

RELATIONS WITH BOOSTER GROUPS

- 1.0 The Board recognizes the role of booster groups in assisting the schools in enriching athletic and co-curricular activities and enabling more students to participate in such activities. A booster group is a parent and/or community group that is organized for the purpose of providing resources to support a particular sport or activity in the school or school district and to support the school in recognizing student participation in athletics and activities.
- 2.0 Only those booster groups that have been approved by the Board may use the name and/or logo of the School Department or its schools. The Superintendent will make recommendations to the Board concerning the approval of groups seeking booster status.
- 3.0 In order to be approved as a booster group, a group must meet the following criteria:
 - 3.1 The group must be comprised of adults rather than students;
 - 3.2 The group must provide details of the structure of the organization including its mission statement, the intended use of funds generated, the names of its officers and its bylaws, and copies of the meeting minutes that show the election of officers and adoption of bylaws by a majority of the membership;
 - 3.3 The booster president or designee must make application to the Athletic Director for all uses of school facilities for fund raising projects, in accordance with the Board's facilities use policy and procedures (Policies KG, KG-R, KG-P);
 - 3.4 Use of school facilities by the group will comply with all policies and regulations established by the Board and, as applicable, the Maine Principals' Association;
 - 3.5 Monies collected by booster group fundraising will be deposited in an account established by and for the group;
 - 3.6 All fundraising activities must be approved in advance by the Superintendent's designee;
 - 3.7 Fundraising activities conducted on school property will occur before and/or after school hours;
 - 3.8 All funds raised by the group must be used to achieve the stated purposes of the group;
 - 3.9 The group must maintain its own bank and financial records. The group will, annually or upon request, provide to the Board a complete set of financial records, including:
 - 3.9.a A complete balance sheet clearly showing the cash balance,
 - 3.9.b A copy of the most recent bank statement and bank reconciliation assuring that the cash on the balance sheet agrees with the reconciliation,
 - 3.9.c A summary statement of revenues and expenditures,
 - 3.9.d A detailed statement of revenues and expenses;

- 3.10 At the Board's discretion, booster groups may be required to submit to an independent audit conducted by a certified, independent auditor at the club's expense, and shall include all records since the last audit;
 - 3.11 Booster groups will make available to each member of its organization copies of monthly balance sheets and minutes of most recent meetings;
 - 3.12 Booster groups may not lawfully use the school's sales tax exemption for purchases or sales;
 - 3.13 Booster group gifts to students shall relate to the activity;
 - 3.14 The Board will consider gender equity and budget implications before accepting booster group donations;
 - 3.15 Any booster group plan or project that would require expansion, renovation, or construction of school facilities or would increase maintenance costs for facilities shall require Board approval;
 - 3.16 Any booster group plan to provide awards or recognition to teams or individual students must be approved by the appropriate administrator before any award, gift, etc. is purchased;
 - 3.17 Coaches should serve as advisors to the booster group. No coach or immediate family members of the coach will have any fiscal or management responsibilities in the group;
 - 3.18 Booster group financial support for coaches, officials, students or employees (other than thank you gifts and championship awards) will flow through the School Department Finance office;
 - 3.19 Booster groups with responsibility for funding essential components of a sanctioned activity will enter into a written agreement with the School Department, which defines the dates and amounts to be paid. This agreement will be signed no less than 90 days prior to the official start date of the activity; and
 - 3.20 Booster groups will not influence the selection of coaches, assistant coaches or advisors nor assume any supervisory responsibility of coaches or advisors.
- 4.0 The Board reserves the right to revoke the approval of any booster group if it is found that the group's operations and purposes are inconsistent with Board policies.

Cross Reference: EFE - Competitive Food Sales
 JJI - Philosophy of Athletics

Adopted: June 7, 2007
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