

# **IFCDA - School Support Organizations (Booster Clubs)**

Issued Date:05/23/13

Rescinds: 09/27/07

Issued: 06/24/99

## **INTRODUCTION**

The purpose of a School Support Organization (SSO) is to provide financial and other support for a school, a school district, a program or other activity. The relationship between the school and the SSO envisions collaboration to provide additional funds to supplement a school or a specific program in order to enhance the opportunities available to students.

While an SSO is an independent and separate legal entity from the school, the Board of Education shall maintain authority over the SSO's ability to affiliate with a school or program.

Therefore, the Director may enact procedures to suspend or revoke the authorization of any school support organization for failure to abide by the policies and procedures regarding school support organizations.

## **COMPLIANCE WITH SCHOOL SUPPORT ACT OF 1997**

Only a group or organization that has entered into a written cooperative agreement with the Board may use the name, mascot or logo of a school or the school district to solicit or raise money, materials, property, securities, services, or other things of value.

A civic organization operating concessions or parking at school-sponsored events is not a school support organization subject to this policy.

## **REPORTING AND RECORDS**

The director or the director's designee shall annually post a list of organizations that are recognized as school support organizations.

Any forms, annual reports, or financial statements submitted shall be open to public inspection as a public record.

## **PROCEDURES**

The director shall create procedures to oversee the relationship between the Board and any school support organization. These procedures shall include, at a minimum, the following:

1. Any agreement between the Board and a school support organization shall be in writing and signed by the director or the director's designee and an authorized agent of the school support organization seeking authorization. This agreement shall contain, at a minimum, the following provisions:

- a. An agreement to abide by any policies and procedures regarding school support organizations;and,
- b. An agreement to indemnify the Board, the director and all other agents of the local education agency for the actions of the school support organization.

2. Prior to entering into any agreement, a school support organization shall submit the following to the director or the director's designee:

a. Documentation confirming the school support organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;

b. A written statement of the goals and objectives of the group or organization;

c. The principal contact telephone and address, as well as the telephone number, address, and position of each officer of the group or organization; and,

d. A copy of the school support organization's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it.

3. The principal shall designate a date prior to the beginning of the regular school year for the school support organization to submit a form to the director or the director's designee which verifies the information previously provided by the school support organization is correct or, if the information is no longer correct, that date shall be the deadline for any corrections.

4. The principal shall designate a date after the end of the school year, by which time the school support organization shall provide a detailed statement of receipts and disbursements to the applicable school principal or, if no school principal is applicable, to the director or the director's designee.

5. The school support organization shall abide by all applicable Federal, State and local laws, ordinances and regulations in its activities.

6. The school support organization shall maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization.

7. The school support organization shall maintain financial records for a period of at least four (4) years.

8. The school support organization shall operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.

9. The school support organization's officers shall ensure that school support organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization.

10. The school support organization shall obtain the approval of the director or the director's designee before undertaking any fundraising activity that utilizes any property or facilities owned or operated by the local education authority.

The director or the director's designee shall consider, at a minimum, the following when approving or denying a request by a school support organization to engage in a fundraising activity:

a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within that district; and,

b. Whether the fundraising activity is consistent with the goals and mission of the school or school district.

11. The school support organization shall provide access to all books, records, and bank account information for the school support organization to officials of the local school board, local school principal, or auditors of the office of the comptroller of the treasury upon request.

12. A school representative cannot act as a treasurer or bookkeeper for a school support organization, or be a signatory on the checks for a school support organization. A majority of the voting members of any school support organization board should not be composed of school representatives.

### **CONCESSIONS AND PARKING**

The principal of a school may agree to allow an authorized school support organization to operate and collect money for a concession stand or parking at a related school academic, arts, athletic, or social event on school property without the prior approval of the director or director's designee. Any money payable to the school pursuant to the agreement with the principal will be considered school support group funds and not student activity funds if the school support organization provides the school with the relevant collection documentation required by the student activity funds manual produced by the State.

### **ACTIONS CONSISTENT WITH THE SUPPORT OF SCHOOLS OR PROGRAMS**

An SSO, through its members, is expected to act in a cooperative and collaborative manner in support of the school or program with which it is affiliated. An SSO shall not attempt, by its policies, actions or funding practices, to dictate decisions that properly belong to a coach, sponsor, athletic director, principal or director, including but not limited to decision regarding employment of coaches/sponsors, club rules, schedules, participation, discipline, playing time, uniforms or equipment.

An SSO, through its members, shall not disrupt or threaten to disrupt the orderly operation of school or extracurricular activities; act or threaten to act in a manner that is counter to the school or program, as a whole or to any individual including a sponsor, coach or other representative of the school or program.

The principal of the school may temporarily suspend or revoke the authority of any SSO whose actions are disruptive or detrimental to the school or program and/or violate any aspect of this policy. The principal may further recommend long term suspension or revocation of the SSO to the Director of Schools.

---

Legal Reference:

1. Public Chapter 326 (2007)