spent unless ear marked and preapproved for a long-term project or improvement.
5. Fundraising efforts should not be used to purchase any of the following items:
  - a. Equipment
  - b. Facility or field improvements
  - c. Uniforms (consumables not included in the definition of a uniform)

6. When gaining fundraising, an effort must be made to not over burden the community with fundraising requests. Sponsorships from: Beer/Liquor Distributors, Tobacco, Guns, Tattoo Parlors, etc. are strictly prohibited.
7. Spirit Packs should be sold to each student at cost and not sold at an inflated cost for fundraising purposes. All items shall be optional. An online store which can be set up directly to the distributor is the preferred method of collection.
8. Any fundraisers that have a gambling component are strictly prohibited. This includes contest pools, ticket raffles, and 50/50 raffles. CBSD will allow a Bag Bingo event as well as basket raffle events. Basket raffles are not to include items or services related to alcohol, gambling, tobacco, guns, tattoo parlors, etc. When in doubt about an event, check with the athletic director for feedback.
9. "Bucket drops" are not an acceptable form of fundraising.
10. Booster Clubs are only permitted to solicit advertisements and/or sponsorships at the discretion and with prior approval from the athletic director and principal.
11. School sponsored events that are off-site cannot be held at establishments that are related to the sales of alcohol or tobacco (exceptions made for approved dine and donate nights and banquet halls).
12. Any supplemental sport specific training conducted by an outside organization must be paid for by each participating student directly to the organization holding the training.
13. Banquet dates need to be cleared with the principal and athletic director of each school to avoid conflicts with school events. Booster clubs must be mindful of the PIAA amateur status rules and regulations as a violation can result in a 1-year suspension.

### **Concessions Stands**

1. All booster club volunteers must be registered with the district as a volunteer and have the appropriate district issued identification.
2. All rules set forth by the district and Aramark regarding snack stand use must be abided by.

3. Any hot food sold at a concession stand must be monitored by an Aramark employee. Proper food temperatures must be maintained throughout the cooking and transportation process. This includes pizza, walking tacos, and Chick-Fil-A.

Food Certification is available for those booster clubs who are interested.

4. Food trucks are permitted if approved by the building principal and the business office has received a food truck sanitation certificate and insurance.
5. Due to our contract with Coca-Cola, all soda must be Coke products and all water must be Dasani.