**NORWIN**

**ATHLETIC**

**Department**



**Booster/PARENT Organization Handbook**

**2023-2024**

<https://norwinshs.bigteams.com/>



# NORWIN SCHOOL DISTRICT

**Booster/Parent Organization Handbook**

## FOREWORD

The Norwin School District recognizes the valuable role that Booster/Parent Organizations play in the successful implementation of the District’s programs. A Booster/Parent Organization is a group of parents and concerned citizens that provide services and financial support for a District sponsored program. Although such organizations do not have an official affiliation with the District, it is imperative that these groups work cooperatively with the Athletic/Student Activities Office and reflect the philosophies, goals, and educational objectives of the District. As a means to that end, the following guidelines have been promulgated to assist Booster/Parent Organizations in their efforts to provide support to the District’s programs.

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1. **Purpose**

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**FUNCTION OF BOOSTERS – 123.1**

The District recognizes the important role assumed by booster/support organizations for the benefit of Norwin students. Though not officially affiliated with, or directly overseen by the District, booster/support organizations must follow appropriate guidelines to assure their effective operations.

## Definitions

Booster/support organization(s) are typically made up of an organized group of parents and/or interested residents of the District who 1) have been recognized as a booster/support organization by the School Board, 2) operate as a Pennsylvania non-profit organization, and 3) exist with the primary purpose of supporting and promoting recognized sporting/activity groups at Norwin School District, by uniting students, parents, coaches, sponsors, faculty, staff and community in a way that enhances the sharing of school spirit, and provides moral as well as financial support.

## Authority

Parent(s) and/or resident(s) may contact the head coach and/or the Director of Athletics & Student Activities to request recognition as a booster/support organization. The Board may, upon written request of the Director of Athletics & Student Activities, recognize the formation of a booster/support organization.

## Recognition

A booster organization, in order to gain recognition of the Board of School Directors, must:

* 1. Present to the Board, through the Athletic Department, a set of by-laws or similar rules governing the activities of the organization. The by-laws or similar rules must be consistent with the philosophy, mission and policy of the school district.
	2. Agree that it will comply with all district policies and guidelines relating to booster organizations, as well as with the PIAA and WPIAL rules and regulations, and any other governing body regulating the activity which the booster organization is organized to support.
	3. Booster organizations must turn in a yearly financial statement to the Athletic Office for compliance with Act 82 Interscholastic Athletic Opportunities Disclosure Act.

For the purpose of this section, **year** shall mean the school year commencing July 1 and continuing to June 30 of the following year.

## [Violations](http://www.bpsd.org/Downloads/241%201%20Overnight%20Trips4.pdf)

[Should the Board deem that the efforts or activities of any booster/support organization are not in the best interest](http://www.bpsd.org/Downloads/241%201%20Overnight%20Trips4.pdf) [of the District and/or violate this policy or any PIAA/WPIAL rule or regulation, recognition of the booster/support](http://www.bpsd.org/Downloads/241%201%20Overnight%20Trips4.pdf) [organization may be withdrawn.](http://www.bpsd.org/Downloads/241%201%20Overnight%20Trips4.pdf)

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## RECOGNITION

**NORWIN SCHOOL DISTRICT**

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1. **Current Programs:**

At the current time, the following Booster/Parent Organizations are recognized by the Norwin School District and are authorized to use the school name and logo for approved fundraising:

*This includes but not limited to, All Athletic Teams (School & Club Sponsored), Marching Band, Theater Club and AFJROTC.*

## Initial Recognition:

In order to be recognized by the District, Booster/Parent Organizations need to apply for recognition by submitting a letter requesting the District’s approval to become a sanctioned Booster/Parent Organization. A recognized Booster/Parent Organization must acknowledge their acceptance of these guidelines by having authorized officers of the organization sign these guidelines on an annual basis and conduct themselves in a manner that is consistent with the philosophies, goals, and objectives of the District. Only those Booster/Parent Organizations that have District recognition will be authorized and eligible to receive the cooperation and assistance of the District with respect to the programs which they support. In addition to the above requirements, all Booster/Parent Organizations seeking District recognition must:

