

Parma Senior High School Booster Club Guidelines

THE ROLE OF BOOSTER CLUBS

The role of a booster club is to support or “boost” the athletic programs at Parma Senior High School by providing financial support to the school and to the sports program. A booster club is a separate entity from the school but must adhere to the policies and guidelines set forth by Parma High School and the P.C.S.D.

General Guidelines:

1. A booster club **must** file for a 501(c) 3 non-profit organization status and file with the Ohio Attorney General.
2. A booster club should have written by-laws and elected officers with prescribed duties. A copy of the by-laws should be on file in the A.D. office.
3. The by-laws are to be considered a legal document and the provisions set forth in the by-laws are to be adhered to. The by-laws can only be altered or revised by following the procedures specifically stated in them.
4. Regular meetings that are open to the public should be held. If the club wishes to use a school facility for their meetings, they must request a building permit. A list of dates and times for all meetings should be submitted prior to the start of the school year. Any changes to the original permit must be completed at least one week in advance. The district may charge a rental fee for building usage.
5. Booster meetings should follow parliamentary procedure (Robert's Rules of Order.)
6. Minutes from every meeting of the booster club should be forwarded to the Athletic Director to review and keep on file.
7. Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and also kept on file with the Athletic Director. The booster club should have checks and balances in place to ensure that all monies are accounted for and deposited correctly.
8. All fund-raisers need to be approved by a school official. A fund-raising approval permit needs to be filled out and given to the Assistant Principal in charge of fund raising for approval.
9. You must gain prior permission to conduct events at school functions (i.e games, practices, open house, awards night etc.)
10. If selling spirit wear and items, no general Parma Redmen items may be sold by the booster club without the prior permission of the Athletic Director who operates and directs the school spirit store. Only sport specific items can be sold by the individual booster clubs.

11. Booster Clubs should keep the Athletic Director apprised of their activities.
(copy on mass emails)
12. The head coach or his/her designee should attend general booster club meetings. The Athletic Director will be available to attend meetings if requested by the coach or President under special circumstances.
13. Booster clubs do not have the authority to direct or try to influence the duties or decisions of a school district employee. The schedule of contests, rules for participation, methods of earning letters, and all other aspects dealing with our sports teams are under the jurisdiction of the athletic department of P.S.H. The Head Coach is the ultimate authority of their team and the booster club should seek the coaches approval before making purchases.
14. Even though the officers of the booster club are elected representatives of the group, they are not to be considered or act as the “agent” of an individual parent.
15. Booster clubs may make recommendations, but all monies and equipment donated must be given to the school to use at its discretion. All purchased equipment becomes property of the P.C.S.D. and can be used at the school’s discretion.
16. Booster Clubs are not allowed to pay coaches directly. If a booster club wishes to compensate a “volunteer” coach for their services, the money should be donated to the P.C.S.D. and the P.C.S.D. will provide appropriate payment.
17. Funds that are raised by a booster club in the name of a specific athletic group or team should not be used to benefit other non-athletic groups or purposes. To provide such funding would violate law and the public trust through which funds are earned.
18. The Booster Club cannot require members or students to participate in fund-raising activities. If a member or student chooses not to participate in the fundraiser, that person still receives an equal benefit from the revenues generated.
19. The Booster Club cannot use individual accounts to credit an individual for funds raised. Fund-raising is an opportunity to generate revenue for the Booster Club or team as a group, not individuals. Therefore, revenues should be recorded in a group account where all members or students have the same opportunity to benefit equally from the revenues.
20. It is the responsibility of the officers of the booster club to ensure that the organization is following all P.C.S.D., City of Parma, State of Ohio, and federal policies, statutes and legal Code.