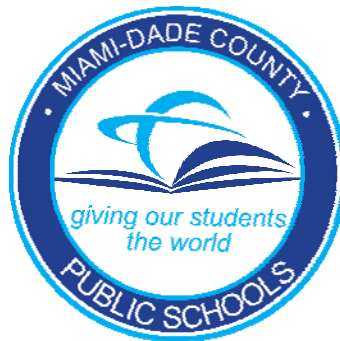


MIAMI-DADE COUNTY PUBLIC SCHOOLS

Division of Athletics/Activities and Accreditation

Booster Club Guidelines



Revised July 2010

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

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A booster club is a group of parents/guardians and/or interested adult community members who are authorized by the school principal to form an organization to enhance a program, activity, or athletic team through fundraising and services. The booster club must have approved by-laws or a statement of purpose. A copy of this document must be on file in the principal's office.

All decisions related to the day-to-day operations of the school group are the sole responsibility of the faculty advisor/coach under the supervision of the principal. These decisions include but are not limited to, show content, music selections, field trip destinations, routine/play selection, staff selection, participant selection, and chaperone/volunteer selection. **The principal should approve all publications that booster clubs send to parents and/or the community.**

PTA/PTSA is not a booster club. It is a school allied organization that is governed by the PTA/PTSA national by-laws and constitution. (Refer to Question #23)

1) What limitations are there in naming the booster club?

School-allied organizations, except for PTA/PTSA, may not incorporate the school's name as part of their official name (i.e., "Coral Park Senior High Basketball Booster Club" should be "Rams Basketball Booster Club").

2) Who can be a member of a booster club?

The members of a booster club are the parents/guardians and/or interested adult community members who support the activity or team that the booster club has authorized to support.

3) When and how many times must a booster club meet?

The general membership meetings must be held at the school site. A minimum of one general membership meeting per year is required. A faculty advisor/coach must attend all general and board meetings. Minutes of all meetings must be maintained with copies to the faculty advisor/coach and to the school principal. Executive board meetings do not have to be held on school grounds.

4) What is the role of the principal when dealing with booster clubs?

The principal has final authority on the existence of and all activities of a booster club. The principal must approve all publications that booster clubs send to parents and/or the community.

5) What is the role of the faculty advisor/coach in the booster club?

The role of the faculty advisor/coach is to serve as a liaison and to communicate to the booster club membership the needs of the program and/or activity. The faculty advisor/coach coordinates the work of the booster club with the total school program. The faculty advisor/coach is not a member of the booster club and may not serve as an officer of the organization. If the booster club has an

executive board, the faculty advisor/coach is to serve on that board in an advisory capacity.

6) Who is on the executive board of the booster club?

A booster club does not have to maintain an executive board. However, if a board exists, the membership should include parents/guardians and/or interested adult community members with the faculty advisor/coach serving only as a liaison to the board. M-DCPS employees may not serve as officers of booster clubs at the school of employment. However, school employees may serve as an officer at another school.

7) How does a booster club get an activity or fundraiser approved?

All booster club activities and fundraisers are to be approved by the faculty advisor/coach (and athletic director, when applicable) and placed on the master calendar by the principal or activities director. The faculty advisor/coach completes all necessary paperwork and submits it for approval to the activities director.

The principal of the school has the overall responsibility for approving fundraising activities and the control of all activities in accordance with state regulations and Board Rules.

Furthermore, Board Rule 6Gx13- 1C-1.110 requires that in addition to the approval of the principal, any solicitation of funds from the public, including funds raised through the sale of merchandise or services (e.g. candy sales, car washes) must have the prior approval of the Region Superintendent. The soliciting of donations through activities such as roadway and/or median collections, and door-to-door collections, is expressly prohibited.

8) Can a booster club use the school's sales tax-exemption number?

No. In order to not pay sales tax, booster clubs must file for their own sales tax exemption number.

9) Can students sell items or handle funds for a booster club activity?

Students are permitted to handle funds and participate in approved fundraising activities conducted by booster club(s).

