

Book: Policy Manual

Section: 900 Community

Title: **Relations with Booster Organizations**

Number: 915

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### **Purpose**

The Penn Hills School District Board of Directors recognizes and appreciates the cooperation, encouragement and support given by booster organizations to various extracurricular activities operating in its schools. The board further recognizes that the purpose of such groups is to assist and support but not direct or supplant the existing activity or athletic program. It is necessary that all district-operated activities remain at the school level and under the control, direction, and supervision of the Board of Directors through its professional employees.

The ultimate goal of both the support groups and Board of Directors is to provide the best curricular and extracurricular programs to the students of the Penn Hills School District.

### **Guidelines**

Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of Directors established the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster groups as follows:

1. To facilitate communications between the booster groups and the school district, and to make clear to all concerned the purpose of the booster organizations, the Board requests from each group a list of current officers, their telephone number and address, and a current statement of objectives or by-laws of the group, and a timeline of projected activities for the next school year. These are to be submitted by July 1<sup>st</sup> of each year or three (3) weeks prior to the start of the extracurricular season. Lists of officers, addresses and telephone numbers, and the timeline of the next school year's activities are to be submitted annually. Objectives and by-laws should only be submitted when changed or amended by the organization. The requested information should be submitted to the building principal where the activity is supported.
2. Requests for fundraising activities shall be directed, in writing, to the building principal, reviewed by the school liaison (coach, band director, etc.) to the booster group, and approved by the building principal. Complete Penn Hills School District Fund Raising Request Form no later than **30 days before the fundraising event**. Fundraising activities shall conform to existing District guidelines. No student time during the school day shall be allowed for fundraising activities for any booster organization.
3. To avoid conflicting events and demands on students and school personnel, each booster group shall submit an annual proposed schedule of events to the Plant Department through facility usage forms.
4. When using any school facility for meetings, fundraising, socials, banquets and other activities, booster groups must complete the "Facility Use" form and receive prior approval from the principal.

5. Any equipment or uniforms that are purchased by a booster group must be Board approved in advance. Such purchases shall become the property of the School District.
6. The Board requires that activities and programs sponsored by the booster groups conform to all PIAA and WPIAL rules or other regulatory standards.
7. Each booster group shall name an FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of the treasurer's report shall be submitted to the **District Business Manager** at the end of each fiscal year.
8. Students are not eligible for membership in any boosters groups.
9. The Board of School Directors does not assume any financial responsibility for a booster group and excludes itself from any liability a booster group may incur.
10. Booster groups shall not use the District tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, State Department, as a charitable non-profit organization.
11. Evidence of insurance must be submitted to the Business Manager, prior to the use of the facility, in the form of a certificate of insurance issued by an insurance carrier. The insurance policy shall state that the insurance may be canceled only when a thirty (30) day written notice of cancelation is given to the Business Manager.
12. Violation of Board policy could lead to revocation of booster organizations' approval to function in District activities.