

XXII. MCSD SWAD ATHLETIC BOOSTER CLUB POLICY

Section 1. Board Policy Descriptor Code: LEC -- Booster Organizations

In order to promote and support various activities within the schools of the Muscogee County School District, the Board shall authorize the organization and existence of booster clubs. A booster club is defined for the purposes of this policy as a group of individuals (parents or community members) who support a particular school function within the Muscogee County School District. Parent/Teacher Associations are included therein. Parents and others who wish to support school programs are encouraged to participate in the various booster clubs and other parent organizations that play such an important role in supporting, encouraging and advancing school programs. All booster clubs must receive principal and then the Superintendent's approval before commencing operation. Athletic booster clubs must also have the approval of the site Athletic Director and the System Wide Athletic Director. The club seeking approval must furnish the following information:

- A statement of the purpose and clearly defined objectives of the club.
- A proposed constitution and by-laws which must include the offices of the club (minimum of three), the method of becoming a member, the regular date of the meetings, the public site of the regular meetings, a method for calling special meetings, the method by which funds are appropriated and the procedure for the annual election of officers. Once approval is granted, and after the officers are elected, the slate of officers (with contact information) along with a proposed budget must be submitted to the principal before booster club activities begin each year, but not later than September 30 of the school year (MCSD Form MD1008). Individuals can only hold one office, and the individuals elected to the offices cannot be related. No faculty/staff member of the school can hold an office of the Booster club. The business address of the booster club, which cannot be the school's address, must also be provided to the principal, along with the signatory authorities of the bank account of the Booster club (minimum of two signatures required), and the federal tax identification number of the Booster club. A master list of all active booster clubs will be maintained by the school and posted on the school's website. The written yearly budget shall be developed with input from the sponsor and the school's principal. The booster club's budget will be designed to support the program needs that cannot be met by the school. A financial report will be submitted to the principal on a quarterly basis, at a minimum. All fundraisers to be conducted by the booster club must have the prior written approval of the principal (MCSD Form MD1009 – Appendix FF (1)). All booster clubs are encouraged to become incorporated and to file with the Internal Revenue Service for 501(c)(3) nonprofit, charitable status. Deficit financing and deferred payments are not allowed. Booster clubs are responsible for their own tax filings and accounting and must obtain their own federal tax identification number. Booster clubs cannot use the Muscogee County School District's sales tax exempt number, or the Muscogee County School District's federal tax identification number. The principal or his/her designated representative is strongly encouraged to attend all booster club meetings of the general membership and may attend other booster club meetings at his/her discretion. The "school sponsor" or his/her designated representative of each booster club activity will attend each booster club meeting. The "school sponsor" is the person on the staff of the school who has been identified and

named by the principal to work with a booster club in some capacity. Minutes of each meeting, along with a Treasurer's report, will be maintained, and made available upon request of the principal or a Muscogee County School District administrator. No booster club may require or mandate that students participate in the fund raising activities of the particular booster club in order to be involved in the activity which the booster club supports. Booster club activities must not conflict with, or detract from, instructional time. The Muscogee County Board of Education recognizes that academic and athletic booster clubs, comprised of parents, have significant autonomy and may operate outside many of the rules, regulations, and guidelines of the federal, state, and local government. While the Board of Education allows booster clubs this latitude, they also hold the clubs accountable to all applicable Georgia laws and all applicable Muscogee County School District guidelines, including those pertaining to fund-raising and advertising, and to follow all acceptable accounting procedures. The school and school system assumes no accountability or liability for booster club funds. Any financial obligation incurred by a booster club shall be solely that of the booster club. The bonding of all officers of the booster club is encouraged, but if the club's annual proceeds are \$25,000 or more, bonding of the club's officers is required. The Superintendent may suspend or terminate/dissolve any booster club that does not adhere to these guidelines, or for inappropriate conduct or activity, including, but not limited to, those that exhibit serious financial irregularities. The assets of the dissolved booster club will be disbursed in accordance with the bylaws of the booster club and the laws of the State of Georgia. If the booster club has no bylaws, then, upon dissolution, its assets will become the property of the school district. Booster clubs may not engage in activities (to include fundraising) on behalf of a school system activity without the Board Policy Descriptor Code: LEC Booster Organizations express written permission of the school principal or Superintendent. Under no circumstances shall booster club funds be collected by a faculty or staff member of the school or commingled in any account with school activity funds or school system funds. Booster clubs may donate funds to a school or school system. When these funds are deposited in a school or system account, the booster club relinquishes all control over these funds. All gifts given to the school by a booster club will be accepted by the principal, with a signed statement, a copy of which shall be given to the booster club, indicating that the gift has become the property of the Muscogee County School District, with the school becoming the custodian of the gift. Any booster club that operates a web site must have the contents of the site approved by the principal. Existing booster clubs that meet the definition of booster clubs outlined in this policy will be grandfathered in.