Booster clubs can sponsor activities that involve students in the collection or handling of funds.

10) What is a booster club fundraiser?

It is recognized that there are some legitimate and worthwhile activities of independent, but school related organizations, such as PTA/PTSA groups and booster clubs. These groups handle their finances outside the school and make

gifts or donations to the school with the input and advice of the principal. To avoid violations of policy, these activities should be conducted according to the Manual of Internal Fund Accounting for Elementary and Secondary Schools (Section IV – Chapter 12, PTA/Booster Club Activities).

11) What fundraisers must go through the school’s internal funds system and are not considered booster club fundraisers?

The state board regulations require that all financial transactions related to student activities be recorded in the internal funds of the school. This is described specifically as, “all monies collected and disbursed by school personnel within a school or in connection with any school programs, for the benefit of a school sponsored activity.”

As per the Manual of Internal Fund Accounting for Elementary and Secondary Schools (Section IV – Chapter 2, Fundraising Activities):

Allowable fundraising activities meeting **any** of the following criteria are considered school-sponsored, and **must be** accounted for through the school’s Internal Fund:

1. Activities of any kind that involve a Miami-Dade County School Board employee handling or controlling monies as part of his/her involvement in the activity and/or overall employment responsibilities.
2. Activities of school recognized student groups; i.e., classes and clubs.
3. Activities that are considered “extra-curricular” or extensions of the school program (*i.e., Athletic games, Classes and Clubs events*) wherein student talent in the event is utilized **and** for which an admission/participation fee is charged
 - a. Revenue generated from admission/participation fees must be accounted for in the school’s Internal fund. However, at the principal’s discretion, business transactions related to events involving student talent, such as the sale of event programs and concessions, may be conducted separately by a school-allied organization.
 - b. Entertainment, including activities involving student talent, for which admission or participation fees will be charged, may not be conducted during school hours.
 - c. Entertainment and/or student activities containing scenes, language or jokes that are not compatible with the dignity of educational institutions are prohibited (6Gx13-1D-1.07).
4. Activities involving merchandise purchased for re-sale by the school or a school employee, or that comes at any time into the direct custody of a school employee.

12) Can a booster club order merchandise in the name of the school?

No. The booster club must order the merchandise in its own name as it is responsible for the payment of the merchandise. Ordering merchandise in the

name of the school implies liability for the expense will be assigned to the school in case the booster club does not pay for the merchandise.

13) Can a booster club have merchandise shipped to the school site?

Merchandise ordered by an outside school-allied organization must not be shipped to the school unless:

- 1) The school principal has agreed in advance to permit that the merchandise be shipped to the school,
- 2) A non-school employee of the school-allied organization has provided written notification to the school accepting responsibility for the payment of the merchandise or showing evidence that it has been pre-paid,
- 3) No merchandise can be stored on school premises without the authorization of the school principal or designee.

Notwithstanding the principal's consent, the school will not assume responsibility for theft, loss or damage to merchandise stored on school premises.

14) Can a booster club directly pay for field trip and/or travel expenses?

No. All field trip expenses must be paid through the school's Internal Funds system. The booster club is permitted to donate funds, accompanied by a donation letter, to the school to be used to pay for field trip expenses.

15) Can a booster club directly pay for end-of-the year/season award banquets/dinners/picnics/luncheons?

No. As per the M-DCPS Manual of Internal Funds Accounting, all monies for end of the year/season award banquets, dinners, picnics, and luncheons are to be paid from the school's Internal Funds. The booster club is permitted to donate funds to the school to pay for the awards and the event.

16) Can a booster club charge parents and/or interested adults in the community membership dues?

Yes. The booster club by-laws on file in the principal's office must reflect that dues will be assessed of all members and indicate the amount of the dues in order for membership dues to be required.

17) Can a booster club charge students fees as a condition for membership or participation in a school sponsored extracurricular activity or athletic event/team?

No. The school-site principal and faculty advisor/coach determines eligibility to participate in a school organization or team. This decision is based on the guidelines for eligibility found in the *Interscholastic Athletics Handbook* and the *Student Activities Handbook*.

