

ORGANIZATIONAL RELATIONS

RELATIONS WITH BOOSTER AND SUPPORT ORGANIZATIONS

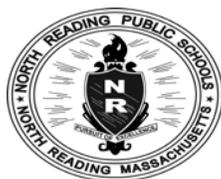
The School Committee recognizes that the endeavors and objectives of booster and support organizations and similar groups can be a valuable means of supporting achievements of our public school system. This support should be encouraged whenever appropriate as a means of involving the public in the activities of the school system.

All booster and support groups shall submit a list of anticipated fund-raising activities at the beginning of each school year. Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools.

The Superintendent of Schools will develop a process for executing the intent of this policy and present it to the North Reading School Committee. The process will include detailed regulations and requirements for booster and support organizations. Further, the Superintendent of Schools will present proposed changes in the process, prior to their actual implementation, to the North Reading School Committee.

First Reading, May 7, 1984
Approved May 21, 1984
Reviewed June 11, 2012
Revised, First Reading September 22, 2014
Approved October 14, 2014

North Reading Public Schools



Regulations for Booster and Support Organizations

1.0 INTRODUCTION:

The North Reading School Committee recognizes the role of the various booster and support organizations in assisting the North Reading School District in enriching the athletics and co-curricular programs of the District. As stated in North Reading School Committee Policy LEC “the School Committee recognizes that the endeavors and objectives of booster and support organizations and similar groups can be a valuable means of supporting achievements of our public school system.” As such, “Booster and support organizations -proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and extra-curricular programs of the schools.”

In light of this policy, the following regulations have been developed to define activities and events that support the mission and vision of North Reading Public Schools and to establish expectations for collaboration between booster and support organizations and the North Reading School Committee acting through the North Reading Public Schools Administration. These regulations are intended to provide important information to ensure that booster and support organizations understand what is required to comply with all applicable laws, regulations, policies and procedures for the mutual protection of booster and support organization members, school and town officials, employees, and students.

Even though the District may recognize a booster and support group, the District expressly disclaims any liability arising from its recognition of a booster and support group or the group’s adherence to the District regulations. The District is legally separate from a booster and support organization and it shall not be financially obligated for any liabilities the group may incur. The North Reading School District recognizes and respects that booster and support organizations are private organizations operating solely under the control of their own boards, officers and members.

2.0 DEFINITIONS:

2.1 **Booster and Support Organization:** For the purposes of these regulations, a booster and support organization is a group that is organized for the purpose of supporting a North Reading School District program or activity and/or to recognize student accomplishments within that activity. Booster and support organizations are composed of parents, alumni, and/or other community members coming together for the purpose of supporting specific school activities for the benefit of students such as athletic teams, academic teams, drama clubs, and musical groups. Booster and support organizations

serve as auxiliaries to the school program and conduct activities and fundraising events whose primary participants are parents and community members.

- 2.2 **School-sponsored program or activity:** Any athletic or extracurricular program or activity conducted under the auspices of North Reading Public Schools and administered by the North Reading School District.
- 2.3 **School-related event:** An event conducted as part of or directly connected to a school-sponsored team or activity. Examples would include team practices, competitions, field trips, and team or club banquets. Not included would be booster-sponsored events such as a celebration of retiring or departing coaches, pre-event pasta parties, trips to major league baseball or basketball games, etc.