Muscogee County Schools

Date Adopted: July 20, 2009

Section 2. Booster club Draft/Example - Appendix FF

XXIII. FUNDRAISING FOR THE ATHLETIC PROGRAM

Section 1. Board Policy Descriptor Code: JKB Solicitations by Students

Students will be prohibited from selling tickets, merchandise or engaging in any other commercial activity in the name of any school except by a written request that is approved by the principal of the school Muscogee County Board of Education except as

provided for in this policy. Permission to engage in fundraising activities may be granted if said activities will enable the school to purchase supplementary equipment or service beyond what is made available through tax funds. The purpose for which a fundraising project is undertaken shall be related to the educational program and shall not be designed to provide materials, equipment, or activities which are considered basic to the educational program and normally funded by the school district. The purpose of the fundraising project shall be explained to students and parents and shall be of benefit to the students enrolled in the schools.

Elementary Schools

Participation in door-to-door sales and solicitations by elementary students in grades K-5 and Pre-K are prohibited whether they are school, support group or PTA sponsored. Fundraising projects that are approved by the principal and conducted by student support organizations and elementary PTA groups will be permitted if students are not involved in door-to-door sales and solicitations.

Secondary Schools

Fundraising projects in which secondary school students in grades 6-12 sell candy or other materials to the public off the school grounds may be sponsored by the Student Government Association, school sponsored student organizations, student support organizations and secondary school PTA groups if approved by the principal.

Limitations or Restrictions

The Muscogee County School District shall safeguard the students and their parents from fundraising plans of outside organizations, commercial enterprises and individuals. Fundraising programs from groups outside the local school organization shall be prohibited. The children shall not be used to sell tickets except those school sponsored or school approved parent-teacher activities, and advertising of outside groups shall be specifically approved by the principal. All fundraising projects, including those sponsored by parent organizations, that carry the name of the school must be coordinated through and approved by the principal of the school.

The principal of the school is responsible for the securing from each club/organization the application form for fundraising projects and put it on the calendar of events in order that there is a minimal amount of overlapping of projects (MCSD Form 1009 or MCSD Form 1010). The first application completed by the club or organization should include a proposed budget for the entire school year. The principal of each school should coordinate and approve, at the beginning of each school year, all fundraising drives. Those that are permitted should be combined as much as possible into one or two fundraising drives. After each fundraising project, a financial statement must be filed with the principal (MCSD Form 1009-B or Form 1010-B).

School personnel will not be allowed to sign for, receive, collect money for or distribute the merchandise for any parent organization unless authorized by the principal. No gifts (money or otherwise) will be given to staff, or faculty or student as incentives for fundraising drives. Sales and solicitations, which interfere with classroom instruction, will not be permitted. The sale of ads for student publication shall not be used as a factor in determining grades. No school may operate a raffle unless the school complies with all requirements set forth in O.C.G.A. §16-12-22.1. The code section requires a school to obtain a license from the Sheriff of Muscogee County before it can operate a raffle and to observe all requirements of the code section. No person under the age of eighteen (18)

years shall be permitted to plan any raffle conducted pursuant to any license issued under this code section unless accompanied by an adult.

