

**St. Anthony -
New Brighton Schools**



**Parent Booster Club
Handbook**

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Purpose

What are parent booster clubs in the St. Anthony - New Brighton School District?

Parent booster clubs are organizations formed to help support the efforts of a sports team or activity. These groups work to improve the quality of the activity and play a key role in supporting St. Anthony - New Brighton programs in a number of ways. The school district understands the importance of parent booster clubs and is thankful for the positive contributions they provide to our student groups.

Parent booster club support is shown in multiple ways including volunteer efforts, financial support, organizing team events, concession stands, community service projects, team dinners or social events, and encouraging students to follow team rules.

When boosters and coaches / advisors / directors collaborate effectively they create a stronger experience for the students. Parent booster clubs are able to raise money by printing promotional items like team schedules, programs, or coordinating other school district approved fundraisers. Parent booster clubs may perform, meet, or organize in any way that supports or “boosts” the program they are formed to support, following the guidelines of this handbook. This handbook can be used by booster clubs to better relationships, clarify procedures and rules, and set the stage for a successful season.

Communication

Open and transparent communication between boosters and coaches / advisors is essential. Identify a consistent way for coaches / advisors to have input to your parent booster club, and for your booster to have input to the coach / advisor and school. It is in the best interest of all involved to formalize communications regarding important decisions of fundraising, budget creation, planning, and implementation. Formal communications can include making meeting minutes and financial records available; publishing critical decisions being made, and adhering to a stable annual budget.

- Effective boosters operate in a collaborative manner. It is critical that you are aware of and compliant with district policies and operations.
- Boosters are associations or legal corporations separate from the school district. Coaches may submit various needs and budget items during the budget approval process and a formalized process for fulfill funding requests shall be in place for each program, following its budget and policies.

- The district is under no obligation to accept donations from boosters. However in the vast majority of situations, as a result of effective two-way communication between boosters and staff and working together toward students' best interests, the district accepts donations and makes agreed upon purchases.

Budgets and Finances

There are three primary funding sources for school sports and activities programs. 1. School District funded budgets. 2. Student Activity Accounts, and 3. Parent Booster Clubs.

School District Budgets

In the majority of situations, the school district provides the majority financial support for its programs by funding event workers / officials, transportation, coaches / advisors, and limited equipment / supplies.

Student Activity Accounts

Student activity accounts are those funds which are owned, operated, and managed by organizations, teams, clubs, or groups within the student body under the guidance and direction of staff members for educational, recreational, or cultural purposes. These school groups receive their funding through fundraising, payments from students (e.g. for apparel purchases), or donations. Each student activity account has an adult of record who is primarily responsible for the management of the account. In most cases the head coach or advisor is this adult of record. Anyone with questions regarding student activity accounts should use the adult of record as a first contact. For more information on student activity accounts, see the Student Activity Account Handbook.

Parent Booster Group Funding

The third primary funding source for school sports and activities programs is Parent Booster Groups.

Guidelines for Parent Booster Group Finances

Create an annual budget at the beginning of each organizational year. Maintain this budget, and keep everyone on the same page.

- Create a budget timeline; hold a budget meeting at the beginning of your organizational year to explain the budget and gain membership's / parent booster club officers' approval.

- Determine a request cycle and approval process that will be used for all budget requests.
- Plan fundraising activities early so they are part of the budget planning process.
- Effective boosters remain consistent to their budget for the duration of the budget cycle. Coaches and advisors should not expect or frequently request that boosters spend funds outside of pre-approved budgets.

Organized, detailed books provide the financial foundation for your organization.

- Consistent, accurate records make school district required bi-annual reports much easier.
- Accountability with your members and the public can be established.
- Future programming and budgeting are accomplished more efficiently by budgeting ahead for the upcoming year.
- Important, required documents and history should be preserved and passed on to new leaders, maintaining the stability of your organization.

It is essential that Parent Booster Club funds are handled properly.

