

911 SCHOOL ORGANIZATIONS AND BOOSTER CLUBS

I. PURPOSE

School organizations and booster clubs assist in promoting the goals and objectives of school district programs. The school district recognizes the important role organizations and booster clubs play in enhancing programs that serve the needs of students. The school board requires all approved school organizations and booster groups to meet established criteria to ensure the organization's or club's functions are fair and equitable.

II. GENERAL STATEMENT OF POLICY

The school district affirms its support for school organizations or booster clubs. The purpose of the organizations and clubs is to enhance or boost specific school district sponsored programs through volunteers and financial support. All organizations or clubs must be sanctioned or recognized by the school board prior to conducting functions and operations for a school district program.

III. DEFINITIONS

- A. "School District Program" means a school board approved educational or co-curricular service provided to the Alexandria Public Schools community and/or students.
- B. "School Organization or Booster Club" means a group of school district residents, parents, students and/or staff whose only mission is to promote the goals and objectives of a specified school district program.
- C. "Sanctioned Activity" means activities that are supported and approved by the school administration and meets the specific criteria and expectations of the school district administration.

IV. SCHOOL BOARD APPROVAL

The school board will formally approve school organizations and booster clubs. This approval will be based on the organization and club's ability to meet the established guidelines identified in this policy (Section V).

Annually, the school board will approve organization and club renewals. The district administration will take the lead in the renewal process.

V. GUIDELINES OF SCHOOL ORGANIZATIONS AND BOOSTER CLUBS

- A. All organizations and booster clubs will:
1. Follow the Alexandria Public Schools Code of Conduct.
 2. Develop a framework of operations that includes membership criteria, officer duties, frequency of meetings, distribution of funds, decision making process and other appropriate matters. This framework can be addressed through a constitution and bylaws or similar structure. The framework shall be approved by the school board.
 3. Provide for open membership and utilize a democratic operation in decision making.
 4. Identify a school liaison person with the club or organization. This person will serve as a contact between the school district and the organization or club. The person will work collaboratively with the officers to develop meeting agendas, identify goals and determine activities.
 5. Serve as a compliment or enhancement to a school district program.
 6. Support and participate in sanctioned school district activities.
 7. Comply with the Alexandria Public Schools Accounting Manual for Booster Clubs and other organizations.
 8. Follow the guidelines for fundraising and finances (see Section VIII).
 9. Meet the insurance liability criteria established by the school district in collaboration with the district's insurance agent.
- B. The school board will establish all educational programming in the district. The school district is solely responsibility for all programs, including the recruiting, hiring and termination of all personnel. The school district will execute programs offered at the various grade levels, team levels, gender and season. The school district has the sole communication responsibility with other schools and school officials on matters of programming.

VI. SCHOOL ORGANIZATION AND BOOSTER CLUB COMMUNICATIONS

- A. The organization's or booster club's communication will be channeled through its officers and to its membership. The organizational/club president or chair will serve as the club's/organization's spokesperson to the school. The school district

will identify a liaison person or advisor who will channel the information to school officials and staff.

- B. Coaches and advisors are prohibited from seeking funding or program support through the members of a group without prior written administrative approval. Similarly, booster clubs and organizations may not seek funding or program support from individual coaches without club/organization approval. Both club/organization members and school personnel must be committed to working through proper communication channels.

VII. SANCTIONED ACTIVITIES

The school district will sanction and support all authorized activities approved by the school administration as per the district's Sanctioning of District Activities policy (#910).

VIII. GUIDELINES FOR FUNDRAISING AND FINANCES

- A. All fundraising activities completed by the booster club or organization must comply with the district's Fundraising Policy.
- B. All raised funds shall be used to assist in meeting the goals and objectives of the district program and be consistent with the goals and objectives of the school district.
- C. Receipts – Deposits of cash and/or checks received by the club/organization will be made as soon as possible. The deposit slips will be forwarded to the district office with notes as to the source of the receipts (i.e. coding). Maintenance of individual accounts for students shall remain the responsibility of the club/organization.
- D. Expenditures/disbursements will be made upon the written approval of those individuals identified by the club/organization. This will be done by approving invoices, charge slips or some other means that provides an identifiable audit trail. The club/organization will also have the responsibility of identifying the nature of each expenditure so accurate records can be maintained.
- E. Special situations will be handled as they arise. Some possibilities might be one or a combination of several methods listed:
 - 1. Out of town trips:
 - Cash advance – carries risk of losing cash
 - Pre-signed checks – similar to cash, risk of loss might be high

- Reimbursement of expenses- preferred method
2. Purchases from cash only vendors (i.e. Sam's Club):
- Immediate reimbursement
- F. Financial Reports – The district office will require all receipts and expenditures, write checks, reconciled bank accounts and provide summary and detail reports as needed by the school board and the club/organization.
- F. Fund Balance – Each club or organization will maintain a positive fund balance. This fund balance will be forwarded from year to year and aligned with the school district's fiscal calendar.

IX. LIABILITY INSURANCE COVERAGE

- A. The school district will provide liability coverage for all approved school organizations and booster clubs as permitted by the district's liability insurance coverage.
- B. The coverage applies only with respect to the organization's and club's conduct of business related to the school district program.

X. CONTRIBUTIONS FOR PERSONNEL

- A. Any contribution which requires a request for hiring of personnel shall be in compliance with Policy 411 (Employment Procedures) and Policy 706 (District Acceptance and Use of Contributions) and approved by the school board.

Cross References:

Policy 411 (Employment Procedures)
 Policy 706 (District Acceptance and Use of Contributions)
 Policy 910 (Sanctioning of District Activities)

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