

**SCHOOL DISTRICT
OF SPRINGFIELD
TOWNSHIP**

SECTION: COMMUNITY

TITLE: BOOSTER CLUBS AND PARENT ORGANIZATIONS

ADOPTED:

REVISED: APRIL 24, 2012

No. 915 BOOSTER CLUBS AND PARENT ORGANIZATIONS	
1. Purpose	<p>The Board recognizes and appreciates the cooperation and support given by booster clubs and parent organizations (collectively referred to as “organizations”) to various athletic, extracurricular, and student club activities of the schools. It is the Board’s desire to maintain the continuing good relationship between the District and the organizations to serve the basic educational goals of the District.</p> <p>The intent of this policy is to follow Title IX regulations.</p> <p>Under Title IX, budgets for boys’ and girls’ teams do not have to be equal, but the benefits provided must be equal. According to the interpretation of Title IX by the Office for Civil Rights (OCR), educational institutions cannot use an economic justification for discrimination. When an institution accepts money from an outside source (fundraising, sponsors, booster clubs, private donations) the institution can use the money in the manner specified by the outside source, yet cannot use the circumstances as an excuse for discrimination.</p>
2. Authority	<p>Any organization associated with the school district athletic teams, student activities or other school programs must be approved by the school district through application to the Superintendent or designee and approval by the Board of School Directors. The District reserves the right to request additional information. A list of recognized organizations will be maintained by the Superintendent. Only those organizations approved by the Board will be recognized by the school district as official and permitted to use the school district name.</p> <p>The Board of School Directors, the administration and all other personnel of the District shall each endeavor to foster a positive and productive relationship with organizations and shall also support these organizations when they operate to benefit the District.</p>
3. Guidelines	<p>In order for this process to flow appropriately, the following guidelines are put in place by the board:</p>

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	<p><u>Organization</u></p> <p>The Board shall provide organizations opportunities to support local school athletic, extracurricular, and student club efforts. Each organization must maintain current by-laws which, among other things, define who can be a member. Organizations shall also follow the District’s rules regarding constitution and by-laws as promulgated in the Administrative Regulation related to this Policy.</p> <p>The by-laws or similar rules must be consistent with the philosophy, mission and policies of the School District of Springfield Township. These by-laws, at a minimum, contain the following elements:</p> <ul style="list-style-type: none"> ▪ The official name of the organization/group ▪ The group’s purpose ▪ The group’s membership eligibility criteria ▪ A specific statement that there be no discrimination on the basis of race, color, national or ethnic origin, age, sex, or disabling condition ▪ Dues, if any ▪ Names and titles of officers ▪ The duties of said officers ▪ Meeting schedules and requirements ▪ The names of all subcommittees of said organization ▪ Procedures to amend the by-laws or adopt additional by-laws via ratification procedure, if appropriate <p>Each organization shall yearly submit a listing of its officers to the appropriate District administrative liaison after the annual organizational meeting of the organization. These officers will include a minimum of President, Secretary and Treasurer.</p> <p>The building Athletic Director shall be the administrative liaison for organizations that support District athletic programs in that building.</p> <p>Building principals or their designees shall be the administrative liaison for building-based organizations that support District extracurricular and student club activities. The Superintendent shall designate the administrative liaison for all non-athletic District-wide organizations.</p>
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<p>Pol. 707</p>	<p>Each organization must appoint an organization liaison for purposes of communications with the District. This appointed liaison must be an officer of the organization. The District’s Athletic Director shall maintain a list of organization appointed liaisons for applicable District athletic programs, building principals shall maintain a list of organization appointed liaisons for applicable extracurricular and student clubs in their respective buildings, and the designated administrative liaison shall maintain a list of organization appointed liaisons for all nonathletic District-wide booster clubs.</p> <p>Each organization shall submit a Treasurer’s or financial report including bank of record, and a record of all receipts and expenditures at least one (1) time per year. A copy of each financial or Treasurer’s report and a copy of the June 30th bank statement shall be submitted to the principal or designee no later than July 30.</p> <p><u>Other Guidelines and Restrictions</u></p> <p>The following classifications of individuals are not eligible for membership in organizations:</p> <ol style="list-style-type: none"> 1. District or homeschooled students 2. District employees unless they are the parent/guardian of a student participating in the sport or activity 3. Coaches of the sport in question, whether paid or volunteer <p>Coaches of District athletics or teacher activity sponsors/advisors should, when possible, attend the meetings of organizations in an advisory capacity.</p> <p>When using any school facility for meetings, fundraising, socials, banquets, and other activities, organizations must complete the “Application for Use of Facilities Form” as per Board Policy 707.</p> <p>Organizations are not authorized to use the District tax-free number for purchases. Organizations seeking tax-free purchases should consider filing with the Bureau of Charitable Organizations, Department of State, as a charitable organization.</p> <p>Organizations may not deny eligible students actively participating in the activity</p>
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("participating students") access to District athletic, extracurricular, or club activities. In addition, organizations shall not charge fees for services, which are already available free to District students. However, an organization may charge a student a fee to attend a recognition function, such as a banquet, in an amount not to exceed the actual cost to the organization.