- Writing checks: If the booster club is collecting money for a fundraiser or selling items, checks should be written to the booster club, not to coaches / advisors or other individuals.
- Collection of funds: It is best practice that monies be collected at schools, not at advisors' / coaches' homes, whether cash or checks.
- The parent booster club treasurer's report should contain all transactions that took place prior to each meeting.
- Finances of each parent booster club should be open to 100% of its members.
- Coaches should not have check writing authority for parent booster club accounts.
- It is mandatory two people are involved in the authorization of any funds / checks.
- At least two people should tabulate any funds collected.
- District 282 has the right to request statements, receipts, expenditures, and balances.

Accounting and Reporting Process for Parent Booster Groups

- The Treasurer or Officer of the parent fundraising group should maintain an ongoing record of all actual income and expenses using a provided template.
 - Detailed accounting will be provided to the SAAAC Treasurer by the parent fundraising group treasurer or advisor. If the income of the parent fundraising group is over \$1000 one to two parent fundraising group members should review the report and be included on all correspondence. The senders of the document will assume responsibility for ensuring that the treasurer's report and all related financial activity is proper and correct.

- The Parent fundraising groups for seasonal activities are required to submit a report of actual income and expenditures to the SAAAC Treasurer for review twice per year. Once in the month prior to the activity's start date and again in the month following the activity's end date.
- Parent fundraising groups for activities that operate for the full school year should submit a report of actual income and expenditures to the SAAAC Treasurer for the review at the end of each semester (twice per year).
- IMPORTANT: Parent fundraising groups must document any expenditures over \$100 (ex. invoice or receipt).
- Monthly bank statements must be provided to the SAAAC Treasurer.
- The SAAAC Treasurer will compile reports from all parent fundraising groups and share a summary to the SAAAC President, Vice President and School Activities Director. Individual reports will be made available to the School Activities Director, Principal, and SAAAC group members.
- SAAAC Treasurer will submit a report of which parent fundraising groups have submitted reports and been reviewed prior to each SAAAC meeting.
- SAAAC Treasurer will meet with all parent fundraising group treasurers on an annual basis to review Parent Booster Group financial policies.

Fundraising

Fundraising is a necessary part of today's high school athletics and activities. The school district is very thankful for the efforts of parent booster clubs.

Parent booster club fundraisers and school district student activity accounts must be kept separate. Parent booster clubs are responsible for its own money and communications related to fundraisers, just as coaches / advisors are responsible for their own money and communications for student activity account fundraisers. Both should be aware of the others' activities so the budget is built on sound numbers. Ideally, they should be supportive of each other and not in the way of each other.

Be aware that membership on a team, a participant's role within a group, or playing time is not affected in any way by the amount of money raised or time volunteered by a participant or family.

In addition to school-led fundraisers, all parent booster group fundraisers must receive school district permission using the required form as shown in this handbook's appendix. Fundraisers include any organized effort to bring funds in to an organization. Examples include sales, service activities (wrapping gifts, hosting a baby-sitting event, bagging groceries), schedule / program production or sales, and donation drives.

Donations

The district prescribes how donations are made and recorded. Processes for boosters to donate to student programs should be discussed between booster, school, and coach. The district is under no obligation to accept donations from boosters.

- Booster fundraisers cannot publicize donations are tax deductible unless they have received a 501c3 status from the IRS.
- It is illegal for boosters to raise funds and then distribute the funds to individual student accounts because it would constitute private inurement (benefit). There can be no private benefit to a member of a nonprofit corporation. This can also jeopardize the booster club tax-exempt status with the IRS.
- Donations to the school district exceeding \$1,000 must receive school board approval.

Advertising

- Booster clubs use a variety of advertising to promote their organization's activities and to raise funds. Advertising that is planned for district venues (programs, banners, posters, etc.) must comply with the school district's advertising policy. The school district's policy guidelines are printed in the appendix of this handbook.
- Programs and advertising materials must align with the district values. The activities office must approve all advertisements in printed programs for St. Anthony - New Brighton School District events. The school district reserves the right to pull any printed publication which have not been approved or that are not consistent with district policy and values.

Paying for Labor

The district approves a specific number of head coaching / advisor and assistant positions for each sport or activity. Boosters can hire additional positions following the district's contracts, but the contract dictates rates of pay and the full amount of the district's expense (salary and employer's portion of benefits) must be donated before contracts are processed.