* 1. Have present a set of By-Laws which set forth membership criteria, officers, elections, meeting schedules and minutes as well as other matters pertinent to the organization on file in the Athletic Department. By-laws should be reviewed and updated each year as necessary.
	2. Agree to comply with all District policies and guidelines relating to Booster/Parent Organizations, as well as with the rules and regulations of the PIAA, WPIAL, and other governing bodies, which regulate the program for which the Booster/Parent Organization provides support.
	3. Obtain a tax identification number and comply with all IRS regulations.

## Continued Recognition:

All Booster/Parent Organizations shall operate on a fiscal year basis, commencing July 1 and ending June 30**.** At the beginning and end of each fiscal year, a financial statement detailing revenue, expenditures, and bank account balances (from the start of the year and the end of the year) must be submitted on an official form to the Athletic Department. Any booster/parent organization that violates these Guidelines, the rules and regulations of the PIAA or by any other governing body, is subject to the suspension or revocation of the District’s recognition. Organizations who fail to comply with this regulation will lose their status as a recognized support group.

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EXPECTATIONS

**NORWIN SCHOOL DISTRICT**

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1. **Chain of Command:**

Concerns or issues from members of Booster/Parent Organizations should first be directed to the Booster/Parent Organization’s Board of Directors, then through the coach/sponsor then to the Director of Athletics & Student Activities. However, the district is not responsible for the actions of the booster/parent organization and will only act as an intermediary on issues.

## Role of the Coach/Sponsor:

Communication between the coach/sponsor and the Booster/Parent Organizations is vital for the smooth and efficient operation of all District programs. The head coach/sponsor of each respective program is encouraged to attend Booster/Parent Organizations meetings and should be involved in all organization decisions that affect his or her respective program. Booster/Parent Organizations need to respect the wishes of each respective head coach/sponsor.

* 1. The head coach/sponsor of their respective program oversees the program in its entirety. The head coach/sponsor should be involved in the agenda of the organization, voting issues, and proposed amendments. The coach/sponsor should be invited to attend meetings on a regular basis.
	2. Booster/Parent Organizations are an arm of the overall program, and the coach/sponsor should work with them closely. The organization should seek input from the coach/sponsor as to the specific needs of a program and assist as much as possible.
	3. When a Booster/Parent Organizations wants to move forward with an initiative, they should do so in conjunction with the coach/sponsor. If there are concerns or complaints, they need to bring those issues directly to the coach/sponsor. This reinforces that the role of the group is to enhance the program and do it in a way that is with the express consent of the coach/sponsor of that program.

## Parent-Student Athletic Handbook:

Boosters, parents, and students should all be familiar with the Parent-Student Athletic Handbook:

* 1. Positive Athletic Parenting
		1. Be a positive motivator and good role model.
		2. Do not degrade the coach/sponsor or their staff; instead emphasize loyalty and perseverance and use it as a teaching tool.
		3. Encourage your child to participate for the enjoyment of the experience.
		4. Do not focus on personal statistics, game scores, or athletic scholarships.
		5. Encourage participation in several sports.
		6. Be realistic about your child’s abilities.

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* 1. Parents’ Responsibility as Fans:

In recent news, the role of the parent as a fan at youth or high school athletic events has become a concern. In another state, a parent was sentenced to jail for the murder of a fellow parent during a high school hockey practice. In our state not too long ago, several parents were accused of attacking a referee during a high school basketball game. It is important for fans (parents or otherwise) to realize that just like participants, they play an important role in every contest.

* 1. PIAA Code of Ethics:

According to the PIAA Constitution and By-Laws, the following is the **Athletic Courtesy By- Law** that every school, student athlete, coach, official, athletic director, principal, and fan must abide by to ensure a strong Code of Ethics is maintained.

*Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in that person’s own actions and earnestly advocate them before others.*

* + 1. *The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break. The stealing of advantage on sport is theft.*
		2. *No advantages are to be sought over others except those in which the game is understood to show superiority.*
		3. *Unsportsmanlike or unfair means are not to be used, even if they are used by opponents.*
		4. *Visiting teams are to be honored guests of the home team.*
		5. *No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one’s opponent or the public.*
		6. *Remember that the student spectator represents his school the same, as does the athlete at all home and away contests.*
		7. *Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.*
		8. *Decisions of officials are to be abided by, even when they seem unfair.*
		9. *Officers and opponents are to be regarded and treated as honest in intention. In games when opponents conduct themselves in an unbecoming manner, and when officers are manifestly dishonest or incompetent, future relationships with them should be avoided.*
		10. *Good points in others should be appreciated and suitable recognition given.*
		11. *The practice of “booing” is regarded as discourteous and unsportsmanlike.*

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## PROCEDURES

**NORWIN SCHOOL DISTRICT**

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1. **Fundraising Procedures**

All fundraisers operated by Booster/Parent Organizations must receive **prior** approval of the Director of Athletics & Student Activities. Requests for fundraisers must be submitted on the appropriate request form (see link below) and approval granted, prior to beginning the fundraiser. The best approach to this process is to submit requests at the beginning of the fiscal year when budgets are prepared. Fundraising shall only be approved if the Booster/Parent Organizations is in compliance with all of the requirements of this handbook.

* 1. Permissible fundraising activities shall be for the following purposes:
		1. Supplement equipment, supplies and programs for the various interscholastic co-curricular and extracurricular programs within the school district with the advice and approval of the designated administrator.
		2. Support student scholarships.
		3. Supplement equipment, supplies and programs for individual schools with the advice and approval of the designated administrator.
		4. Provide other types of activities with approval of the designated administrator.
		5. Support recognition banquets and awards which meet the enclosed guidelines.
	2. Guidelines
		1. Students are not to be required to take part in fundraising activities, nor are they to be singled out if they do not wish to participate in the fundraising activity.
		2. Non-secondary students are not permitted to participate in door-to-door fundraising activities.
		3. All advertising must be in accordance with district policy and administrative guidelines.
		4. Booster/Parent Organizations must follow appropriate practices in maintaining and disbursing funds.
		5. Booster/Parent Organizations shall not use the Norwin SD tax-exempt number for purchases. Organizations who wish to have tax-exempt status must file with the Commission of Charitable Organizations, Department of State, as a charitable, non-profit organization to secure their own tax-exempt number.
		6. Booster/Parent Organizations are required to comply with all laws and pertinent financial regulations.

 Norwin School District Request for Fundraising Form 2023-2024

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* 1. Student Participation
		1. Students will not be permitted to participate in any fundraising activities unless the following requirements are complied with:
			1. The Booster/Parent Organization has been officially recognized by the District.
			2. The fundraising activity has been approved as required by the provisions of this policy.
			3. There are no restrictions on the participation of any student in the activities of the Booster/Parent Organization or benefits of the Booster/Parent Organization (i.e., banquets) if that student does not participate in fundraising. An exception may be made in instances when a fundraising goal has been established for the purpose of defraying costs associated with an approved field trip.
			4. No student(s) shall be required to participate in fundraisers before a determination is made that they are an official member of the team. Fundraising activities shall include only students who are on a team’s roster or who were on the prior year’s team roster.
			5. Students’ participation in fundraising is contingent upon identifying to the community the purpose of the fundraiser and clearly identifying that the fundraiser is being conducted by a specific booster organization.
			6. There must be at least one independent volunteer (certified through the district) present at every fundraiser in which direct supervision of student-athletes is involved.
	2. Communication

When advertising for any fundraiser, all funds must be made payable to the specific sponsoring organization and must clearly identify that all proceeds from that fundraiser will benefit the sponsoring organization.

