



POLICY

**Haddonfield
Board of Education**

COMMUNITY

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Booster Clubs

9191 BOOSTER CLUBS

The Board of Education recognizes that the support offered by booster clubs can benefit the school district. Because the activities of booster clubs also reflect on the district, the Board establishes guidelines for the operation of booster clubs in order to ensure that their activities assist in the attainment of district goals and objectives.

A booster club that is organized for the purpose of endorsing and supporting a school sponsored activity shall:

1. Be encouraged incorporated as a nonprofit organization;
2. Obtain liability insurance indemnifying the Board against all suits arising from the conduct of club activities;
3. Account to the Board for all funds raised through the conduct of school related activities;
4. Obtain the approval of the Superintendent or designee before raising funds in the name of the district.
5. Utilize all funds raised through the conduct of school related activities for the benefit of school programs;
6. Certify adherence to the policies of the school district;
 - a. Policy 5830: Pupil Fundraising.
 - b. Policy 7230: Gifts, Grants, and Donations.
 - c. Policy 7510: Use of School Facilities.
 - d. Policy 7520: Loan of School Equipment.
 - e. Policy 9191: Booster Clubs
7. Request permission of the Board before taking any group of students on a trip;
and

Nothing in this policy shall be construed as the Board's assumption of responsibility for any activity conducted by a booster club.



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1. The primary purpose of Booster Clubs is as follows:
 - a. To raise funds for use by the associated program to enrich student experiences. Proceeds raised through fundraising should not supplant the District's budgetary obligations.
 - b. To plan and provide an end-of-the-year ceremony/event that recognizes the efforts and achievements of the students, coaches, and support personnel.
2. All Booster Clubs and Parent Groups will be treated equally, operate similarly, and follow the same guidelines.
3. District Designees for Booster Club:
 - a. District designees include, but are not limited to, the program's Coach or Advisor/Director.
 - b. Invitations should be made to these designees for all meetings and events.
 - c. District designees, Booster Club presidents, and treasurers must attend annual training provided by the District.
4. IRS Tax Exempt Status:
 - a. Booster Clubs are encouraged to apply for 501(c) 3 status with the IRS.
 - b. This status will allow donors to make tax-deductible donations.
5. Organization:
 - a. At a minimum, the Booster Club shall recommend the election of the following officers on an annual basis:
 - i. President;
 - ii. Vice President;
 - iii. Secretary;
 - iv. Treasurer.
 - b. District employees or current Board of Education members shall not serve as officers of any Booster Club.
6. Fundraising
 - a. Fundraisers must receive prior approval from the Athletic Director and/or Principal. All fundraising activities must be submitted to the Athletic Director.
 - b. Fundraiser requests should:
 - i. be appropriate for the public school environment.



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- ii. generate support from the community-at-large
- c. Fundraising events that may generate adverse public attention to the District will not be approved or, if underway, may be subject to cancellation.
- d. Door-to-door solicitation by students is not permitted.
- e. Student and parent involvement in Booster Club fundraisers shall be on a voluntary basis only.

7. Use of Funds

- a. Donations from Booster Clubs
 - i. Policy 7230: Gifts, Grants, and Donations.
- b. Large gifts:
 - i. The Athletic Director/Principal must approve:
 - 1. All purchases over \$1000
 - 2. Facility improvements
 - 3. Uniforms
 - ii. The District will purchase, and Booster Club reimburse
- c. Booster Clubs may spend funds:
 - i. Items necessary for one post-season meal or banquet for each team per sport per campus or performing arts program;
 - ii. Items necessary for meals, snacks or snack foods during and after practices.
 - iii. Meals and/or hospitality for referees, judges, clinicians or visiting sponsors;
 - iv. Hospitality expenses for tournaments, extra-curricular events or competitions;
 - v. Cost of media guides and/or programs;
 - vi. Donations to the District to support the respective sports or performing arts programs based on specified needs presented to the Superintendent of Schools;
 - vii. Other items approved by the Athletic Director or Principal/Principal's designee.
- d. Improper Uses of Booster Club Funds
 - i. Nothing of value should be given to students participating in NJSIAA-sanctioned events/activities.
 - ii. No cash will be given to any school employee to use at his or her discretion.
 - iii. Booster Clubs may not contribute funds to increase the negotiated personnel allocations and/or stipends for any program or team.



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- iv. Since all Booster Club fundraising is intended to benefit each program, funds cannot be used for post-secondary scholarships.
 - v. School-Related Organizations: During the out-of-season period, the school organizations such as Booster Clubs, Fathers' Club, Varsity Club and the like may not assist the Student-Athlete during the out-of-season period or provide individually issued equipment, uniforms, transportation or funds related to camp or clinic attendance when same is of a participatory nature.
8. Reporting and Communication Requirements:
- a. Treasurer report
 - b. Communicate with member families about Booster Club policies and use of funds

BOE Revised Date: 5/16/2019
BOE Approved Date: 6/12/2019