

NORTHERN YORK SCHOOL DISTRICT

BOOSTER CLUB GUIDELINES

June 27, 2008

The Booster Clubs for the athletic teams and extra-curricular activities of the Northern York School District exist to support the students of the School District in general and the individual students engaged in the activity for which the Booster Club was created to support in particular. Because the Booster Clubs use the name of the Northern York County School District in their activities, the School District has adopted the following guidelines and strongly encourages all Booster Clubs to follow them:

1. Booster Clubs are self governing organizations which should cooperate with the Board of School Directors, Administration and Coach/Director of the activity for which the Booster Club was created to support.
2. Booster Clubs should annually elect officers (President, Vice President, Secretary and Treasurer) for a term of one year. The election of officers should occur as soon as the athletic season/activity has concluded for the school year.
3. In consultation with the coach or director of the activity to which the Booster Club relates, the Booster Club should develop and approve an annual budget. Any fund raising activities of the Booster Club should be approved by the School District's Administration.
4. Booster Clubs should have By-laws. Copies of the By-laws should be available to each participant in the Booster Club, and a copy of the current By-laws should be provided to the Administration of the School District. The By-laws should require regular meetings which are open to the participants of the Booster Club. The By-laws should require that meetings follow the current edition of Robert's Rules of Order. Each meeting should include the following:

Call to Order

Approval of minutes of the last meeting

Approval of the agenda

Treasurer's report (which report should include a starting balance of all accounts, and ending balance of all accounts and a listing of deposits and expenditures)

Old Business

New Business

Adjournment

5. The Treasurer of each Booster Club will keep complete and accurate records of all financial activities of the Booster Club. At least annually, an accurate financial statement and the most current bank statement of the Booster Club shall be submitted to the Business Manager of the School District. Upon the request of the Business Manager of the School District, the Treasurer will provide to the Administration copies of any financial statements, bank statements or other financial records of the Booster Club. Because of the importance of managing the funds of the Booster Club and to provide accountability for those funds, the provisions of this paragraph shall be mandatory.,
6. While the School District recommends that the Treasurer of each Booster Club be bonded, the School District recognizes that the cost of the bond may be prohibitive. While the School District recommends that the financials accounts of the Booster Club be audited at least annually, the School District recognizes that the cost of such audits may be prohibitive. In the event that the officers of the Booster Club decide to forgo a bond for the Treasurer and an annual audit, the Booster Club should: (1) require at least two officers to sign all booster club checks; (2) require that all officers of the Booster Club receive a copy of the monthly bank statement of the Club and (3) require that all officers of the Booster Club receive a detailed listing of all checks issued upon the Booster Club's bank account which includes the date of the check, the payee of the check, the amount of the check and a description of the purpose of the check.
7. All meetings of the Booster Club should be open to the participants of the Booster Club and should be announced in advance with at least seven (7) days prior written or posted notice. Notice of all meetings should be provided to the Administration of the School District. Meetings should take place in a school district facility to ensure access to all interested participants. Coordination of meetings and meeting locations should be the responsibility of the School District's Administration.

8. Booster Clubs should follow the list of approved school sales and should not conduct sales or fund raising events that are not approved by the School District.
9. When using a School District food service facility, equipment or personnel, the Booster Club will be required to pay a mandatory charge. A School District Food Service employee must be present during Booster Club usage of School District food service facilities or equipment.
10. Each Booster Club should have liability insurance covering the Booster Club. Liability insurance is required for any organization that uses School District's facilities. The School District has arranged with a local business to provide for insurance for all Booster Clubs on a single policy at a current cost of approximately \$40.00 per year, which shall be paid by the Booster Clubs. A copy of the certificate of insurance, which shall list the School District as an Additional Insured, shall be provided to the Business Manager of the School District.