* 1. “Buy-Outs”

The practice of Booster/Parent Organizations offering “buy-out” opportunities in lieu of fundraising has become more prominent in recent years. The following guidelines are related to “buy-outs” or “donations” paid to Booster/Parent Organizations:

* + 1. There can be NO REQUIREMENT for any student and/or family to make any monetary contribution to a Booster/Parent Organization. If a donation or fee is requested by an organization, it must be clearly communicated, in writing, that: there is no requirement to participate, that any money provided to the organization is strictly a voluntary donation, and no penalties or ramification will result in not contributing.
		2. In lieu of participating in fundraisers, students and parents may opt to provide a monetary donation. This must be done as a voluntary gesture with no requirements.
		3. Dues or required fees of any kind are not permitted.
		4. Public acknowledgement of any form related participation in donations or fundraisers in any capacity is not permitted.

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# A blue and yellow shield with a black face  Description automatically generatedA logo of a knight  Description automatically generatedNORWIN SCHOOL DISTRICT

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## Donations to the District:

The Norwin School District may accept donations or contributions with written pre-approval by the designated administrator and/or the Board, prior to any fundraising or the expenditure of any funds. The District must keep in mind the compliance to Title IX laws when accepting any donations. Contact the Director of Athletics & Student Activities in writing with any potential donations.

* 1. The written request must be accompanied by the meeting minutes from the meeting at which the group voted to make the donation, along with a list of members who were present.
	2. The Board of Education must approve all donation in excess of $5000. All facility/property related donations/projects must also receive prior approval from the Board.
	3. All new equipment/donations will be purchased by the District upon payment received from the Booster/Parent Organization. All donated items will become property of the District.
	4. Purchase of Uniforms:
		1. Uniform purchases are made on a rotation cycle and at the discretion of the Director of Athletics & Student Activities. Booster/Parent Organizations interested in upgrading a sport team’s uniforms must submit, in writing, a proposal for uniform upgrade and purchase. Director of Athletics & Student Activities, in collaboration with the coach/sponsor, will review the proposal. Consideration will be given, but not necessarily granted, for each uniform upgrade proposal.

## Small Games of Chance Rules & Laws:

Small games of chance or lotteries shall not be permitted, except as expressly outlined below, and as permitted by the Pennsylvania Small Games of Chance Act. For a Booster/Parent Organizations to conduct small games of chance, the following must occur:

* 1. The Booster/Parent Organization must be recognized by the Board of Education. To achieve such recognition, the booster organization must be in full compliance with all the provisions of the district’s Booster Organization Policy.
	2. The Booster/Parent Organization is responsible to apply for any required permit pursuant to the state Small Games of Chance Act.

<https://www.revenue.pa.gov/TaxTypes/SGOC/Pages/default.aspx>

## Concession Stands:

All concession stands are operated and shared by the Booster/Parent Organizations. All organizations wishing to operate a concession stand for their program’s events must request, coordinate, and receive approval from the Athletic Department. Organizations must also have an individual present, when a concession stand is in operation, who has successfully completed the food service course with the District’s Food Service Director.

## Tournaments:

Any tournaments held as part of a WPIAL/PIAA regulation season will be under full control of the District. This includes registration fees, admission fees, payment of officials, etc. The Booster/Parent Organization may be permitted to use the concession stand sales from the tournament as a fundraiser if proper permission is given (reference concession stand section).

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## Clearances for Parent Volunteers:

* 1. Please review the Norwin School District policy that speaks to compliance with the new laws. The policy states that: all members of Booster/Parent Organization must obtain and submit three clearances. Those impacted by this policy include:
		1. Any member of the Booster/Parent Organization and/or anyone who volunteers in any capacity at any function. Examples include but are not limited to: 50/50 workers, concession workers, meal volunteers, those who assist with fundraisers, etc.
	2. The three clearances that are needed are:
		1. Act 34
		2. Act151
		3. FBI Fingerprint
			1. This clearance has a waiver option that allows anyone who has been a resident of Pennsylvania for at least 10 years to complete the waiver rather than going through the fingerprinting process.
	3. Each Booster/Parent Organization is responsible for ensuring that all members of their program:
		1. Have all necessary clearances.
		2. Have followed the District’s policy regarding Raptor reporting.
		3. Display the proper ID supplied by the District at all booster functions.

