



Northampton Area School District
District Administration Office
Office of the Assistant Superintendent
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Phone (610) 262-7811 Fax (610) 262-1150

January 13, 2011

The Northampton Area School District recognizes and appreciates the cooperation, encouragement, and support given by the members of booster, support, and parent organizations to various extracurricular activities operating in its schools. We hope you share with us the concern for protection of our students and any assets raised for improvement of school programs.

It is an ongoing project of the Northampton Area School District to review and revise existing policies with consideration to Pennsylvania State law and Department of Education mandates. At the January 10, 2011, meeting of the Northampton Area School District Board of Education, the following policy passed a second reading and was adopted.

915. SCHOOL-RELATED GROUPS/BOOSTERS/SUPPORT/PARENT ORGANIZATIONS

A copy of the policy is attached for your reference. Please ensure that all officers of the included groups receive a copy of this letter and policy. Please note that two items which may require immediate attention are

- 1) accounting of funds, and
- 2) clearances for officers.

The procedures outlined are intended to assure appropriate disbursement of monies and safety of all students. Please have all officers obtain clearances and return results to the Personnel Office within 60 days. This is standard practice for any persons who may have direct contact with students.

The District expresses a heartfelt thanks to all members of groups which support our students and programs.

Please direct any questions or concerns to my office.

Sincerely,

Jeanette M. Gilliland

Jeanette M. Gilliland
Assistant Superintendent

JMG/pb

attachment

**NORTHAMPTON
AREA
SCHOOL DISTRICT**

SECTION: COMMUNITY

TITLE: SCHOOL-RELATED GROUPS/
BOOSTERS/SUPPORT/PARENT
ORGANIZATIONS

ADOPTED: January 10, 2011

REVISED: May 7, 2012; June 8, 2015

915. SCHOOL-RELATED GROUPS/BOOSTERS/SUPPORT/ PARENT ORGANIZATIONS	
1. Purpose	<p>The Northampton Area School District Board of School Directors recognizes and appreciates the cooperation, encouragement, and support given by booster/support /parent organizations to various extracurricular activities operating in its schools. The Board further recognizes that the purpose of such groups is to assist and support but not to direct nor supplant activities, music programs, curricula or athletic programs. It is necessary that all district-operated activities remain at the school level and under the control, direction, and supervision of the Board of School Directors through its professional employees.</p> <p>The ultimate goal of both the support groups and the Board of School Directors is to provide the best curricular and extracurricular programs to the students of the Northampton Area School District.</p>
2. Authority	<p>Being the elected and responsible body for directing all educational and extra-curricular programs and activities, the Board of School Directors sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster/support/parent groups.</p> <p>All currently existing groups are expected to comply with this policy. Failure to provide any required information outlined in this policy will cause the Board to revoke the district's recognition of said groups as an affiliated group.</p>
3. Definition	<p>For purposes of this policy, a booster club will refer to any organization comprised of parents or community members who choose to support an extra or co-curricular activity. Parent Organizations, Athletics, Arts, and other organizations that exist to support a school or its programs are also included. Township youth organizations are not considered school booster clubs.</p> <p>To initiate an organization for a particular activity, the following process must be followed:</p> <ol style="list-style-type: none"> 1. Parents or adult sponsors must discuss their intent with the appropriate advisor, principal, or coach.