Board Policy Descriptor Code: JKB Solicitations by Students

Muscogee County Schools Date Adopted: Pending Last Revised: 2/18/2003

Section 2. Student-Athlete Fees (Suggested Donations)

Student-athletes in the MCSD must be informed of all team/booster club related expenditures prior to any tryouts, practices, contests, or summer activities. No MCSD student-athlete will be denied participation on any athletic team due to a lack of funding.

Section 3. Contest Programs including Varsity Football

The Building Principal of the home team school is responsible for the preparation and sale of programs at athletic events. When a school-affiliated organization is granted permission to sell the programs, the net proceeds shall be prorated according to prior written agreement between the Building Principal and the constituted officials of the school-affiliated organization. The Building Principal and site-AD will be responsible for seeing that their site-school generates their football program, sell advertisements, contract a photographer, etc. as well as layout of their athletic program. All programs should look as if generated by a professional printer and represent the school district well. The MCSD print shop is available to print these programs if all materials are available two weeks before the program is needed for contest sales.

The Building Principal, according to MCSD policy, is accountable for funds derived from the sale of the programs. The home team should place six programs in the stadium press box prior to each football game for use as a team roster by the game broadcaster.

- a) When two MCSD teams play, if the designated home team does not have a program, the designated visiting team may sell programs at the game. The principal of the visiting school should contact the home school principal prior to the game to determine if the home team will have a program for sale.
- b) Both teams may sell spirit items from a table in the concourse area as designated by the stadium manager. Sales are limited to school spirit items – no foods or drinks may be sold. Spectator safety and general stadium security must be the primary concern when considering items to sell.
- c) Spirit items include programs, stadium cushions, cloth and cardboard spirit items bearing the school logo and/or colors. Only spirit items approved by the Building Principal may be sold at the games.
- d) A maximum of four booster club representatives may sell programs and spirit items in their designated part of the stadium during the game. These representatives must pay regular admission charges and wear an identification tag provided by the local school.
- e) Only the sport in season will be permitted to sell the approved spirit item at the stadium.

Section 4. Advertising

The Building Principal and the System-Wide Athletic Director must approve all advertising in advance. No beverage, other than the school system's contracted beverage company may be advertised or sold in the athletic area of a Muscogee County School. The athletic area includes the concession area, gymnasium, and locker rooms.

Section 5. Advertising Panels

Schools may sell advertising panels for the gym and fields keeping the total proceeds. It is estimated that each panel will cost about \$100 to produce.

- a) All advertising panels must be submitted to the System-Wide Athletic Director for approval. Print on an 8½" by 11" sheet of paper the exact ad that is to be displayed on the advertising panel. Specify colors to be used (see item "c" below).
- b) The proposed cost to advertisers for a 2 ft. by 3 ft. panel for display on the gymnasium wall will be \$350 for one year, \$650 for two years, and \$900 for three years. The cost for 12 ft. by 32 ft. panels for display on the fence on the athletic field will be the same. The prices for advertising panels may change when the panel contract is offered for renewal.
- c) All panels will have a solid background with one, two, or three colors for lettering and or logo.
- d) It will be necessary to have a signed contract with the company that purchases the advertisement. Blank contracts that can be used are available.
- e) The cost of painting and mounting the ad panels will be paid from proceeds by the school or school system as appropriate.
- f) It is the responsibility of the school to contract with a sign maker whose work will be consistent and of high quality. The System-Wide Athletic Department will assist the school in finding a vendor if needed.

Section 6. Other Advertising Ventures for the Benefit of the Athletic Program

Team calendars consist of the season schedule for a respective team, usually a team picture, and several advertisements. The proceeds realized from the calendars are for the benefit of the athletic program in the local school.