## Use of School Facilities:

* 1. Groups must refer to Policy 707. Please refer to the District Website for a full review of the policy.
	2. Outside Services
		1. Booster/Parent Organization often request to use district facilities for an outside service to come in and train their students (i.e., speed & agility training). For the safety of our students, a request for outside services must be submitted using the “Use of Facilities” process.
		2. The outside group or individual will be required to provide general liability insurance (as per the Use of Facility policy), as well as clearances for any instructors.

## Special Events:

* 1. Senior Night & Special Recognitions (Youth Nights)

Senior Night and other special recognitions such as Youth Night will be coordinated by the Booster/Parent Organization with the approval of the Director of Athletics & Student Activities. Booster/Parent Organizations must request in advance to hold such events and must receive prior approval. As part of the request Booster/Parent Organizations must submit the following items:

* + 1. An overview of the event with a detailed itinerary and special functions (announcements, meals, giveaways, raffles, etc.). Please note that announcements must be submitted to and approved by the Director of Athletics & Student Activities prior to the day of the event.
		2. Biographies for Senior Night must be completed in advance through a Google form shared with students by the Athletic Office. An example is as follows: [Norwin Senior Bio Form](https://docs.google.com/forms/d/1EDDQdKSo49pmaruB518pp5mAKlGgeH24yOoS27DF3EA/edit)
		3. Alcohol may not be provided by the Booster/Parent Organization at any function at which students are present.

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## Team Pictures

* 1. Team pictures may be arranged and organized by the Booster/Parent Organization if they so choose. After pictures are completed, they must be electronically forwarded to the Athletic Department.
	2. The District’s school photographer and yearbook staff will also be provided the opportunity to take pictures, but there will be no requirement to purchase from these photographers.
	3. Booster/Parent Organizations will be permitted to have one member of the organization at field/court level during competitions to take photographs with prior approval by the Director of Athletics & Student Activities.

## FINANCIAL GUIDELINES

1. **Financial Reporting:**

All Booster/Parent Organizations shall operate on a fiscal year basis, commencing July 1 and ending June 30**.** At the beginning and end of each fiscal year, a financial statement detailing revenue, expenditures, and bank account balances (from the start of the year and the end of the year) must be submitted on an official form to the Athletic Department.

## Requirements

* 1. Obtain a tax identification number and comply with all IRS regulations.
	2. Booster/Parent Organizations are responsible for all monies raised and should establish an account with a bank of their choice. It is HIGHLY recommended that all booster accounts have (at minimum) two (2) names on the account in order to provide a check/balance to the account.
	3. Coaches are not permitted to handle money or complete any financial transactions with Booster/Parent Organizations funds.

## Title IX Athletic Disclosures Act:

* 1. The Equity in Athletics Disclosure Act (EADA) requires coeducational institutions that receive federal student aid to annually disclose extensive information about those athletic programs. Many of the disclosures track Title IX regulations. Part of the Act requires Booster/Parent Organizations to report annual spending to the district for inclusion in the report. This amount is due to the Athletic Department on the appropriate form by June 30th of each year.
	2. As per Commonwealth of PA Law-Act 82 Article XVI-C, beginning with the 2013-14 school year, all school entities will be required to collect and submit information – including financial categories of travel, uniforms (games & practice), supplies & equipment, facilities, coaching staff compensation, athletic trainer compensation, and other miscellaneous – pertaining to interscholastic opportunities, as well as non-school contributions and purchases, annually.
		1. This will include all funds provided by Booster/Parent Organizations, alumni, in-kind (estimate value) contributions, and any other individuals or groups that contribute or purchase for an interscholastic athletic team.

