

Revised 9/12/02

REVIEWED: 2/13/02

To BOE for 1st reading approval on 5/1/02

Community Relations - Regulation

Other School Connected Organizations

Booster Clubs/Organizations

Booster organizations shall comply with established guidelines in cooperation with the Superintendent or his/her designee. The following guidelines regulate booster organization within this District.

1. Constitution/Bylaws/Officers

Each booster organization involved with school activities or students shall develop and maintain a constitution and bylaws for the organization setting forth the purposes of the organization and the general rules and procedures by which it shall operate. A copy of the constitution and bylaws shall be forwarded to the Superintendent or his/her designee. Each booster organization shall submit a list of officers annually to the Superintendent or his/her designee.

2. Fund Raising Activities

Fund raising activities shall be requested in writing to the Building Principal, reviewed at the building level, approved by the Superintendent or his/her designee and conform to District guidelines. Fund-raising activities may occur during the length of a particular athletic/sport season or as a special activity approved by the Superintendent or his/her designee. No student time during the regular school day shall be allowed for fund-raising activities of any booster organization. Student solicitation within the community for any booster organization shall be minimal.

3. Permissible Awards

An approved booster organization may purchase a sweater, jacket, blazer, blanket, shorts, jersey, cap, watch, ring, photograph, medal, plaque, or similar trophy with appropriate insignia of comparable identification, for a student in recognition of his/her performance, and present such awards at a time appropriate to such recognition.

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4. Insurance

Each booster organization shall maintain insurance coverage recommended by the District for bodily injury and property damage. Proof of such coverage shall be submitted to the District's business office.

5. Audit/Treasurer's Report

Each booster organization shall prepare an audit or treasurer's report at least once a year. A copy of the audit/treasurer's report shall be submitted to the Superintendent or his/her designee and forwarded to the Board of Education upon request.

6. Use of Facilities

Booster organizations requesting use of facilities and/or services shall initiate those requests with the Building Principal and in compliance with the district's policy on facility usage. No activity shall be permitted without such approval.

7. Recognition Functions

A booster club may sponsor banquets to which students may be invited without charge. A booster club planning a recognition event shall request permission of the Building Principal to conduct such an event and to clear the date for the event.

8. Concessions

Booster organizations involved in concessions at school events shall follow District guidelines.

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Game and performance uniforms may be supplied by the Booster Club. They may include any clothing, headgear or shoes that (a) display the school colors or logo (b) are worn in warm-up for a contest, during the contest, or immediately subsequent to the contest, and (c) may be collected by the school at the conclusion of the season. Ancillary gear and apparel such as coaching aid equipment items, shoes, bags or totes, etc., may also be purchased and/or donated by booster groups. Items purchased or donated other than by the District must meet the criteria as defined below:

- The donation/purchase of goods shall adhere to all Board policies and District guidelines and procedures;
- The donation/purchase of goods shall have the written approval of the building Principal or designee prior to any deliberations commencing with a potential provider;
- Any donation of goods may not be in conflict with any district-level sponsorships that may be in effect;
- Any agreement or contract proposed shall be reviewed by the District's attorney and the Superintendent or his/her designee.
- Consideration must be given to the impact of booster organization purchases, donations or services on Title IX compliance. Approval will be based on maintaining the necessary equivalence of benefits and services to both genders.
- All funds raised by the booster organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
- The booster organization must maintain bank, financial, and tax exempt status separate from the District.

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10. Compliance

Should any situation emerge between a booster organization and the administration regarding the management of any school-related activity, the Superintendent or his/her designee shall resolve the issue within these established guidelines or Board policy. No booster organization shall engage in any activity outside these guidelines. Further, in conducting its activities, booster organizations shall comply with all state and federal laws, as applicable.

(cf. 1110.1 – Parental Involvement)
(cf. 1140 – Distribution of Materials by Students)
(cf. 1210 – School Community associations)
(cf. 1323 – Gifts to Students)
(c. 1330 – Use of School Facilities)
(cf. 3280 – Gifts, Grants and Bequests)
(cf. 3281 – School Fund Raising)
(cf. 3515 – Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972

Regulation Reviewed: 2/13/02

Brookfield Public Schools
Brookfield, Connecticut