

Actions Booster Clubs Should:

- ❖ Volunteer time and raise money
- ❖ Contribute funds to better enhance the team or organization's performance.
- ❖ Print promotional items like team schedules, programs, and yearbooks (subject to approval by the head coach/AD).
- ❖ Financially support the program by providing additional funding for coaches, staff, and event workers as approved by the head coach and AD.
- ❖ Listen and work closely with the head coach.
- ❖ Discuss as official business any item that meets the definition or function of a booster club as outlined on the previous page.

Actions Booster Clubs Should NOT:

- ❖ Openly discuss or perform a performance review of the head coach or coaching staff.
- ❖ Review the performance of a coach funded by the booster club; staff evaluations are solely the responsibility of the district.
- ❖ Openly discuss playing time issues.
- ❖ Ransom funding of the program in order to control the hiring or firing of the head coach or staff member.
- ❖ Offer a petition by booster club members to hire/fire a coach.
- ❖ Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.

Banquets

- ❖ The head coach is responsible for all facets of the end-of-season awards and banquets. The head coach may delegate these responsibilities to the booster club; however, 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.
- ❖ To avoid conflict, banquets should not be held on Wednesday evenings or before 12:00pm on Sundays.

Advertising

- ❖ The Pine Island School District must approve all advertisements to be displayed on district property.
- ❖ The Pine Island School District reserves the right to pull programs or any advertising that have not been approved or not consistent with district protocol.
- ❖ All advertising used for raising funds must follow the established fundraising approval process.

Fundraisers

- ❖ Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs.
- ❖ All desired fundraisers must follow the fundraising approval process. Events must be communicated and approved through the activities department and the Pine Island Board of Education.

Captains' Practices

- ❖ No coaches - paid or volunteer - can supervise captains' practices.
- ❖ Adult supervision is required at captains' practices.
- ❖ Adult supervision is required at captains' practices, but student participation should never be mandated or required.

MSHSL Basics

- ❖ Coaches are allowed to work with their teams only 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 ISD 255.

THANK YOU!

This document was created to set guidelines for communication between booster clubs and our high school program. It is meant to be utilized as a tool to enhance relationships, clarify procedures and rules and set the stage for successful seasons. Without your help, we would not have the quality programs that we currently offer our students. - Thank you!



PINE ISLAND SCHOOLS BOOSTER CLUB GUIDELINES

Booster Club guidelines and procedures recognized by Pine Island Schools.

Activities Director

Mitch Schiltz
High School Principal

Dr. Tamara Champa
Superintendent

Purpose and Function of Booster Clubs

A booster club is defined as “an organization that is formed to help support the efforts of a sports team or organization. Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team or organization’s performance.”

Another definition is a “a booster club provides enthusiastic support of a team or organization.” This type of support is much like emotional or psychological parental support, but is given in a collective manner. Booster clubs play a key role in supporting Pine Island Activities in many ways, and we are very thankful for the contributions our booster clubs provide for our programs.

Booster clubs may raise money by printing approved promotional items. Booster clubs can financially support the program by providing additional funding for coaches, staff, and event workers. They can organize team events, such as pre or post game dinners or social events during the season. Booster clubs may perform, meet or organize in any way, in accordance with the above stated definition, that supports or ‘boosts’ the program they are formed to support.

It is the charge of the Pine Island District to ensure that booster clubs operate within allowable parameters and to continuously enhance the communication between booster clubs and the district.

Getting Started

Each booster club should have elected or appointed officers (President, Treasurer, Secretary). Prior to the 1st practice of each season, each booster club President must provide the activities director with the names and contact information (address, phone and e-mail) for each club officer.

Booster Club meetings should follow an agenda at each meeting.

It is expected that the head coach for the sport or organization participates and has a presence, but is not a voting member.

ALL LEGAL INFORMATION IS REQUIRED AND MANDATORY.

Legal Compliance

- a. Each club will remain in good standing with State and Federal Laws to be recognized as a “Booster Club” by the district.
- b. To remain in good standing, each Club should do the following:
 - i. Obtain a Federal Taxpayer ID Number and if appropriate, a state seller’s permit number (Sales Tax).
 - ii. Clubs are generally considered non-profit organizations and will fundraise within the state of Minnesota. To comply with applicable charitable laws, the Club will need to:
 1. Become incorporated in the State of Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a non-profit corporation.
 2. Register with the State Attorney General’s Office as a charitable organization.
 3. Request recognition for the IRS as an exempt organization by filing form 1023.
 4. Annually file a form 990 or “post card” filing as applicable with the IRS and annually file Charitable Organization Annual Report with the Minnesota Attorney General’s office.
 - iii. Clubs not set up as non-profits will need to demonstrate to the district that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for-profit corporation, partnership or individual.
 - iv. Provide the district (Principal/AD) with a copy of appropriate annual tax/reporting returns filed with the appropriate Federal and State agencies.
 1. May also be required to file a Minnesota M4NP - depending on income and revenue sources - see a tax professional.

Suggested Practices for Financial School Support

1. Treasurer report should contain all transactions that took place prior to the meeting.
2. Finances of each club should be open to all members.
3. A paid coach should not have check-writing authority.
4. It is mandatory that two people should be involved in the authorization and signing of any checks.
5. All purchases must go through the school district.
6. At least two members should tabulate all funds collected.

Purchasing

Booster clubs wishing to purchase athletic equipment for the school (#255) must go through the head coach and the activities department for approval. Booster clubs should not purchase school designated equipment independently. When equipment is purchased for school programs, from donated funds, it becomes the property of the school district.

After the head coach and the activities director have approved a school-use equipment request, the booster club should donate the funds to the athletic department, specifying its purpose. The athletic office will then complete a purchase order to initiate the order. All equipment must be shipped to the school address.

Volunteer Coaches

If the booster club is requesting an additional coaching position, based on approval by the AD, the coach will be recognized strictly as a volunteer. Any compensation will be the direct responsibility of the booster club. Funds must be donated to the district to cover the cost of all background checks.

The athletic department cannot give out the school district tax-exempt number. Sponsors making donations to the school must follow the above process for purchasing equipment.

Billing

All Booster Club supported transportation, fees, and equipment purchases for the school must be approved by the head coach and the Activities Director. The activities department will bill booster clubs for any additional approved transportation, fees, etc... that exceed the district budget.