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## Tax Exemption:

By federal law, Booster/Parent Organizations are not allowed to use the school’s tax exempt ID number. Booster/Parent Organizations are encouraged to apply for their own tax exemption number. For application please see the following link.

<http://www.dinsmore.com/new_streamlined_application_process_for_tax_exempt_organizations_approved/>

## Liability Insurance:

While students participating in activities are covered by the District’s insurance, should an issue arise involving a Booster/Parent Organization, the District’s insurance does not cover the group or its officers. As a result, Booster/Parent Organizations may consider purchasing an insurance policy designed to cover organizations such as public school Booster/Parent Organizations. Norwin School District has its own insurance, and it is strongly recommended that Booster/Parent Organizations purchase their own policy in an effort to protect the organizations and its members.

## Amateur Status & Permissible Awards:

To be eligible to participate in an Inter-School Practice, Scrimmage, and/or Contest, a student must be an amateur in the sport involved. An amateur student is one who engages in athletic competition solely for the educational, physical, mental, social, and pleasure benefits derived thereof and does not receive monetary or similar or equivalent compensation or remuneration for such participation.

* 1. A student may accept, from a non-profit service organization (Booster/Parent Organizations) approved by the Principal of the student’s school, or the news media, items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, with appropriate institutional insignia or comparable identification in recognition of the student’s athletic ability or performance, and present the same at a time appropriate to such recognition. The fair market value of items provided to any such student may not exceed $500.
	2. Any and all awards distributed to student-athletes must be in compliance with NCAA regulations for Amateurism and PIAA By-Law Article II – Amateur Status and Awards.
	3. The District will provide Varsity Letter Awards to all student-athletes that meet the criteria.
	4. To remain in the confines of the PIAA guidelines for end of season gifts, please see page 12, section 3, Permissible Awards in the PIAA Constitution and By-laws.

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## ADVERTISING/MARKETING

1. **Signage:**
	1. Booster/Parent Organizations are permitted to display **one** (1) sign (throughout the applicable sport season in the facility where said contests are held) listing all of their sponsors at each home event.
		1. The size, proof, and location for display must approved by the Director of Athletics & Student Activities prior to purchasing.

## Announcements:

* 1. All event announcements must be approved by the Athletic Department at least one (1) day prior the event.
	2. Individual Booster/Parent Organizations sponsor announcements will not be made at District sponsored events.

## Social Media –Website, Twitter Account, Facebook Page:

* 1. Booster/Parent Organizations may use electronic and/or social media and publications as a mode of communication.
		1. All procedures and guidelines outlined in Policies 801.1, 802., and 802.2 must be followed.
		2. Parents must opt-out by the start of the season – provide written documentation – to the organization if they do not wish to have content related to their child posted on the respective platforms.

## Use of Logo/School Colors:

* 1. The Norwin School District requires consistent use of District approved images. For purposes of consistency and to mitigate distractions, all District Booster/Parent Organizations are to utilize only approved logos on related communication materials, which include but are not limited to social media pages, websites, emails, letterhead, posters, and signage. This applies to all apparel, which includes but is not limited to uniforms and spirit wear.
	2. The Norwin School District’s school colors are Navy Blue (RGB: Hex. # 002855, CMYK: 100, 69, 8, 54) and Gold (RGB: Hex. # EAAA00, CMYK: 0, 30, 100, 5). Black, White, or Grey may be used as an accent color.
	3. As of July 2021, the District established Branding Guidelines related to the usage of District colors and logos. All logos must be approved by the Athletic Office in accordance with said guidelines.