Organizations are not permitted to use the District's name or logo without license or express permission granted in writing by the Superintendent or designee. If an organization desires to use a logo other than the designated District logo or colors other than the school colors (blue/grey) on merchandise or for any other reason, such use must be approved in writing by the Superintendent or designee. Designated District logos shall be established in the Administrative Regulation accompanying this Policy.

Budget

All organizations must elect or otherwise designate a Treasurer. The Treasurer will follow the District's rules as promulgated in the Administrative Regulation related to this Policy regarding the following:

1. Initial budgets
2. Uniform accounting procedures
3. Procedures for the internal audit process
4. Plans for fundraising activities and expenditures
5. Reporting of income and expenditures
6. Tentative goals for yearly carryover funds

Concerns

Concerns or issues of individual members of organizations regarding the organization should be made following the chain of command as indicated below:

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<p>Pol. 227</p>	<p>Step 1 – Organization officers</p> <p>Step 2 – Designated administrative liaison</p> <p>Step 3 – Superintendent</p> <p>Step 4 – Board of School Directors</p> <p><u>Fundraising and Communication</u></p> <p>A key to the success of any organization is clear communications. It is required by the District’s Board of School Directors that each organization have clear communications with their members as to the purpose of the organization and the desired voluntary commitment of the members. It is imperative for the organization to communicate with the parents/guardians at the first possible opportunity, prior to the start of the team season or beginning of the activity.</p>
<p>10 P.S. Sec. 311 et seq</p>	<p>In order to avoid scheduling conflicts among fundraisers or support groups and student activity groups, plans (for dinners, product sales, etc.) will be submitted to the Superintendent or designee by July 15 of the prior year. Coaches and activity directors must approve support group fundraising plans. Approval must be received from the building principal and Superintendent or designee. The building principals will review fundraiser scheduling and the Superintendent or designee will make the decision when there are conflicts. Additional fundraisers may be added during the year if they are deemed necessary to support the organization. Building principals will continue to approve facility usage, and the athletic director is in charge of all athletic field usage.</p> <p>Parents/guardians should be given the option to participate, donate money of equal value, or not participate in any fundraiser. In other words, mandatory fundraisers are not permitted.</p> <p>District students are prohibited from participating or being a part of any activity that involve games of chance as per Pennsylvania law.</p>

