



Booster and Parent Organizations

Functions Of Booster Clubs

- To support the team
- Serve under the guidance of the head coach
- Raise funds
- Coordinating events (banquets, trips, etc)
- Volunteering time (gate workers, concessions, parking workers, etc)

Fundraising / Accounting

- Boosters operate as an extension of the school
- All fundraisers must be pre-approved by the principal, and ultimately superintendent
- All booster raised funds must be deposited through the school, and will go into a designated “non-public” account. No private accounts.
- All game admissions, parking, etc are “public” funds (concessions excluded).
- Non public funds can be transferred to the public account, but not the reverse
- Booster funds have *less* restrictions than public funds, but are still regulated. Boosters must approve expenditures

Fundraising / Accounting

- Boosters can raise funds for additional individual coaching supplements (via MCS contract), with the pay not to exceed the MCS pay scale.
- Boosters can not pay coaches directly, or add to a supplement
- A school employee may not lead the fundraising, be president, or maintain the accounting records. If so, the funds become public funds
- Purchase orders must be pre-approved prior to purchase or agreement
- Pre-numbered tickets are used for each game and funds collected matches ticket numbers missing

Public / Non Public Funds

- Examples of public expenditures / uses
 - Equipment for competition, practice, training
 - Uniforms that stay at the school
 - Travel expenditures
 - Food costs on game days
 - Awards for players
- Examples of non-public expenditures / uses
 - Banquets (that parents don't pay for with tickets)
 - Coaches and booster recognition gifts / plaques
 - Fundraisers
 - Concessions
 - Extra coaching slots / supplements
 - Assisting with public expenditures

Officers

- Boosters should have a system in place for selecting officers
- The head coach should have input in the process, with approval by the boosters (vote, etc)
- There should be a system in place for rotating officers.

Meetings

- Booster clubs should have regular, announced meetings
- Invite the principal and / or athletic director
- Take minutes / sign in

QUESTIONS?