

BOOSTER CLUB GUIDELINES

A GUIDE FOR BOOSTER CLUBS ON PROCEDURES REQUIRED BY SHAKOPEE PUBLIC SCHOOLS - ISD 720

Purpose & Function of Booster Clubs

This document was created to set guidelines for communication between booster clubs and Shakopee Public Schools (district) High School Activities. It is meant to be a tool used to better relationships, clarify procedures and rules and set the stage for a successful season. Without the help of parents/guardians and community members, the district would not be able to provide quality activity programs for all Shakopee students.

A booster club is defined as an outside, volunteer organization that is formed to support the efforts of a school district sports team, activity or organization. Support is shown in many ways, including volunteering time, raising money and contributing funds to better enhance the team or organization's performance.

Another definition is "a booster club provides enthusiastic support of a team or organization." This type of support is much like emotional or psychological guardian support, but is given in a collective manner. Booster clubs may perform, meet or organize in any way, in accordance with the above stated definitions, that supports or 'boosts' the program they are formed to support. Booster clubs play a key role in supporting Shakopee Activities in many ways, and their positive contributions are pivotal to the success of Shakopee's programs.

Booster clubs may raise money by printing promotional items like team schedules, programs and team yearbooks. Booster clubs can financially support a program by providing additional funding via donations to the school district for coaches, staff and event workers. They can organize team events, such as pre- or post-game dinners or social events during the season. All activities should only be done with the knowledge and approval of the head coach/advisor.

It is the charge of the Activities Office and the administration at Shakopee High School to ensure that booster clubs operate within their defined parameters. Shakopee Public Schools have a duty to ensure all funds received for school sports and activities are formally accepted via the school district's donation process and documented in accordance with district policy and guidelines. All areas discussed in this guideline document are required and mandatory unless otherwise noted.

Getting Started (Required)

1. Each booster club should have elected or appointed officers (President, a Treasurer and a Secretary). The Activities Office recommends having a designated communications lead, which may be one of these officers.
2. Booster club leadership and membership should primarily consist of parents of current participants. Other community stakeholders may be encouraged to participate as well. The activities department encourages reasonable term limits to allow for a combination of experienced leaders and new voices.
3. Prior to the first official booster club meeting of each season, each booster club President must inform the Principal and Athletic or Activities Director of the officers' names and contact information (address, phone and email) of each club officer.
4. Booster club meetings should follow a set agenda each meeting and publicly post on an accessible site (Welcome/Minutes from past meeting/Treasurer Report/Old Business/New Business).

Legal Compliance for Booster Clubs

Each booster club will remain in good standing with State and Federal Laws to be recognized as a “Booster Club” by the district. To remain in good standing, each club should do the following:

1. Obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax).
2. Booster clubs are typically non-profit organizations and will fundraise within the State of Minnesota. The school district can only receive donations and support from booster clubs that comply with applicable charitable fundraising laws, the club will typically need to:
 - a. Become Incorporated in the State of Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a nonprofit corporation.
 - b. Register with the State Attorney General's Office as a charitable organization.
 - c. Request recognition from the IRS as an exempt organization by filing Form 1023.
 - d. Annually file a form 990 or “post card” filing as applicable with the IRS and annually file Charitable Organization Annual Report with the Minnesota Attorney General's office.
 - i. May also be required to file a Minnesota M4NP – depending on income and revenue sources – see a tax professional.

Clubs not set up as non-profits will need to demonstrate to the district that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for-profit corporation, partnership or individual.

3. Provide the district (Principal /Athletic Director) with a copy of the appropriate accounting records, and annual tax/ reporting returns filed with the appropriate Federal and State agencies.

Finances

1. Treasurer's reports should contain all transactions that took place prior to each meeting.
2. Records of financial activities of each booster club should be open to 100% of all members.
3. At no time should a coach have check writing authority.
4. It is mandatory that two (2) people should be involved in the authorization and signing of any check.
5. All purchases for the purpose of making a donation to the school district must go through the school district (see purchasing section).
6. At least two (2) members should tabulate all funds collected.
7. The district has the right to request tax statements, receipts, expenditures and balances at any time.

Purchasing

Booster clubs wishing to purchase equipment and make a donation to the school district of this equipment for their teams must go through the Head Coach/Activity Advisor and the Athletic/Activities Director for approval. Booster Clubs should not purchase equipment independently, without such prior approval. When the school district purchases equipment from donated funds, or receives equipment via a donation, the equipment becomes the property of the school district and thus maintenance fees, storage and proper management must be taken into account.

After the Head Coach/Activity Advisor and the Athletic/Activities Director have approved an equipment request, the booster club should donate the funds to the Activities Office, specifying its purpose. The Activities Office will then complete a purchase order to initiate the order. All equipment and supplies must be shipped to a school district address.

Booster clubs should not order materials directly or have materials shipped to a home.

If a booster club is funding a coaching position, the funds must be donated to the school district prior to the start of the season, and all coaches must complete new hire paperwork. At the end of the season, the Activities Office will direct district payroll to pay the coach. The hiring of any coach or advisor is the sole discretion of the school district. Booster clubs are not allowed to hire school district sports or activities staff members.

The Activities Office cannot give out the school district tax-exempt number. Sponsors making donations must follow the above process for purchasing equipment.

