



Booster Club Guidelines and Procedure
Established February 27, 2020



BETHUNE-BOWMAN GUIDELINES/PROCEDURES FOR ATHLETIC BOOSTER CLUBS

The content of this document sets forth the Bethune Bowman Middle High School administrative guidelines and procedures for the Bethune Bowman Athletic booster club organization. Only approved organizations, operating under these booster club procedures and guidelines and the Orangeburg County School District shall be allowed to use the school name and/or facilities in support of its programs.

A. Policy Governing Booster Clubs

Affiliated school-support or booster organizations shall organize and function in a way that is consistent with the School's philosophy and objectives, within adopted Board policies, in accordance with applicable guidelines and financial and audit regulations.

Use of Schools Facilities

Affiliated school-support or booster organizations may use school facilities with prior approval of the appropriate administrator and athletic department.

B. School Designees for Booster Club

The School Principal or appointed designee must approve Booster Club formation. School designees include, but are not limited to the Director of Athletics and/or the Campus Assistant Principals. Invitations should be made to these designees for all meetings and events. Specific questions regarding booster activities should be addressed to these designees. The Athletic Director may assign designation responsibilities to organization sponsors or coaches. The Principal and or Athletic Director may require additional reporting other than those described in this document.

C. IRS Employer Identification Number and Tax Exempt Status

At a minimum, booster club must file for an Employer Identification Number (EIN) for banking purposes by completing IRS Form SS-4 or by applying online through the IRS.gov website. It is encouraged to apply for 501(c) 3 status with the IRS. This status will allow donors to make tax deductible donations.

D. Organization At a Minimum

The booster club should recommend the election of the following officers on an annual basis:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer



Officers may be elected for recommendation by simple majority or secret ballot. District and School employees (including full-time or part-time employees and substitutes) are allowed to hold any school Booster Club office or role that allows them to enter into contracts or sign checks on behalf of the organization. These offices or roles typically include President, Treasurer, fund-raising chair or check signer. After the election(s), a roster of the elected officers should be forwarded to the School designee.

E. Role of Booster Clubs

- 1) To **raise supplemental funds** through fundraising activities for use by the Athletic program.
- 2) **To plan and provide an end-of-the-year ceremony/events that recognizes the efforts and achievements of the students, sponsors, coaches, and support personnel. Booster club members should enthusiastically support students, sponsors and coaches, recruit new members, and model appropriate behavior at all events.** A significant aspect of booster club membership is the willingness to volunteer for extracurricular student events. **Members should avoid negative, inappropriate comments regarding students, sponsors and coaches at booster club meetings.** Concerns regarding any program should be addressed through appropriate channels.

F. Fundraising

Booster clubs are allowed a maximum of three (3) fundraisers per year from July 1 to June 30.

Ongoing merchandise sales and concession events are EXCLUDED from the three fundraising activity limit. Non-school related tournaments, games or other competitions (e.g. 7 on 7, basketball, volleyball, auditions, tryouts, performances etc.) are restricted by the three fundraising maximum. Fundraisers must receive prior approval from the Principal, Athletic Directors or designee. If a designee is a coach or organization sponsor, the Athletic Director may require an additional approval process for all fundraisers under their responsibility. Fundraiser requests should be appropriate for the public school environment. Fundraising events should generate support from the community at-large. Fundraising events that may generate adverse public attention to the school will not be approved or, if underway, may be subject to cancellation. Prior to an athletic fundraising event, booster club organization should notify the Principal or Athletic Director. The fundraising notification should detail the purpose of the fundraiser and include the product to be sold or service to be rendered and the estimated net receipts. Door-to-door solicitation by Booster Clubs will not be allowed.

Only booster clubs with 501(c) 3 status may conduct a raffle as one of their annual fund-raising activities. Raffles must be pre-approved by the Athletic Director. Student involvement in booster club fundraisers should be on a voluntary basis only.



