



FOREST LAKE AREA SCHOOLS

6100 N 210th St • Forest Lake, MN 55025

District Office: 651-982-8100

www.flaschools.org



Booster Club and PTO Rules

Expectations for Associations and Booster Clubs by ISD 831

Definition of Booster Clubs

- An association or booster club is an independent organization formed to help support the efforts of a sport team or organization. Support may include, but is not limited to, volunteering time, raising money, and contributing funds to enhance a team or organization's goals and vision.

What Booster Clubs DO

- Volunteer time and raise resources to enhance the team or organization's goals and vision.
- Promote the program in collaboration with the head coach or advisor and Activities Director.
- Organize team events with approval of the head coach or advisor.
- Honor the direction and vision of the program as outlined by the head coach or advisor.
- Serve as an ambassador for the organization and Forest Lake Area Public Schools.

What Booster Clubs DO NOT DO

- Openly discuss or review the performance of the head coach or advisor or staff members.
- Openly discuss playing time issues.
- Withhold resources as a means to influence the direction of the program.
- Participate in an activity designed to promote the hiring and/or firing of a head coach or advisor or staff members.
- Plan, organize or attempt to implement any off-season training without the direction or approval of the head coach and Activities Director.

Minnesota State High School League (MSHSL) Basics

- Coaches are allowed to work with their teams only during the designated MSHSL season and waiver periods.
- No booster club member may encourage or recruit athletes from other schools or communities to transfer to ISD 831.
- Booster clubs are prohibited from directly paying fees for clinics or camps for athletes.

Getting Started

- A booster club can be a 501c3 tax exempt organization, but is not required. Booster clubs who are not 501c3 must follow all ISD 831 rules regarding fundraising and money handling. All donated money must go into the student account at the school.
- Each booster club should have elected officers that may include President, Treasurer, and Secretary.
- Prior to the first practice of the season a list of booster club contacts must be provided to the Head Coach and AD.
- Booster club meetings should follow a set agenda which may include a welcome, minutes from past meeting, treasurer's report, old business and new business.
- It is not an expectation that the head coach, advisor or staff members attend meetings.

Fundraising

- Fundraising is a necessary part of high school activities.
- Membership on a team or organization and playing time will not be affected in anyway by the amount of money raised by an athlete or their family.
- Association or Booster Club dues and other fees should be refunded by the Association or Booster Club to students who are cut from any team or organization.
- No member of the team or organization is required or obligated to fundraise.



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Purchasing

- Associations and Booster Clubs wishing to purchase materials (including transportation) for their activity must collaborate with the Head Coach and AD to meet district needs.
- All equipment donated to the Activities Department becomes property of ISD 831.
- Funds for equipment may be donated to the Activities Department with a specified purpose.
- Cash donations are the preferred method of donating when requesting uniforms or equipment.
- Orders will not be made for equipment until the funds are deposited into the district accounts.
- Associations and Booster Clubs wishing to fund a coaching or advising position must donate money directly to ISD 831 per district policy.
- ISD 831 has sole authority for hiring all new coaches and advisors.

Advertising

- Associations and Booster Clubs must follow ISD 831 advertising policies.

Awards Banquets

- The head coach has sole authority for all facets of the end-of-the-season banquet, but may delegate aspects to the booster club.
- The head coach has sole authority on all awards presented.
- Alcohol is prohibited at all banquets.

Captain's Practices

- No coach – paid or volunteer – can supervise captain's practice, but adult supervision is required.
- Captain's Practices can be scheduled up to two weeks prior to the start of a season by calling the Activities Office or Community Education Office.

Dealing with Issues and Concerns

- It is inappropriate to approach a coach or advisor prior to or at the conclusion of a game or practice unless the meeting has been previously agreed upon.
- Playing time, X's and O's and fundamental skill/technique development are determined solely by the head coach and their staffs. Discussion can only focus on how a participant can improve his or her skills.
- Communication to the head coach will be made to a school phone or school e-mail only.
- The coach has the sole authority to end a meeting at any time. The meeting will be suspended and rescheduled according to the coach's schedule.

Thank You

Forest Lake Area Public Schools has a proud athletic, fine arts and activities tradition made possible through the generous and supportive community members. We are thankful for your efforts in working with our community as we strive to give our students the best experiences possible while participating in our athletics and activities.

Go Rangers!