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## Sponsorships:

* 1. Limitations on permissible benefits booster groups may offer to businesses.
		1. No sponsorships permitted with sports medicine, physical therapy, or athletic training services.
		2. Sponsor signage is restricted to one sign.
		3. Sponsor’s special events (i.e., ½ court shot) must be pre-approved by Director of Athletics & Student Activities before confirmed.
		4. Program sponsors/ads are permissible.
		5. District partnerships will take precedence over any Booster/Parent Organization sponsorship.
		6. Permission must be secured from the Director of Athletics & Student Activities prior to any sponsorship agreement.

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### CHECK LIST (APPENDIX A)

* Annually provide a list of Booster club officers to Athletic Department prior to any activities or meetings.
* Consider (strongly) insurance policy coverage.
* Confirm a current copy of Bylaws and/or Constitution is on file in Athletic Department.
* All officers must annually sign Policy Acknowledgement Form (Appendix B).
* Provide Athletic Department with Financial Statement prior to start of activities.
* Secure Small Games of Chance eligibility (by obtaining Small Games of Chance license) for 50/50 raffle and other similar games of chance.
* Get pre-approval for all fundraising activities from Athletic Department .
* Get pre-approval for all signage prior to production.
* Get pre-approval for all poster and/or apparel branding (logo/artwork)**.**
* Get pre-approval for any facility repair, maintenance, and/or upgrade work.
* Get pre-approval for hosting tournament on Norwin campus.
* Get pre-approval for all season ending gifts prior to purchase and distribution.
* Provide meeting minutes to Athletic Department.
* Provide Athletic Department with Financial Accounting Summary Report at conclusions of Booster activities (no later than July 15th annually).

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### ACKNOWLEDGMENT FORM (APPENDIX B)

Booster/Parent Organization:

We, the presiding officers of this Booster/Parent Organization, acknowledge we have read, in its entirety, the Norwin School District Booster/Parent Organization Handbook and confirm we are in full compliance with all provisions of the Policy.

President

*Printed name Signature*

Vice-President

*Printed name Signature*

Secretary

*Printed name Signature*

Treasurer

*Printed name Signature*

Date

Date

Date

Date

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### RECOMMENDED PROCEDURES TO MINIMIZE THEFT AND FRAUD (APPENDIX C)

**RECEIPTS:**

* + Handle as **little cash** as possible
	+ Have more than one person count and record cash and checks from events and activities – preferably immediately following the event **— this is the role of the treasurer to coordinate.**
	+ Endorse checks immediately with a “For Deposit Only” stamp.
	+ Make all **deposits promptly —** deposits must be counted and separately verified the same day as the activity, and preferably forwarded to the Treasurer within 24 hours.
	+ Retain copies of checks and other correspondence as backup
	+ Match bank deposit receipts to duplicate deposit slips, then match both to any backup documents.
	+ Blank **checks** should be in the possession of the **Treasurer** and **no pre-signed checks**.

**DISBURSEMENTS**:

* + Use pre-numbered checks and secure unused checks.
	+ Do not permit checks to be written to “cash.”
	+ Require two signatures on checks – both people should review/approve the invoice and backup documentation.
	+ Minimize the use of **cash** to pay expenses – if used, obtain a **receipt.**
	+ Back up all disbursements with **original invoices** – do not pay from statements.
	+ Mark invoices “paid” with check number and date after checks are written.

## OTHER:

* Record **every** transaction into the ledgers as soon as they occur, and these transactions should be listed in original transaction date.
	+ The **Treasurer** must either perform the transaction or be immediately informed of the transaction. This means that all back up for purchases made by check or debit must immediately be given to the Treasurer.

– **no compiling several weeks or even days’** worth of receipts and submitting them in a batch.

* + Reconcile or review bank statements by someone other than the person who handles the receipts and invoices and/or records the transactions.
	+ Reconcile bank statements promptly.
	+ Prepare monthly reports for the organization that allow for easy understanding of transactions and current financial position.
	+ At minimum have records reviewed annually by a financial professional. Audits are preferred.
	+ **Standard forms** for deposits, expense reimbursement, invoice payment and debit transaction verification should be reviewed, updated as necessary, and shared with all relevant organization members. They need to be properly filled out and signed when submitted.
	+ For **50-50 raffle sales**, must have accurate daily records of ticket #’s sold and cash received and distributed out.