The best solution may be if a booster agrees that labor needs to be hired, with a foreknowledge of cost involved, and having been preapproved in the budget, the booster donates money to cover the cost of additional coaches / advisors. In the case of additional positions listed in the contract, the booster donates money to cover full amount of the district's expense (salary and employer's portion of benefits) at the rate of pay dictated by the contract. Donations shall precede the employment.

Special Events

Banquets

- The parent booster group should work collaboratively with the head coach to plan the end-of-season awards banquet. The program and the agenda must be approved by the head coach.
- The awards given out at the banquet are the sole responsibility of the head coach and her / his assistants.
- No alcohol is allowed at banquets student programs (which have students present).
- Gag gifts given by students to other students are to be discouraged.

Parent Night, Senior Night, Sports Boosters / Youth Night

- Parent booster groups are welcomed to help coordinate other special events such as parent night, senior night, and youth night.
- Parent booster groups should coordinate all special events with the program's coach / advisor.
- Special, discounted, or complimentary admission is not permitted for parent night, senior night, or other similar events. Parent booster groups have the option to fund the admission of special guests if they choose.

Publications

- The school district, or its designee, shall review and approve all parent booster group or parent-led publications. This includes programs for sports and activities.

Minnesota State High School League Basics

- Coaches are only allowed to work with their teams as allowed during the designated MSHSL season and the summer waiver period.
- No booster club member may recruit or encourage athletes from another school to transfer to the St. Anthony - New Brighton School District.
- Booster clubs are prohibited from paying for a student's participation fee or for fees to attend a camp or clinic.

Making Purchases

Equipment

- Equipment must meet certain standards
- Parent booster club purchases become property of the school district

Boosters, with foreknowledge of the costs involved, and approval within their budget, can choose to make a donation toward an equipment or uniform purchase. The donation must be

approved through the booster's budget process ahead of the transaction.

Insurance and Risk Management

Risk management is a process used to identify risks to the organization and develop strategies to handle it. This builds a reliable track record to protect those involved in your organization's activities. Risk management also includes planning for the physical environment and logistics of events and for financial maintenance of your organization. Organizations that proactively deal with all aspects of risk enjoy greater freedom to implement their goals and ensure a healthier environment for volunteers and participants.

Consider these risk management strategies:

- Closely follow the *Accounting and Reporting Process for Parent Booster Groups*
- Incorporate as a non-profit corporation with the State of Minnesota to prevent personal liability.
- A critical form of risk management is to require at least two designated signers on checks. This does not need to be a hassle. For instance, the two required signers could have a regular established time and place each week to meet to review and process checks. If no checks are needed that week they can cancel. Another strategy is to have three signers authorized but only require two, increasing the likelihood that signers will be available.
- Implement procedures that require multiple individuals to verify accounts. Bank accounts should be balanced by individuals that do not have authority under the account. Organizations may use an audit committee; it's an excellent tool to provide financial oversight and reviews.
- Parent booster clubs have the option to secure insurance. Associated Insurance Management (AIM), PTO Today Insurance and the Nonprofit Insurance Advisors are among the companies that specialize in insurance for nonprofits. Parent booster groups may also consider purchasing bonds/crime insurance to protect the organization from theft or fraud.
- Choose facilities or rental equipment carefully. Negotiate suitable contracts with vendors of facilities or rental equipment that minimize risk for the organization. Watch for language in contracts that may transfer loss or injury to the organization. It is best to check with your insurance agent to make sure that you are adequately insured based on the terms of the agreement. Check on rules and insurance carried by the owners of facilities or rental equipment prior to reserving their services. If their insurance does not seem sufficient, ensure the organization has obtained adequate insurance to cover the deficits in the unlikely, but potential situation of an accident.
- Make sure that rental agreements are signed on behalf of your organization, not with an

individual's name.

- Identify and publish sponsors of an event or part of an event.
- Develop waivers and require signatures of participants for high- risk activities.
- Organize enough volunteers to provide adequate supervision at events.
- Provide clear, written instructions for volunteers. This increases safety for your organization's members and participants.
- Designate a contact person(s) for volunteers in the event a question or problem arises.