If a school wishes to take advantage of this opportunity to raise funds, the principal must submit a proposal to the System-Wide Athletic Director and obtain approval to proceed. A written contract with the publishing company signed by the Building Principal **and approved by the System-Wide Athletic Director or designee is required.** The Building Principal must approve each advertiser. No alcohol or tobacco ads are permitted. The usual restrictions on political and religious ads also apply.

The company producing the calendar will provide a predetermined number of copies of the calendar to the school absolutely free of charge. The calendars are printed in the respective school colors featuring the school's choice of game schedules, pictures, and other information that you may wish to display. The school logo or mascot is usually included.

Local merchants who purchase advertisements for display within the calendar cover the cost of producing the calendar. The publishing company will provide a

professional sales representative to handle all ad sales, collecting, and billing of the accounts. The company with input from the school and final approval from the Building Principal also handles the design and layout work. The school must provide the pictures and schedules for the calendar, and will distribute the calendars to the advertisers and to others as appropriate. In return, the school will receive a percentage of the fees paid to the company by the advertisers. The publishing company is required to provide to the Building Principal a complete listing of the advertisers with the fee each one is paying. The percentage of the total fees to be paid to the school will be clearly defined in the contract.

Section 6. All advertising to benefit the athletic program must be approved by the System-Wide Athletic Director. Copies of the contract, which must be used for advertising panels for display in the gymnasium or on the athletic field, are available from the System-Wide Athletic Department (Appendix ____).

MCS D System-Wide Athletics

APPENDIX FF – Draft/Example for Athletic Booster Clubs



Section 1. Board Policy Descriptor Code: LEC -- Booster Organizations (page 52)

Section 2. MCS D Form MD1009 – Appendix EE(1)

Section 3. DRAFT/EXAMPLE Only

BYLAWS

Of

Individual School's ATHLETIC ASSOCIATION, INC.

ARTICLE 1

Name

The name of the organization will be the **INDIVIDUAL SCHOOL'S** ATHLETIC ASSOCIATION, INC., a non-profit corporation under the laws of the State of Georgia (this is suggested), designated in these bylaws as the **?AA**. (The first letter of the abbreviation will be your school's name; example Columbus High School's will be the CHSAA)

ARTICLE 2

Purpose

To promote the advancement of the athletic programs of **YOUR SCHOOL** by providing support to the student-athletes, Building Principal, Athletic Director, and coaches of **YOUR SCHOOL** in the development of interscholastic athletic programs, by providing tax-exempt status to athletic booster clubs, by raising funds to supplement individual booster club efforts, by facilitating consistent communications, and by leveraging volunteer efforts.

ARTICLE 3

Policies

Section 1. The ?AA will not seek to direct or control the administrative policies of the school or interfere with the coaching staff or with individual booster club sponsored activities.

Section 2. The ?AA may cooperate with other organizations and agencies provided it makes no commitments which bind its membership unless such commitments are approved by the Board of Directors.

Section 3. The ?AA will abide by all Muscogee County School District Board of Education policies and procedures which will take precedence over these bylaws, should conflicts develop.

ARTICLE 4

Organizational Structure

Section 1. The ?AA will be a fundraising resource and support organization for all individual sports booster organizations.

Section 2. The ?AA will be managed by a Board of Directors.

Section 3. Individual sport booster clubs may be formed to further the support for specific sports.

ARTICLE 5

MEMBERSHIP

Section 1. Anyone interested in the athletic program and willing to uphold the policies and bylaws of the ?AA may become a member upon payment of dues. The annual dues for the ?AA will be determined and assessed at the individual sport booster club level. Individuals seeking membership in ?AA without individual sport booster club affiliation will pay annual dues as set by ?AA. The ?AA will accept membership regardless of race, creed, color, sex, or national origin.

Section 2. Membership in an individual sport booster club also confers membership in the ?AA. Membership in the ?AA does not include a vote.

