

SOUTH HUNTERDON REGIONAL HIGH SCHOOL DISTRICT

BOOSTER CLUB GUIDELINES

The Board of Education recognizes that the support offered by booster clubs can benefit the school district. Because the activities of booster clubs also reflect on the district, the Board establishes guidelines for the operation of booster clubs in order to ensure that their activities assist in the attainment of district goals and objectives.

- A. The Board of Education neither favors nor discourages any particular organizational scheme for parent booster clubs. There are no regulations that prohibit clubs for individual sports nor are there any regulations that require a single, umbrella club.
- B. A booster club that does organize and expects to have any relationship whatsoever with the district must serve students and not just be a social organization.
- C. The booster club shall promote projects to improve **facilities**, provide **equipment**, or assess **other needs** determined by the athletic administration and coaches as necessary to supplement/enhance the athletic program for our athletes. The booster clubs affiliated with individual co-curricular programs may contribute monies for the needs of a particular sport that **otherwise would not be available by the school**. Any monies raised by the booster club may be expended for:
 1. Capital improvements of the athletic facilities
 2. Major equipment purchases for a sport
 3. Warm-ups, uniforms, spirit t-shirts, etc.
 4. Championship or other individual awards, scholarships and recognition
 5. End of the season/year award banquets
 6. Any other expenditure approved by the athletic administrator
- D. Booster club officers may ask coaches about their athletic needs but this should be discussed in general terms. No action/project shall be initiated until an official request is submitted or presented to the athletic administrator for budget consideration and approval.
- E. Any booster club that does organize must adhere to all applicable rules and regulations of the New Jersey State Interscholastic Athletic Association. Information and/or questions about N.J.S.I.A.A rules and regulations should be addressed to the school athletic administrator.
- F. Any booster club that does organize will have specific legal issues that it must address. The District will have no relationship with any club that is not organized in a completely legal fashion.
 1. Booster clubs are not sub-organizations of the District or the Board of Education. Tax dollars must not, in any fashion, go towards a club.
 2. Booster clubs must remember that the Board of Education governs athletic activities. Booster clubs will not be permitted to interfere with that governance. All applicable provisions of federal and state law will be followed at all times.

3. Booster clubs must obtain their own tax identification numbers and register any financial account under their own name and tax id. District tax ids cannot be used.
 4. Booster clubs do not fall under the state's educational exclusion from sales taxes. The District's sales tax exemption cannot be given to a club for any purpose. **Booster club purchases may not be made using a District purchase order.**
 5. District liability insurance does not cover booster clubs. Booster clubs will need to have their own insurance to operate. When using school facilities for activities other than meetings, booster clubs will be expected to produce proof of insurance.
 6. Booster clubs may express their opinions, ideas, criticisms, suggestions etc. to school officials, but they will not evaluate district employees or determine personnel actions to be made by the District. This includes who will or will not be hired or retained, staffing for a particular program, promotions, etc.
 7. Booster clubs must clearly identify themselves on all public materials-printed, audio, and/or visual-as a club and not the school district.
 8. Booster clubs may meet in school facilities as a community group provided that all district facilities regulations are met.
- G. The District also has parameters that parent booster clubs will have to follow.
1. All booster clubs are expected to register with the athletic administrator at the start of each school year and provide the name and phone number of elected officers and/or trustees. During this time, all booster clubs must certify adherence to the guidelines of the school district.
 2. All booster clubs must request permission of the Board before taking any group of pupils on a trip.
 3. If a booster club is granted permission to meet on school facilities, the school athletic administrator shall be invited to the meeting.
 4. During instructional time of a school day, the school and its students shall not serve as a marketplace for fund raising by booster clubs. Sales to the general public at school activities shall be permitted with approval of school officials.

Nothing in this document shall be construed as the Board's assumption of responsibility for any activity conducted by a booster club.