Billing to Booster Clubs

All transportation, fees and equipment purchases must be approved by the Head Coach/Activity Advisor and the Athletic or Activities Director.

With prior approval from the booster club officers, the Activities Office will bill booster clubs, at cost, for any bus transportation that exceeds the district budget.

With prior approval from the booster club officers, the Activities Office will bill booster clubs, at cost, for any fees for tournaments or games that exceed the given district budget.

With prior approval from the booster club officers, the district may bill the booster club, at cost, for supplies/equipment that exceeds the district budget. All donations must be turned into the Activities Office prior to ordering.

Actions Booster Clubs SHOULD

- Take guidance from and work closely with the Head Coach/Activity Advisor.
- Volunteer time and raise money.
- Contribute funds to better enhance the team or organization.
- Print promotional items like team schedules, programs and team yearbooks (subject to approval by the Head Coach/Activity Advisor and Athletic/Activities Director).
- Financially support the program by providing additional funding for coaches, staff and event workers.
- Network and engage with the greater community to support district activities, athletics and students.
- Organize team events, such as team meals.
- Discuss, as official business, any item that meets the definition or function of a booster club as outlined in the previous sections.

Actions Booster Clubs SHOULD NOT

- Openly discuss or perform a performance review of the head coach or coaching staff.
- Review the performance of a coach funded by the booster club; staff evaluations are solely the responsibility of the school district.
- Openly discuss playing time and participation issues.
- Ransom funding of the program in order to control the hiring or firing of the head coach or staff member.
- Offer up a petition by booster club members to hire/fire a staff member.
- Plan, organize or attempt to implement an off-season training program without direction or consent from the head coach.
- Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.

Booster Club Advertising

The Activities Office must approve all advertisements in printed or digital programs for Shakopee events. Please email or fax a copy of your ads for approval prior to printing or completion. Advertising should clearly represent the booster club and the use of any school-related logos must abide by the Shakopee Public Schools logo use and guidelines.

The Activities Office reserves the right to deny or pull any advertising that has not been approved or is not consistent with district advertising policy.

Fundraisers

Fundraising is a necessary part of high school athletics and activities. We are very thankful for the efforts of parents/guardians and booster clubs. All fundraisers must be approved by the Activities Office prior to being held.

Membership on a team and/or playing time is not affected in any way by the amount of money raised by a participant.

Booster club dues and fees should be refunded to students who are cut from the team.

Booster clubs and booster organizations may use a school's name, mascot and/or logo in fundraising activities, with the permission of the Activities Office. Any booster club or booster organization fundraising activities done in the name of the school must be approved by the Activities Office.

Booster club and booster organization fundraising funds must be collected and maintained by the club or organization and kept separate from district funds and from student activity funds. Funds provided to the district (i.e. donations) are reported by the Activities Office to the Shakopee Public Schools Board on a monthly basis.

Banquets

The Head Coach/Activity Advisor is responsible for all facets of the end-of-season awards banquet. The head coach may delegate these responsibilities to the booster club; however, the program and the agenda must be approved by the head coach.

The awards given out at the banquet are the sole responsibility of the head coach.

There should be no open bar for adults, and attendees must refrain from using alcohol at banquets.

Minnesota State High School League Basics

Head Coaches/Activity Advisors (paid and volunteer) are only allowed to work with their teams during the designated Minnesota State High School League (MSHSL) season and the summer waiver period. Students may not receive out of season coaching or training from the sophomore, B-squad, junior varsity or varsity high school coaching staff.

No booster club member may recruit or encourage athletes from another school to transfer to the district.

Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic.

Captains Practice

No coaches (paid and volunteer) can supervise captains practices. Adult supervision is required at all captains' practices.

Captains practices may be scheduled up to three weeks before the start of the season.

Student participation for captains' practices should never be mandatory or required.

Liability

All parties shall not take action that would lead others to believe that the school is in charge of or has responsibility for a booster club or booster organization.

School employees, as part of their employment with the district, shall not direct or manage a booster club or booster organization for their own school, but may provide advice, including on use of the school name, mascot and/or logo.

Booster clubs and booster organizations are not authorized to act as an agent or represent themselves as an agent of the school or district, and booster clubs and booster organizations may not use school or district letterhead to carry out their business.

Booster clubs may host or maintain their own website, or use a clearly distinct page on the district activities website (shakopeesabers.com). Access to a designated page can be provided by the Activities Office.

Conflict Resolution

Please promote the below process when conflict occurs:

1. The student athlete and the coach will meet to discuss the issue.
2. The parent/guardian and student should schedule a meeting with the coach within one week of the incident. Meetings must be at a time convenient to both parties.
3. If the parent/guardian wishes to meet with the Activities or Athletics Director, they will complete a step 3 appeal form. The coach will complete a written summary of the meeting within 10 school days of the parent meeting and turn into the appropriate Director.

Other key points:

It is inappropriate to approach a coach prior to or at the conclusion of a game or practice unless the meeting has been previously agreed upon.

Playing time is determined solely by the coach; discussion should focus only on how your student can improve their skills as an athlete.

Calls should be directed to a school phone only.

If emotions rise to an unreasonable level during the meeting, it will be concluded immediately and rescheduled.