Section 3. Funds (defined as monies collected by ?AA) specifically earmarked for a sport club will be allocated to that sport. Unallocated available funds will be distributed at the discretion of the Building Principal and Site Athletic Director.

ARTICLE 6

Board of Directors

Section 1. The Board of Directors will consist of the Building Principal, Site Athletic Director, and Head Coach of each sport, and Presidents of the individual sport clubs. Each director, except in the case of death, resignation, or retirement, will serve until the next succeeding annual meeting or until his/her successor has been elected and qualified.

- Section 2.** The business and affairs of the ?AA will be managed by the Board of Directors. In addition to the powers and authority expressly conferred upon it by these bylaws, the Board of Directors may exercise all such powers of the ?AA and do all such lawful acts and things not prohibited, by law, by any legal agreement among the members, the Articles of Incorporation, or by these bylaws directed or required to be exercised or done by the members or such other authority.
- Section 3.** A vacancy occurring in the Board of Directors will be filled for the unexpired term by the appointment of an individual from the individual sport booster club represented by the vacancy.
- Section 4.** Special meetings of the Board of Directors may be called by or at the request of the Building Principal and/or Site Athletic Director.
- Section 5.** No notice will be required for any regularly scheduled meeting of the Board of Directors. Unless waived, the Building Principal and/or Site Athletic Director of the ?AA or any director thereof will give notice to each director of each special meeting stating the time and place of the meeting. Attendance by a director at a meeting will constitute waiver of notice of such meeting, except where the director states, at the beginning of the meeting, his/her objection(s) to the transaction of the business at the meeting.

ARTICLE 7

Meetings

- Section 1.** A regular meeting of the members of ?AA will be held at least two times per year.
- Section 2.** The organizational meeting will be held in the fall before September 30. It will review prior year financial statements, current year budgets and plans for the current year, and conduct other such business, as needed.
- Section 3.** The annual meeting will be held on or before the third Monday of May. The Building Principal or his/her designee will present a financial report for the year as it stands, as of the meeting date. The Building Principal or his /her designee will set the dates for these meetings.

ARTICLE 8

Amendments

- Section 1.** The school's site Athletic Director must present all proposed amendments to these bylaws to the System-Wide Athletic Director.

Section 2. These bylaws may only be amended with the approval of the Site Athletic Directors, System-Wide Athletic Director, and the Chief Officer for Student Services.

ARTICLE 9

Parliamentary Authority

Robert's Rules of Order, revised, will govern the ?AA in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE 10

Dissolution

Booster clubs will use their funds only to accomplish the purposes specified in these bylaws and no member will have rights or interests in or to the property or assets of the booster club. In the event of the dissolution of any booster club, the Building Principal will distribute, transfer, convey, deliver and pay over all of the assets of the booster club then remaining in the hands of the booster club to any other organization qualifying under Section 501 (C)(3) of the Internal Revenue Code as an exempt organization, to be used exclusively for educational purposes.

ARTICLE 11

Individual Sport Booster Club Bylaws

Section 1. *Purpose & Function:*

All booster clubs exist at the pleasure of the Building Principal and under the direction of the Site Athletic Director and Head Coach of individual sports. The purpose and function of individual sport booster clubs is to provide support and financial assistance to the individual sport. All individual sport booster clubs must operate under the direction and/or guidance of the overall Athletic Association.

Section 2. *Membership:*

The membership of individual sport booster clubs shall not be limited. Anyone interested in the goals and the well-being of the individual sport program is eligible for membership. The individual sport booster club shall establish membership dues. Only members in good standing are eligible for booster club benefits. Member benefits shall include but not be limited to voting privileges.

Section 3. *Officer Elections / Selections:*

The Head Coach of each sport shall determine the slate of officers and procedures by which officers are elected/selected.

