

## Booster Clubs Should:

- Volunteer time and raise money.
- Contribute a minimum of 50% of fundraising monies directly back to the building activity account.
- Print promotional items like team schedules, programs, and yearbooks (subject to approval by the head coach/administration).
- Promote sportsmanship and the vision of the program.
- Organize team events, such as team meals. Listen and work closely with the head coach.
- Discuss as official business any item that meets the definition or function of a booster club as outlined on the previous page.

## 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 issues.
- Connect funding to playing a role in hiring or firing of coaches or directors.
- Offer up a petition by booster club members to hire/fire a coach or sponsor.
- Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.

## Fundraisers

- Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs.
- Be aware that 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 donations should be refunded to students who do not make the final roster.

## KSHSAA Policy

- Visit [kshsaa.org](http://kshsaa.org). Click on General Info Tab. Select Booster Club to view all policies.
- No booster club member may recruit or encourage athletes from another school to transfer to a different Olathe school.
- Booster clubs are prohibited from paying for an athletic/activity participation fee or for fees to attend a camp or clinic.
- KSHSAA views Booster Clubs as being synonymous with schools.

## Thank You.



## Booster Club Guidelines Olathe Public Schools



## Purpose of Booster Clubs

A booster club is defined as “an organization that is formed to help support the efforts of a sports team 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 parental support, but is given in a collective manner. Booster clubs play a key role in supporting Olathe Activities in many ways, and we are very thankful for the positive contributions booster clubs provide to our programs.

## Communication/Conflict Protocol

This communication protocol was developed to help promote direct communication so problems and concerns can be addressed quickly, efficiently, and effectively between parties involved.

**Step 1 – Coach/Advisor/Director**

**Step 2 – Varsity Head Coach/Head Sponsor**

**Step 3 – Building Athletic or Activities Director**

**Step 4 – Building Principal**

**Step 5 – District Director of Athletics/Activities**

**Step 6 – Assistant Superintendent**



## Getting Started

**Define your mission:** Your mission statement should define who the booster is, why you exist, who will benefit from your work and what your core priorities and activities are.

**Enlist and Elect a board of directors:** At minimum you will need to have a President, Treasurer, and Secretary. It is also recommended to have a Vice President and chairs for your various activity committees.

**Notify the school/administration:** Please provide the Athletic/Activities Director at your school with your new booster club information.

**Develop By-laws:** The roles of the board members are explained and the rules of how the organization will operate are defined in the bylaws. Provide electronic copy to building administration.

## Legal Compliance/Organization

Each Club will remain in good standing with State and Federal Laws to be recognized as a “Booster Club” by the school. Groups should consider obtaining a Federal Tax ID# and become a tax exempt organization by completing the appropriate 501c paperwork.

## Banquets/End of Season Awards

The head coach 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 or sponsor.

Alcohol should not be present at banquets.

## Smart Practices for Finances

- Treasurer report should contain all transactions that took place prior to the meeting.
- Finances of each club should be open to all members.
- District employees may not have check writing authority.
- It is mandatory that two people should be involved in the authorization and signing of any check.
- At least two members should tabulate all funds collected.
- Boosters may not use the Olathe Public Schools Tax ID or Tax Exempt Numbers.
- For the purpose of good communication with families, Olathe Public Schools may need to request tax statements, receipts, expenditures, and balances.
- Boosters should not pay any coach directly or play a role in the amount a coach is paid.

## Other Important Information

- Booster Club purchases for equipment should be approved by head coach and administration.
- Meetings should be announced and open to all parents whose child is in the activity.
- Support the program and decisions made by the school staff and administration.
- Support the entire team.
- Encourage, but don’t require parents to volunteer or fundraise.
- Ask coaches/sponsors to serve as non-voting members.
- Understand and follow IRS rules, Title IX rules, and rules on compensating amateur athletes.