The imposing of charges/fees to students/parents by school-allied organizations for equipment, team uniforms, musical instruments, or other items or supplies, etc., that are required to be used by the student in order to participate in a school activity (i.e., sports teams, cheerleading, band, etc.) is expressly prohibited.

Additionally, students may only be charged fees by the school as indicated in the approved fee list for the school year. This list must be approved by the principal and Region Superintendent.

18) Can a booster club require that a student participate in a booster club fundraiser as a condition for membership or participation in a school organization or team?

No. Schools must follow the clearly established guidelines for eligibility and participation in organizations and teams outlined in the *Interscholastic Athletics Handbook and the Student Activities Handbook*.

Furthermore, school-site principals, or designee, must closely monitor the expenses associated with school organizations and teams to ensure that they are not excessive. Having a booster club require fees or fundraiser participation from students is not an acceptable practice.

19) In what capacity can a student assist with or participate in an approved booster club fundraiser?

A student can assist with a booster club fundraiser that has been approved by the Activities Director, Principal, and Region Superintendent, as long as the student follows the same safety rules involved in all approved M-DCPS fundraising activities (e.g., no door-to-door sales, no standing in the roadway or median, proper adult supervision is provided, etc.).

20) What distinction is there between PTA/PTSA and booster clubs?

- PTA/PTSA is not a booster club. It is a school allied organization that is governed by the PTA/PTSA national bylaws and constitution.
- PTA/PTSA can incorporate the name of the school into their operation guidelines.
- Teachers can be members of the PTA/PTSA.
- PTA/PTSA will hold meetings according to their established bylaws and constitution.

21) Do Booster Club or PTA/PTSA members need to be processed by the School Volunteer Program?

Any Booster Club and/or PTA/PTSA member who will come into contact with students must complete the School Volunteer Program registration and clearance process. Only approved volunteers will be allowed to assist in activities where students are present.

All volunteer applicants will undergo a background check and some will need to be fingerprinted. Until the volunteer clearance process is complete, the person will not be allowed to provide assistance for the school or any school group.

22) Do all volunteers need to be fingerprinted?

Any volunteer who will assist with, or participate in, any overnight activity/event/trip involving hotel or similar accommodations, must be cleared as a Level II volunteer which requires fingerprinting.

All other volunteers must be cleared at Level I which does not require fingerprinting.

23) Whom may be contacted for additional questions?

Additional questions may be addressed to Ms. Karen D. Cohn, Instructional Support Specialist, Division of Athletics, Activities and Accreditation at 305-995-7576.

The following pages are from the M-DCPS Manual of Internal Fund Accounting for Elementary and Secondary Schools, Section IV, Chapter 12 – PTA/Booster Club Activities.

All Booster Clubs and School-Allied Organizations must follow these rules and procedures.

I. GENERAL DESCRIPTION

School Board policy (6Gx13-1D1.05) classifies “school-allied organizations” as those organizations formed for the purpose of promoting the welfare of the school and/or its students. These outside organizations are to be distinguished from the student clubs and organizations, formed by and consisting primarily of students, that are an integral part of the school program under the direct leadership of the school principal. Commonly recognized school-allied organizations include, but are not limited to, PTA/PTSAs, Booster Clubs, Faculty Clubs – Social/Sunshine Committees, Boy Scouts, Girls Scouts, Cub Scouts, YMCA, Crime Watch, etc.

A. PARENT-TEACHER/PARENT-TEACHER STUDENT ASSOCIATIONS (PTA/PTSA)

School Board Rule (6Gx-13-1B-1.02), recognizes PTA/PTSA as staunch supporters of public education, describes the objectives of these school-allied groups, and encourages staff members to join and actively participate in their activities. PTA/PTSA groups are school-allied organizations that are governed by the PTA/PTSA general bylaws and constitution. The school principal has the authority of approving the activities of PTA/PTSA groups. Membership of PTA/PTSA groups consists mainly of parents, teachers, and other outside community supporters. Faculty and other school staff who are members of the PTA/PTSA should act mainly as liaisons between the PTA/PTSA and the school, and **may not** be **1)** co-signers of the organization, or **2)** be involved in the handling of money or merchandise for PTA/PTSA group’s fundraisers or events.