<p>4. Guidelines</p>	<p>2. The coach or advisor must then discuss the request with the building principal and/or Athletic Director as appropriate. If approved by the building principal, a formal written request to establish a booster club must be submitted by the Booster Club to the Board for final approval.</p> <p>Each organization shall conform to the following operational guidelines.</p> <p><u>Organization</u></p> <p>The purpose of every booster club shall be to provide supplemental support for the youth who are participating in the activity for which the club has been formed.</p> <p>Booster clubs should be governed by a published constitution and/or bylaws, which must be submitted to the Athletic Director (athletic organizations) or building principal (any activities/organizations other than athletics) for review before using the school, or school district name. The bylaws/constitution of the organization should be approved minimally by a majority of those involved in the group and the bylaws should contain language that dictates:</p> <ol style="list-style-type: none"> 1. The approval of the bylaws by a majority of the group it represents. 2. Two (2) signatures are required on all accounts for disbursement of funds. 3. A process is in place for members to vote upon how funds will be used and the requirement for coach/advisor final approval. 4. The goals of the organization. 5. The criteria for membership and voting rights in the organization. 6. The mechanism by which an internal audit is conducted annually. (Note: This may be assigned through bylaws to a committee of the membership not including the signers of the bank account.) The audit should be completed at the end of the fundraising season with a final report to the Board no later than December 31 annually. 7. How monies will be dispersed in the event the booster organization is disbanded. 8. All Officers of the Club must provide Act 34, 151, 114, and TB Test to the Human Resources Office. <p>The following guidelines apply to all booster clubs:</p> <ol style="list-style-type: none"> 1. The NASD Board of Education does not assume any financial responsibility for a booster club and excludes itself from any liability that a booster club may incur.
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<p>Pol. 229</p>	<p>2. The treasurer of the club shall handle all funds and utilize the following accounting procedures and guidelines.</p> <ul style="list-style-type: none"> a. A bank account shall be established for each club. b. Funds shall be deposited into the authorized bank account. c. Two signatures shall be required on all checks written over \$250.00 d. School employees shall not be authorized to sign checks drawn on the bank account. e. Two non-related individuals shall count any funds earned or received and provide the treasurer with a signed proceeds receipt. f. Sale slips, receipts, invoices, or any other document pertaining to expenditures shall be retained. g. All accounts shall institute a dual control. The treasurer shall reconcile all statements. A duplicate statement must be sent to another party without check signing authority for review. h. A copy of the budget shall be provided to the building principal or his/her designee at the beginning of the school year, or when new officers are elected. i. An end of season treasurer's report must be turned in to the principal or his/her designee, within twelve (12) weeks of the season ending activities. j. Booster Clubs will set a maximum limit on carryover money which must be approved by the principal or his/her designee. If the booster club wishes to carry over more than the maximum established limit, they shall submit in writing to the principal or his/her designee a plan identifying the long term project or equipment that they want to purchase. k. Due to financial reasons, no child will be denied any of the benefits of membership to the booster organization because the parents/guardian cannot financially afford to join the Booster Club. <p><u>Fundraising</u></p> <p>Booster clubs are adult organizations which sponsor adult fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours without the permission of the building principal. Booster clubs may raise funds by food concessions and like activities with preapproval of the building principal or Athletic Director, as appropriate.</p> <p>Booster club fundraising activities, which are carried out in the name of the school, must have preapproval by completing the appropriate request form. Announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the organization and not the school or district.</p> <p>All items for sales should be approved by the coach/activity sponsor or building principal (if a coach/activity sponsor does not exist) prior to submission to the Athletic/Activities Office. Panhandling is prohibited. All fundraising must involve providing either a product or a service.</p> <p>Fundraising activities for each group must be submitted to the Athletic/Activities Office for approval.</p>
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<p>Pol. 707</p>	<p>Proposals for fundraising activities must include:</p> <ol style="list-style-type: none">1. The name of the organization, contact person, and contact information.2. The purpose of the fundraiser.3. Description of the fundraiser.4. Groups or businesses to be solicited. <p>Athletic Boosters must adhere to the following schedule:</p> <p>Fall sports fundraiser May - November Winter sports fundraiser November - February and May to July Spring sports fundraiser February to August</p> <p><u>General Expectations</u></p> <ol style="list-style-type: none">1. To ensure custodial and security services, booster clubs must complete the "Use of Facilities" form as required of all outside groups requesting use of school buildings and facilities for meetings and activities.2. All gifts, including gifts of equipment, which require installation, storage, or maintenance shall require formal acceptance by the district. Any such gift donated shall become the property of the district. Forms must be submitted and approved prior to purchase and/or donation to the district.3. The district will not be held responsible for any equipment owned by a booster club, which is lost, damaged, or stolen.4. The Board requires that activities and programs initiated and supported by booster organizations shall not violate P.I.A.A., N.C.A.A. and other governing organizations regarding the limits allowed when providing such gifts, trips, and banquets.5. Each booster organization shall provide an audit or treasurer's report, which accounts for deposits and expenditures, once each year, a copy of which shall be submitted to the Business Office no later than ninety (90) days following the conclusion of the season, or December 31 if a year-round activity, and forwarded to the Board annually. (This can be performed by an internal committee of the membership and should be defined in the bylaws).6. The Board does not assume financial responsibility for a booster club and excludes itself from any liability a booster group may incur.
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7. Booster organizations shall not use the district's tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.
8. Students are not eligible for membership as an officer in any booster group.
9. It must be made clear that a coach's/advisor's role in the functioning of the booster club is solely in an advisory capacity and for final approval of what the booster group intends to purchase (i.e. color, items, etc.). He/she should not handle money or make purchases in the name of the booster club. Only the booster club shall control money or accounts of the booster club. Allowing a coach to be responsible for management of funds is a conflict of interest and must be avoided.
10. In the event that a booster organization contracts with any individual(s) for services that take place on school district-owned facilities, then, that organization must carry a minimum one million dollar liability insurance policy, and must provide certificates of insurance to the Director of Finance or designee. Note: Youth Associations are affiliated with the township and not considered "Booster Organizations" as per this policy.
11. Booster clubs shall not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decisions of the coach, director, advisor, Athletic Director, building principal, or Board.