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# NORWIN SCHOOL DISTRICT

**Booster/Parent Organization Handbook**

### FINANCIAL REPORTING TEMPLATE (APPENDIX D)

*(SAMPLE)*

As per Commonwealth of PA Law-Act 82 Article XVI-C, beginning with the 2013-14 school year, all school entities will be required to collect and submit information – including financial categories of travel, uniforms (games & practice), supplies & equipment, facilities, coaching staff compensation, athletic trainer compensation, and other miscellaneous – pertaining to interscholastic opportunities, as well as non-school contributions and purchases, annually.

This will include all funds provided by Booster/Parent Organizations, alumni, in-kind (estimate value) contributions, and any other individuals or groups that contribute or purchase for an interscholastic athletic team. With this mandate in mind, the following financial reporting guidelines are provided to assist with all Booster/Parent Organizations accounting:

For Revenue or Income (back-up is the key)

* + List source of revenue/income
	+ Dues (need records of everyone’s donated amount & date)
	+ Fundraising activity (required documentation includes revenues, costs, and net proceeds)
	+ Donations (needs records or each donation amount, source, and date)
	+ Sponsorships (need records of each sponsor’s amount, source, and date)

For Expenses (back-up is the key)

All expenses must be categorized under the following:

* + Travel (includes, but not limited to, charter bus costs, summer camp bus)
	+ Uniforms (includes, but not limited to, practice gear, warm-up/travel gear)
	+ Supplies & Equipment (includes, but not limited to, any purchases of supplies or equipment related specifically to the respective program)
	+ Facilities (includes, but not limited to, any equipment, repair and/or services aimed at improving respective sport facility)
	+ Coaching Staff Compensation (includes, but not limited to, stipends provided to volunteer coaches, gifts provided to volunteer and/or district paid coaches)
	+ Athletic Trainer Compensation (includes, but not limited to, stipends provided to athletic trainers, gifts provided to athletic trainers)
	+ Other (includes any expense not categorized in the previous categories)
		- For each expense, there must be itemized records of each expense, amount, date, and source List source of expense as either Var, JV, JH, or MS.

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# NORWIN SCHOOL DISTRICT

**Booster/Parent Organization Handbook**

### FINANCIAL REPORTING TEMPLATE (APPENDIX D)

**INCOME**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source** | **Description** | **Date** | **Amount** | **Level** |
| DUES | *Ex:| Varsity dues-Lewis family* |  |  | VAR |
| FUNDRAISER | *Ex:| Car wash—July 12, 2012* |  |  | MS |
| DONATIONS | *Ex:| Giant Eagle* |  |  | VAR |
| SPONSORSHIPS | *Ex:| Excela Health—Game vs. Butler* |  |  | VAR |
| CONCESSIONS | *Ex:| Pine-Richland-Sept.8, 2012* |  |  | VAR & JV-JH |
| APPAREL SALES | *Ex:| Team sweats* |  |  | VAR |
| BANQUET | *Ex:| Family costs* |  |  | MS |
|  |  | **TOTAL** | $TBD.00 |  |

**EXPENSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source** | **Description** | **Date** | **Amount** | **Level** |
| TRAVEL | *Ex:| Charter bus to PIAA playoffs* |  |  | VAR |
| UNIFORM | *Ex:| Shooting shirts* |  |  | MS |
| SUPPLIES/EQUIPMENT | *Ex:| Concession stand supplies* |  |  | VAR |
| FACILITIES | *Ex:| Paint for dugouts* |  |  | VAR |
| COACH COMPENSATION | *Ex:| Volunteer stipend for <insert name>* |  |  | VAR & JV-JH |
|  |  | **TOTAL** | $TBD.00 |  |

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