B. BOOSTER CLUBS

A Booster Club is comprised mainly of a group of parents/guardians and/or other interested adult community members who join together to form an organization to enhance and support a school program, activity, or athletic team through fundraising activities and services. For legal purposes, a Booster Club should be formally incorporated entity by filing its articles of incorporation with the Florida Secretary of State office. A Booster Club must have approved bylaws or a Statement of Purpose. Although it does not have to establish and maintain an executive board, normally the executive board can consist of parents/guardians, interested community members, and a school faculty sponsor. Once approved by

the school principal, the club's general membership meetings must be held at the school. A minimum of one (1) meeting per year is required, and the school faculty sponsor must attend all general and executive board meetings held. Minutes of all meetings must be maintained with copies given to the school faculty sponsor. The school principal has the final authority of approving all activities conducted by the Booster Clubs. The faculty sponsor acts merely as a liaison between the Booster Club and the school, and **may not** be **1)** a co-signer or officer (*i.e., President, Vice President, Treasurer*, of the Booster Club), nor **2)** involved in the handling of money or merchandise for Booster Club fundraisers or events.

II. GENERAL POLICY

- A. The school principal has the overall and final authority for approving the activities of all school-allied organizations (*i.e., PTAs, Booster Clubs, etc.*). Activities conducted by school-allied groups that extend out into the community must be approved by not only the principal, but also by the REGION Center Superintendent.
1. A blanket approval request form for proposed activities, within the school (FM – 6570) or out in the community (FM – 6571), can be submitted for approval at the beginning of the school year.
 2. In the event that a previously approved activity fails to transpire, the school-allied organization should provide notification to the principal that such activity was canceled.
- B. School-allied organizations are financially independent from the school, and they conduct their activities separately from school-sponsored activities. To avoid misperceptions to the public and violation of this policy, all school-allied organizations **must**:
1. Keep their own separate financial accounting records.
 2. Have their own separate address (except for PTAs/PTSAs), and not use the school's address in any official documents (*i.e., articles of incorporation, bank account, stationery, etc.*).
 3. Open a separate bank account under the organization's name to manage their funds.
 4. File for their own tax I.D. number.
 5. File for their own tax-exempt status.

6. Reflect the organization's name on all programs, flyers and other promotional material used for the activities it sponsors.
- C. School-allied organizations, except for PTAs/PTSAs, may not incorporate the school's name as part of their official name (i.e., "Coral Park Sr. High Basketball Booster Club" should be "Rams Basketball Booster Club"). Nevertheless, a slogan containing the school's name, following the official organization's name is permissible (i.e., "**Rams Basketball Booster Club**" *in support of Coral Park Sr. High*).
- D. Although school staff membership and participation is encouraged in school-allied organization activities, participation is limited to coordinating functions, such as planning, assisting in making arrangements for events/activities, etc.
1. School employees **must not** be co-signers for any school-allied organization(s), or officers of Booster Clubs, nor can they handle money or fundraising merchandise for a school-allied organization chartered at the school at which they are employed.
 2. A school employee may function in such capacity at a school other than the one at which he/she is employed.
- E. Money raised from school-allied organization activities **must not** be commingled with the school's Internal Fund activities. Funds raised by these organizations for the benefit of the student activity groups they support (i.e., athletic team, music/band, interest club, etc.) should be made available to the school by either:
1. A monetary donation, preferably via check, accompanied by a donation letter specifying the intended use of the funds, or
 2. A donation of actual merchandise, equipment, or other items procured by the school-allied organization to support a student activity, which donation should also be accompanied by a letter indicating the purpose of the items donated.
- F. The following activities must be school-sponsored, and therefore **may not** be conducted independently by school-allied organizations:
1. The sale of school pictures of the general student body, including class group pictures.
 2. The sale of school memory books and/or yearbooks.