F. Donations from Booster Clubs

Authorized booster club donations will be credited to the corresponding school program. Within the corresponding programs, the school's intent will be to honor specific booster club donation designations; however, the school reserves the right to utilize the funds for different purposes. (If deemed necessary to benefit the Bethune Bowman student athletes)

G. Reporting Requirements

School reporting requirements for booster clubs:

- 1) A copy of the articles of incorporation/application of formation and subsequent changes should be filed with the Principal and the Athletic Director.
- 2) Booster clubs are required to submit semi-annual financial statements to the Schools Finance Officer (Bookkeeper). The submission should include the balance sheet and income statement on June 30 and Dec 10 of each year.

I. Appropriate Uses and Handling of Booster Club Accounts

Booster clubs must have an adopted budget which includes major fundraising estimates and planned spending for the year submitted to the Principal and Athletic Director. **Budgets may be amended as required.** All purchases should have the proper supporting document including itemized receipts. Booster club may spend funds or write checks for the following:

- 1) Expenses for the operations of the club including, but not limited to mail outs, postage, website fees, storage facilities, advertising, bank fees;
- 2) If deemed appropriate by club membership for general activities or a specific sponsored event, the cost of providing liability or bonding coverage;
- 3) Items purchased for resale as a fundraiser;
- 4) Expenses to promote a fund-raising activity including, but not limited to signs, equipment rental, and insurance;
- 5) All items necessary for parties provided by parents or other students strictly for an athletic team as long as it is approved by the school designee;
- 6) All items necessary for one pre-season meal and one post-season meal and banquet for each team per sport per campus;
- 7) All items necessary for meals, snacks or snack foods during and after practices as well as pregame and post-game meals;
- 8) Meals and/or hospitality for referees, judges, clinicians or visiting sponsors;
- 9) Hospitality expenses for tournaments, extra-curricular events or competitions;



- 10) Cost of media guides and/or programs;
- 11) Athletic coach appreciation gifts (not to exceed \$500);
- 12) Donations to the school to support the respective sports programs based on specified needs presented by the school designee;
- 13) Booster clubs may provide financial assistance to students to cover fees associated with an activity. (i.e. individual camps) This financial assistance must adhere to published eligibility requirements and guidelines which prohibit discrimination and cannot be linked to a parent's involvement in related booster club activities;
- 14) Other items that are expressly approved by the Principal and or Athletic Director.

School designees (coaches, organization sponsors) oversee the activities of the booster club program to ensure that District and school rules and guidelines are followed. However, designees should not have any direct involvement in the disbursement of funds from a booster club bank account. Designees should not have access to booster club checks. Designees should not counter-sign checks.

J. Improper Uses of Booster Club Funds

- 1) No cash will be given to any school employee to use at his or her discretion without prior consent of Principal and Athletic Director. Some emergency situations may require the use of cash. Booster Club and designee receiving cash must ensure that cash is properly documented with subsequent receipts attached to documentation.
- 2) The purchase or consumption of alcoholic beverages while on school property or in the presence of students is specifically prohibited.
- 3) Booster organizations may not contribute funds in an effort to increase the personnel allocations and/or stipends for any program or campus.
- 4) Potential use of funds outside the knowledge and direction of the Principal or Athletic Director.

K. Additional Procedures

- 1) Booster clubs are subject to the jurisdiction of the Bethune Bowman School (Principal and Director of Athletics). These designees should receive a schedule of all meetings, activities and events.
- 2) Booster clubs should conduct business under duly approved bylaws adopted by members.
- 3) Any action taken at the meeting will be subject to review and revocation by the Principal or the Athletic Director.
- 4) The regular school program and extra and co-curricular activities of the school and programs will take precedence over booster activities.



- 5) Booster club should not expend funds without the Principal's or Athletic Director prior knowledge.
- 6) Parents and booster club members are expected to follow the same standards of conduct as school employees when chaperoning, sponsoring or attending student activities, including those stated in the campus handbook;
- 7) There will be no student activities, parties, meetings, travel, or other gathering in the name of the school organization or booster organization unless prior permission has been received from the Principal and or Director of Athletics.
- 8) School employee and student planning and preparation for activities supported by the booster organization will occur outside the school day or as approved by the principal.

