

Booster Clubs

1. Purpose

- 1.1 The purpose of this policy is to provide guidelines for booster clubs that support curricular or extracurricular activities in the schools. Because these groups generally provide funds to the groups, and because they often work within the school's tax exempt status, it is required that they follow guidelines set forth in WV State Board Policy 1224.1, Accounting Procedures Manual for the Public Schools in the State of West Virginia.
- 1.2 It is recognized that the support groups assisting students in Monroe County have gone well beyond the call of duty to provide extracurricular programs, playing fields, activities, and the like to our students. It is with great appreciation that the Board recognizes the valuable service provided by the groups but also by providing guidelines, assures the public that these quasi-public funds are not misused. Additional guidelines are provided here for operating within the Monroe County School system.

2. Recognition/Approval of Organizations

- 2.1 By August 1, of each school year, the groups wishing to provide support for a particular county shall have completed all requirements for the previous year, including financial reports, and shall petition for renewal of recognition as a support group authorized to do business in support of the school or a particular county activity.
 - 2.1.1 The group shall have provided financial records to the principal and the principal shall include those records in the close-out report of the school to be audited.
 - 2.1.2 The group shall have elected new officers for the upcoming school year and provided the names of these officers with the petition to be recognized.
 - 2.1.3 Failure to complete requirements by this deadline shall not preclude a group from being approved eventually; however, until reports are filed and obligations met, the group may not conduct any activities as a support group, including fund-raising.
- 2.2 Groups must have approval in order to operate as a bona-fide support group. Any group that fails to meet requirements by October 1, of each school year, shall be disbanded, funds disbursed according to by-laws and the principal shall notify the Superintendent of the failure so that Board members can be notified as well.

3. New Support Groups

- 3.1 Prior to approval by the Board of Education, the group shall provide to the principal and superintendent a copy of the Booster Club Agreement, a copy of the group's by-laws, and a list of officers.
- 3.2 The superintendent or designee shall meet with the officers of a new support group to provide instruction in appropriate record keeping and procedures for maintaining tax exempt status within 30 days of Board approval of the group.
- 3.3 The group shall not raise funds for any purpose until this training has occurred.

4. Training for Support Groups

- 4.1 Principals shall be familiar with materials required of support groups and advise the group of their responsibilities as well as answer questions related to same.
- 4.2. It shall be the responsibility of the superintendent's office to provide training to those approved as a support group by the Board.

5. Administrative Guidelines

- 5.1 The superintendent shall prepare administrative guidelines for support groups to provide both the group and the principal of the school.
- 5.2 Support group information shall be reviewed every three years by the superintendent's office to determine whether or not this policy or any guidelines need updating.

6. Effective Date

- 6.1 This policy shall be effective upon passage.

Adopted by the Board of Education: April 6, 2006