3.0 **APPLICABLE LAWS, REGULATIONS, POLICIES AND PROCEDURES:**

- 3.1 Massachusetts General Laws require that certain organizations engaged in fundraising activities for support of public purposes be registered as a non-profit corporation with the Commonwealth of Massachusetts' Secretary of State{[Link to Secretary of State, Non-Profit Corporations Information](#)} and as a public charity with the Office of the Attorney General (public charity registration is only required if the organization is raising in excess of \$5,000 per calendar year) [Link to Office of the Attorney General, Non-Profits & Charities Information](#). Registration does require the organization to draft and file Articles of Organization and Organization By-Laws, templates for which can be found on the Secretary of State's website link above.
- 3.2 Organizations that provide receipts to donors as a "charitable tax deductible donation" must be officially approved by the IRS as a tax-exempt organization. It is the organization's responsibility to be both knowledgeable about and comply with all state and federal laws.
- 3.3 Control of all funds raised by or provided to the booster and support organization must remain with the booster and support organization members and shall not be retained by students or North Reading employees. As such, North Reading Public School employees should not be involved in the financial activities of the organization.
- 3.4 Massachusetts law governs when and how eligible organizations can conduct raffles which require the payment of a fee for a chance to win a prize. Raffles include 50/50 raffles and donation drawings. Public schools are not "eligible organizations" but booster and support organizations with 501(c) (3) status may be. Information on how to conduct a legal raffle can be obtained at the office of the North Reading Town Clerk and/or the Massachusetts Attorney General's website.
- 3.5 State law prevents booster and support organizations from utilizing the North Reading School District's sales tax exemption for purchases or sales.
- 3.6 Organization members must comply with the Massachusetts Conflict of Interest statute. [Information on the Conflict of Interest Law](#)

- 3.7 Booster and support organizations shall comply with state law and regulations on the sale of food on school premises. Booster and support organizations should contact the Town of North Reading Health Agent and obtain the necessary approvals and/or permits prior to selling food on school premises.
- 3.8 Any booster and support organization activity that would require or involve any construction, expansion, or renovation of school facilities or property, or would increase maintenance costs, shall have prior approval of the North Reading School Committee.

4.0 FINANCIAL EXPECTATIONS OF BOOSTER AND SUPPORT ORGANIZATIONS

- 4.1 The booster and support organization will maintain bank, financial and tax exempt status separately from the North Reading School District.
- 4.2 Booster and support organizations agree they will track and maintain financial records that track revenue and expenses. Upon request by the North Reading Public Schools a booster or support organization agrees to submit to the School Director of Finance and Operations, a current financial statement that will include a breakdown of revenue and expenses. An example of one such template is shown in Appendix A. ([Link to Appendix A](#))
- 4.3 Booster and support organizations agree they will not charge fees or dues for students to participate in any school-sponsored activity or club. Booster and support organizations may, however, charge dues to parents for membership to the booster and support organization itself.

5.0 FUNDRAISING

- 5.1 At the beginning of each school year or within 30 days of the start of an athletic or production season, booster and support organizations shall submit to the Superintendent or his/her designee a list of fundraising events that each organization proposes to hold that year or season so that the Superintendent or his/her designee may review the proposed events and determine whether they are in conflict with any of the school's educational programs or activities. Booster and support organizations may amend said list of activities throughout the school year.
- 5.2 Booster and support organizations will provide copies of any event flyers or similar notice to the building administrator and the Superintendent for any fundraiser conducted by the booster and support organization prior to distributing to the school community.
- 5.3 Booster and support organizations will not require students to solicit funds; students may voluntarily participate in booster and support organization fundraisers. The organization will not require members or students to fundraise or raise a certain amount. For example, a student's ability to attend a trip will not be based on raising a certain amount of money. It will be made clear to all donors or potential donors that students are

raising funds for the booster or support organization and not for their specific athletic or extracurricular team or club.

- 5.4 Booster and support organizations wishing to utilize school facilities for fundraising or for booster and support organization activities will comply with the North Reading School District's **Facility Use Rules and Regulations** procedures, and as applicable, state and/or local laws and rules. [{Link to North Reading Public School's homepage; see Facility Rental}](#)
- 5.5 No fundraising activities should be conducted by booster and support organizations on North Reading School District property during normal school hours without specific approval of the Superintendent.

6.0 **DONATIONS AND EXPENDITURE OF FUNDS**

- 6.1 Booster and support organization funds should be donated to the District for specific purposes, such as the purchase of specific items of equipment. **This is the preferred method.** If particular items are purchased directly by the booster and support organization and then provided to a particular activity or sport, these items then become the **property of North Reading Public Schools.** In accordance with North Reading School Committee policy, the North Reading School Committee must accept all donations.
- 6.2 North Reading staff may make requests to the booster or parent organization for desired donations. The building administrator or Athletics Director should be informed by the booster and support group of the group's intent to fulfill a request prior to the donation being made.
- 6.3 Booster and support organizations may make donations of capital equipment to the school District. However, the booster and support organization agrees that capital equipment (over \$5,000) will only be purchased with the prior approval of the Athletics Director, Building Principal, Supervisor of Buildings and Grounds or Director of Finance and Operations.
- 6.4 Booster and support organization gifts should enhance activities for both male and female students. The North Reading School District will consider gender equity and budget implications before accepting booster and support organization donations to ensure compliance with Title IX and other Civil Rights Act provisions. The School Committee may refuse donations which detract from the experience of students, require ongoing maintenance or other expenses, fail to provide equal access on the basis of race, gender, etc., or are otherwise objectionable in the sole discretion of the School Committee.