3. The operation of vending machines that dispense food and beverage items in schools (with the exception of Faculty, Sunshine Club or Social Committees who may operate vending machines in faculty lounges.)
4. The sale of admission tickets for fundraisers involving student talent (i.e., plays, athletic exhibitions, musical performances, etc.) must be administered by the school with the proceeds accounted for in the Internal Fund accounts by the school treasurer. The sale of programs or other items related to the function (i.e., refreshments) can be conducted by the school-allied organization with the proceeds for such related activities accounted for separately by the outside group.
5. The collection of money for student field trips organized and conducted through the school. In accordance with policies and procedures for school-sponsored field trips in this manual, travel arrangements, accommodations, and payments to vendors for field trip associated expenses **may not** be made by school-allied organizations. Funds can be donated to the school to pay for these expenses; but the field trip itself must be coordinated, paid, and documented by the school in accordance with the provisions for field trips established in this manual and in the handbook titled Field Trip Procedures issued by the Division of Full Service Schools.
6. The imposing of charges/fees to students/parents by school-allied organizations for equipment, team uniforms, musical instruments, or other items or supplies, etc., that **are required to be used by the student** in order participate in a school activity (i.e., sports teams, cheerleading, band, etc.) **is expressly prohibited**. These charges/fees for items directly related and required by the school program must be included in the annual *Special Fees and Charges School Request* (FM-2396) form approved by the REGION Center office; and must be collected, deposited, and accounted for by the school treasurer in the school's Internal Fund accounts. To help subsidize the cost to students for such required items, school-allied organizations can donate funds to the school or can independently procure and donate these items for use by the students. Any school-allied organization imposing such charges/fees, particularly as a contingency for membership to the school-allied organization, is in violation of this policy and must discontinue this practice.

III. GENERAL GUIDELINES FOR SCHOOL-ALLIED ORGANIZATIONS' ACTIVITIES

- A. Members of school-allied organizations **may not** solicit sales for its fundraisers or conduct fundraising activities during school hours. However, at the discretion of the principal, adult non-employee representatives of such groups may distribute items purchased previously by the students.
- B. At the discretion of the principal, the school may further assist these groups by permitting, on assigned days, the collection of funds by an adult non-employee representative of a school-allied group for certain fundraising activities as deemed appropriate.
- C. To avoid violations of policy, approved outside allied groups (including PTA) should conduct their activities in such a way that they will be clearly distinguished from school- sponsored student/club activities. Public announcements, programs, and tickets should clearly designate the activities as those of the school-allied organization even though the activity may be held on school grounds. Samples of such activities would include, but may not be restricted to, the following:
 - 1. Carnivals, barbecues, dinners, and similar activities, conducted entirely by the school-allied organizations, and not involving any school employee in the handling of funds. No activities involving any form of gambling or games of chance can be conducted on school grounds.
 - 2. Benefit shows or performances by non-school groups, such as college or professional music groups, when arrangements are made by outside organizations, as long as no school employee is involved in the handling of funds.
 - 3. Merchandising services such as school store handled by PTA, when PTA orders merchandise in its name, completely handles sales activities, receipts and disbursements of money without involving any school employee.
 - 4. Approved fundraising activities conducted by school-allied organizations may involve student participation with proper adult supervision by members of the school-allied organization, but **may not** involve school employees in the handling of merchandise or sales proceeds. For such fundraising activities:

- a. Merchandise for sale or use by an outside school-allied organization **must** be ordered in name of organization.
- b. Merchandise ordered by an outside school-allied organization **must not** be shipped to the school unless:
 - 1) The school principal has agreed **in advance** to permit that the merchandise be shipped to the school,
 - 2) A non-school employee of the school-allied organization has provided written notification to the school accepting responsibility for the payment of the merchandise or showing evidence that it has been pre-paid,
 - 3) No merchandise can be stored on school premises without the authorization of the school principal or designee. **Notwithstanding** the principal's consent, the school **will not** assume responsibility for theft, loss or damage to merchandise stored on school premises.

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) –requires covered employees to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 –prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) – prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

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