Section 4. *Finances:*

- A.** Each individual sport booster club will have a written Constitution and Bylaws, which state the organization's purpose, role, and objectives. The club's officers and duties of officers will be stated in this document. A copy of each individual sport booster club's Constitution, Bylaws, and annual budget must be submitted to and approved by the Building Principal and Site Athletic Director before booster club activities commence each year. Each individual sport booster club will have a written mission with clear-cut objectives to be carried out by the club.
- B.** All fundraisers and projects to be conducted by the booster clubs must have prior written approval of the Building Principal and Site Athletic Director. The school system's fundraising form must be completed and submitted to the Building Principal and Site Athletic Director prior to conducting fundraising. Booster clubs must follow all Muscogee County School District guidelines pertaining to fundraising activities.
- C.** The Board of Education and individual schools will not be responsible for any debt(s) incurred in its name or on its behalf by a booster club or parent organization.
- D.** The Building Principal or his/her designated representative should attend all booster club meetings. Head coaches of each individual sport are to attend booster club meetings.
- E.** The Building Principal or his/her designated representative will approve all booster club meeting dates, the meeting sites, and the times of the meetings.
- F.** Each booster club is to develop a yearly budget with input from the Head Coach and the Building Principal and/or Site Athletic Director. The booster club's budget should help support the program needs that cannot be met by the school, as directed by the Building Principal and Site Athletic Director. Examples include but are not limited to awards, banquets, clothing, equipment, travel, etc...
- G.** All gifts or donations given to the school by the booster club will be accepted by the Building Principal and Site Athletic Director with a signed statement indicating that they are to become the property of the school.
- H.** Each booster club will have in its constitution procedures for an annual financial audit. The Building Principal and Site Athletic Director will receive a copy of the annual audit report as well as a monthly financial report for each booster club. The Building Principal and Site Athletic Director have the right and the authority to audit booster club financial records at any point. A school-based audit may be performed anytime there is a change in booster club officers.
- I.** Each booster club will have prescribed accounting procedures to ensure all funds have accurate financial accounting. At a minimum, these procedures shall include:
 - Purchasing procedures to assure no cash purchases are made.

- Check writing procedures to assure that two unrelated officers of the club sign each check issued. No coach will be allowed to co-sign a check.
- Each check issued will be supported by a paid receipt of an invoice for goods/services rendered on behalf of the booster club.
- Bank statements shall be reconciled and signed in a timely manner by two members designated by the booster club.
- Check writing officers of the booster club should be bonded.
- An internal audit committee to assure that appropriate audit procedures are followed, including the annual audit of funds and the audit required when officers change.
- An annual budget for the club, which shall be approved by the membership prior to its use.
- Monthly financial statements made available to the membership, the Building Principal, and Site Athletic Director.
- Provisions for training of treasurer, if needed, before they assume office.
- Each booster club should use a purchase order system.

Section 5. *Meetings:*

1. Meetings should be held on a regularly scheduled basis as approved by the Building Principal and Site Athletic Director. A schedule of regularly scheduled meetings should be made available for all members.
2. All meetings should follow Robert's Rules of Order.
3. The Athletic Association and/or Individual Sport Booster clubs will determine procedures for calling special meetings and notifying members.

Section 6. *Fundraising:*

1. The Building Principal and/or Site Athletic Director, Superintendent, and local board of education, if necessary must approve all fundraising activities. The System-Wide Athletic Director must be apprised of all fundraising activities.
2. The site school's fundraising form must be completed and submitted to the Building Principal and/or Site Athletic Director for approval and copies sent to the System-Wide Athletic Director.

Section 7. *Miscellaneous:*

1. For routine matters, the line of communication should be: Booster club President, Head Coach, Site Athletic Director, and Building Principal.
2. The Site Athletic Director's role with all booster clubs is to serve as an advisor to interpret State Board of Education, GHSA, Muscogee County School District, and Individual School policies.
3. Booster clubs will play a supportive role and will be under the direct supervision of the head coach.