7.0 **RECOMMENDED PRACTICES**

- 7.1 It is recommended that the organization by-laws require the bonding of any organization member who is an authorized signatory for banking purposes.

- 7.2 It is recommended that any booster group planning to provide awards or recognition to teams or individual students consult with the Building Administrator and/or Athletics Director or Activity Advisor prior to any public announcement being made.
- 7.3 It is recommended that booster and support organizations that conduct fundraising activities whose purpose is to provide resources to the schools keep accurate and complete records of each fundraising activity, recording the net receipts of each activity, keeping a current balance of all monies received and expended.
- 7.4 To help maintain continuity within the organization in light of officer and member turnover, it is recommended that the activities of the organization be clearly documented and that a procedure for retaining those documents be established.
- 7.5 It is recommended that the booster and support organization appoint a school liaison to coordinate communication and organizational requirements between the booster and support organization and the North Reading School District.

8.0 **APPLICATION OF RECOGNITION (APPENDIX B)**

8.1 North Reading Public Schools requires all booster and support organizations to submit an application for recognition. Existing organizations will only be required to submit a renewal application if there are significant changes taking place, i.e. significant turnover of the directors, changes to bylaws or the organization's overall mission. The requested application includes:

1. The name of the organization
2. The date of application
3. A copy of the organization's articles of organization and bylaws
4. The names, addresses, phone numbers and email address of the appointed school liaison members and directors.
5. The name of the bank where the group's account will be located and confirmation that no employee of North Reading Public Schools will be an authorized signer on a booster and support organization's bank account.
6. The tax identification number of the group [{Apply for Federal Tax ID Number}](#) and the Attorney General Account Number assigned upon registration as a public charity.
7. A brief description of annual objectives and the intended use of funds generated.
8. A template for the Application for Recognition can be found by clicking on the following link: [{Link to Appendix B}](#)

Other Helpful Resources:

No. American Booster Club Association: www.boosterclubs.org

Parent Booster USA: www.parentbooster.org

MIAA Bluebook: <http://www.miaa.net/bluebook.htm>



APPENDIX A

BOOSTER AND SUPPORT ORGANIZATION CASH FLOW STATEMENT

Booster and support Club Name _____ **Year** _____

	Budget/Projected Amount	Actual (Annual) Amount
Revenue		
Parent Dues		
Donations		
Fundraisers		
Other _____		
Other _____		
TOTAL INCOME	\$ -	\$ -
Expenses		
School Supplies		
Technology		
Uniforms/Equipment		
Banquet		
Awards		
Other _____		
Other _____		
Other _____		
TOTAL EXPENSES	\$ -	\$ -
Current Cash Balance		

Booster and support Club Representative **Date**



APPENDIX B



**APPLICATION FOR RECOGNITION
BOOSTER AND SUPPORT ORGANIZATION**

Organization Name: _____

Date of Application: / / Person submitting the application: _____
(MM/DD/YEAR)

New Application

Renewal Application

List your officers for the academic year covered by this application:

	Name	Address	Phone	Email
President				
Treasurer				
School Liaison (If applicable)				

Organization's Primary Bank: _____

Organization's Federal Tax ID (FEIN) #: _____

Organization's AG (Public Charity) #: _____

I certify that no North Reading Public School employee is or will be an authorized signatory for any checks or other financial transactions on behalf of the organization.

(Initials)

Please attach a copy of the organization's articles of organization and by-laws (for new applications only) and a brief description of the organization's annual objectives, and the intended use of funds generated for the current academic year.

The booster and support organization acknowledges the right of the North Reading School District to rescind the recognition of any booster and support organization if their operations and/or purpose are inconsistent with these procedures or any North Reading School Committee policy.