Volunteer Risk Management

The inherent protection of a parent booster club's volunteers from personal liability depends on its legal identity. An association has no identity and provides no protection of its members. A nonprofit corporation provides a legal identity that does protect its members from individual liability, except in cases of willful misconduct or malfeasance. These protections are identified in the by-laws and/or articles of incorporation. (A 501c3 is a nonprofit that is also exempt from paying income tax on earnings.)

Consider different types of personal liability that can impact volunteers.

Acts of a booster's volunteers

Insurance is one way to cover injury or harm through caused by the acts of the volunteers. The policy should apply whether the volunteers themselves have been hurt or whether participants have been hurt in the course of volunteers' activity. General liability insurance is the best method to handle this exposure. Be sure that volunteers are considered insured under the policy.

Acts of members of the booster's board

Directors and Officers liability covers the decisions and actions of the volunteer board.

Automobile related liability

Auto liability insurance can be purchased to cover vehicles owned by the organization. If there are no owned autos, the organization can purchase coverage that would apply in excess over the insurance available under the volunteer's personal auto liability policy. Volunteers need to be aware that automobile insurance coverage follows the vehicle and the volunteer's insurance will be the first to pay for any damages in the event of an accident, even while driving for the organization or district.

Camps / Clinics

Community Services offers assistance for any parent booster club or coach planning to sponsor a

camp or clinic. The fee is typically 10% of total revenue.

Assistance from Community Services may include:

- Marketing and promotions including flyers and email blasts
- On-line registration
- Customer service and program information
- Staffing and payroll management
- Extending worker's comp to district employees
- Access to accident insurance coverage
- T-shirt and other equipment purchasing
- Facility arrangements

Captains' Practices

- Captains' practices may be scheduled in school district facilities ten weeks before the start of the season and / or during the MSHSL summer waiver period.
- Supervision by adults (who are not coaches) is required at captains' practices.
- No coaches - paid or volunteer - can supervise captains' practices (other than during the MSHSL summer waiver period).
- Student participation cannot be mandated or required.
- Check with the activities office regarding duties of volunteers at captains' practices.

New Parent Booster Clubs

When establishing a new 501c3 status or organization, seek a credible and current source of information, rather than replicating old organizational models used by other boosters. View Nonprofit Resources at www.mncn.org (Minnesota Council of Nonprofits).

Each parent booster club should have elected or appointed officers. (President, a Treasurer, and a Secretary.)

Prior to the first practice of each season, each parent booster club must inform the principal and AD with the names and contact information of each club officer.

INDEPENDENT SCHOOL DISTRICT NO. 282
ST. ANTHONY VILLAGE SENIOR HIGH SCHOOL
St. Anthony Village, Minnesota

FUNDRAISING ACTIVITY FORM

Name of Organization _____

Staff sponsor _____ **Date of Request** _____

Balance of each fundraising account: Booster _____ **Activity Account** _____

Nature of fundraising activity _____

Items will be: _____ **purchased in advance of order (or)** _____ **purchased after orders are taken**

What is the anticipated amount of sales? _____

Goal of fundraiser _____

Date(s) fundraiser begins: _____ **Anticipated end date:** _____

How are proceeds to be used _____

Will the product be sold in the community _____ **Yes** _____ **No**

Times of day product is to be sold in school _____

Name of community service activity _____ **Date completed** _____

Please complete and return to the activities director

Approved: _____

More Information Required: _____

Not Approved: _____



School District Policy

Orig. 1995, *Rev. 1996, 2015, 2018*

Adopted May 1, 2018

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The appropriate administrator working with the faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.

B. The school board may approve advertising in school district facilities or on school district

property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

C. Donations which include or carry advertisements must be approved by the school board.

D. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.

E. Nonprofit entities and organizations that provide support to students and to the schools may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the appropriate administrator. Advertising will be limited to the specific event or purpose approved by the school board.

F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.

G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)

Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)

Minn. Stat. § 173.08 (Excluded Road Advertising Devices)