Small Games of Chance/Lotteries

Small games of chance or lotteries shall be permitted, except as expressly outlined below, and as permitted by Act 2 of 2012. Act 2 of 2012, which became effective March 3, 2012, amended the Pennsylvania Local Option Small Games of Chance Act.

In order for a booster organization to conduct small games of chance, the following must occur:

1. The booster organization must be recognized by the Board of School Directors. In order to achieve such recognition, the booster organization must be in full compliance with all the provisions of this policy.
2. The NASD requires that activities and programs initiated and supported by booster clubs shall not violate PIAA regulating standards or PA State Gambling Guidelines i.e. 50/50, bingo etc. Information on obtaining a license can be found at the following website:

www.northamptoncounty.org/northampton/cwp/view.asp?a=1525&q=620455

<p>References</p>	<p><u>Disbanding Booster Clubs</u></p> <ol style="list-style-type: none">1. Should the Board deem that the efforts or activities of any club are not in the best interest of the district, the authorization to operate the club may be withdrawn.2. Should the booster club fail to submit the required financial reports, the authorization to operate the club may be withdrawn.3. A booster club may disband on its own accord by submitting in writing a "Request to Disband a Booster Club." <p><u>Exclusion From Liability</u></p> <p>The Board of School Directors does not assume any financial responsibility for a booster/support/parent organization and excludes itself from any liability a booster/support/parent organization may incur.</p> <p>School Code - 24 P.S. Sec. 511</p> <p>Department of Revenue Regulations - 61 PA Code Sec. 901.701</p> <p>Local Option Small Games of Chance Act, Act 2 of 2012 - 10 P.S. Sec. 311 et seq.</p> <p>Board Policy - 229, 707</p>
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NORTHAMPTON AREA SCHOOL DISTRICT
Annual Booster Club Registration

Sport/Activity:

School Year:

A. **Booster Club Officers:**

President:

Vice President:

Secretary:

Treasurer:

B. Describe how the above individuals were elected/chosen officers for this booster organization.

C. List one (1) contact person for communication with the athletic director or designee.

Name:

Email:

Phone (h):

Phone (c):

Phone (w):

D. **Financial Information:**

a. Name of Financial Institution:

b. Designee's to sign checks:

1.

2.

c. The two (2) people receiving the bank statements -

1.

2.

d. An End of the Season treasurers report must be submitted to the principal or designee within twelve (12) weeks of the end of the season.

e. The organization's recommended maximum limit of carryover money for year is _____

f. A projected, detailed budget will be presented to the principal or his/her designee with this registration form. This budget must include the anticipated booster dues/fees and the breakdown of how the monies will be used.

E. Special Notes:

1. Spectator Code of Conduct - See Policy 904. Please make copies and hand out NASD Policy 904 to every booster member prior to the start of the season.
2. Banquet guidelines - Please provide banquet guidelines, which must include a non-alcohol policy.
3. Please provide the following information:
 - a. Website/link address:
 - b. Webmaster for your Booster organization:
4. Concession Stand guidelines:
 - a. Food handlers' license must be on file with the principal or designee. For information regarding food safety certifications, permits, and licensing in Northampton County, contact:

Northampton County Food Safety Division
669 Washington Street
Easton, PA 18042
(610) 559-3000
<http://www.northamptoncounty.org/northampton/site/default.asp>