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	<p><u>Gifts</u></p> <p>All gifts or awards shall be provided to the Superintendent or designee to allocate to the interscholastic programs as required by Title IX and District policy. Awards and gifts shall not be given to students, directly or indirectly, Further, that any and all awards, gifts, or other items given to the participants or said programs do not violate the policies of the school district, the state athletic association or the NCAA. This may include but not be limited to gifts of cash, gift cards, or gift certificates. This does not apply to Board approved scholarships or awards.</p> <p><u>Charging a Booster Club or Parent Organization Fee Instead of Fundraising</u></p> <p>Some of the organizations may choose to charge an approved donation instead of fundraising. The District does not oppose this as long as the guidelines as promulgated in the Administrative Regulation related to this Policy are established and followed.</p> <p><u>Improvements to the District Buildings and Grounds</u></p> <p>Proposed improvements to the District buildings and grounds being made by the organization must have the approval of the Superintendent. Paid consultants to the organizations for various projects, including but not limited to construction, should not be engaged without School Board approval.</p> <p>Pursuant to the Administrative Regulation accompanying this Policy, requests to the School Board for approval must be made in a timely manner so as to ensure that the Board will have adequate time to deliberate prior to making a decision at a public School Board meeting.</p> <p><u>Recognition Functions (Banquets)</u></p> <p>Organizations may sponsor athletic, extracurricular, or club banquets to which participating students may be invited either with or without charging admission to such students. Whenever possible, to avoid conflicting with other district events and demands on students and school personnel, a club or organization planning a recognition event shall request permission at least 30 days prior to the event and clear the date of the event with both the applicable District administrative liaison and also the coach or activity sponsor/advisor.</p>
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Printed Programs

Organizations which print programs for any reason shall follow the procedures as outlined in the Administrative Regulation related to this Policy in regard to such printed programs.

Expenditures for Equipment, Supplies, Etc.

Any purchase of equipment or materials for a program shall have the prior written approval of the building principal and athletic administration for athletic programs. No direct payments may be made to student athletes for attendance at tournaments, camps, or the like.

Uniforms

All game uniforms shall be purchased by the District and governed by P.I.A.A.

The “game uniform” shall include any clothing that:

1. Displays the school colors or logo (except shoes).
2. Is purchased by the District.
3. Is worn during the athletic contest.
4. Is intended to be collected by the school at the conclusion of the season.

All gear and apparel such as coaching aid equipment items, bags, totes, etc., may be purchased and/or donated by organizations, corporate sponsors, or other nonschool sanctioned entities to the District for use by the District team or student club.

Items purchased or donated other than by the District must meet the criteria as established in the Administrative Regulation related to this Policy.

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<p>20 U.S.C. Sec. 1681 et seq.</p>	<p><u>Disbanding Booster Clubs or Parent Organizations</u></p> <p>Should the Board deem that the efforts or activities of any organization are not in the best interest of the District, the authorization to operate the organization may be withdrawn.</p> <p>An organization may disband on its own accord by submitting a written notice to the designated administrative liaison within 30 days of disbanding. All monies remaining in the organization's account must be turned over to the District within 30 days of disbanding for use in connection with the team or activity which the organization had supported to the extent permitted by law, with any residual amount going to support District athletics or other student activities generally.</p> <p><u>Exclusion from Liability</u></p> <p>The District and its Board of School Directors does not assume any financial responsibility for organizations, and it also excludes itself from any liability such organizations may incur.</p> <p><u>Compliance</u></p> <p>Should any issues of compliance regarding this or other District Policy or Administrative Regulation emerge between an organization and the District, the Superintendent shall resolve the situation within established Board Policy and Administrative Regulations.</p> <p>No organization shall engage in any activity outside established Board Policies and Administrative Regulations.</p> <p>Violation of Board Policy, Board Administrative Regulation, Title IX of the U.S. Code, as well as any other applicable state or federal laws and regulations may lead to revocation of an organization's function in District activities.</p>
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	<p>References:</p> <p>School Code – 24 P.S. Sec. 511</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>Federal Anti-Discrimination and Civil Rights Law – 20 U.S.C. Sec. 1681 et seq.</p> <p>Board Policy – 227, 702, 707, 920</p>
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