

**BLOOMFIELD SCHOOL DISTRICT**



**BOOSTER CLUB**

**&**

**PARENT-TEACHER ORGINAZATION**

**PROCEDURE**

**BOOSTER CLUBS AND PARENT-TEACHER ORGANIZATIONS**

## **Purpose**

The Board of Education recognizes the importance of athletic and extracurricular activities and educational programs in the well-rounded development of public school students. Participation in such activities and programs builds character, a sense of responsibility and discipline, and promotes proper conduct, all of which are central to the educational mission of the public schools and School District.

Booster clubs for athletics, marching band, drama, choir, or other athletic, fine arts or academic activities are welcome to form, support and assist such student activities or programs, both financially and with volunteer assistance. Booster clubs and PTO's are neither school-sponsored clubs nor student-initiated clubs as those clubs or groups are defined in School Board Policy K-2600. Booster clubs and PTO's shall constitute "outside clubs or groups" as defined in School Board Policy K-2600.

No activities of the booster club or PTO shall be construed as the School District's or the Board of Education's assumption of responsibility. Participation in Booster Clubs or Parent-Teacher Organizations is optional.

All booster organizations must operate within the applicable standards and guidelines set by the New Mexico Activities Association, and shall not promote, encourage or consent in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards. Booster club funds are to be utilized for supplementing team meals; for banquets, hospitality and supply needs as necessary.

Each booster club and PTO shall be responsible for establishing itself as a separate entity, and are responsible for their own compliance with applicable federal, State and local laws. Booster clubs and PTOs shall be responsible for establishing their own internal financial and other controls. Booster clubs and PTOs should not use the School district or school address for any booster club or PTO correspondence.

Upon formation and annually thereafter, each booster club shall provide the district athletic director the names, telephone numbers and addresses of each current officer of the booster club, and the position held.

## **Booster Club and PTO Constitution and Bylaws**

Each booster club and PTO (at all schools) must prepare and submit to the district athletic/activities director, a copy of its organizational bylaws and constitution prior to initiating such support or assistance.

Bylaws will include, but not be limited to, the following:

1. Functions and Prohibited Functions of the club and its members
2. Objectives of the club
3. Membership (One representative from each program participant for athletics or activities)-fundraising is done in-season for those specific sports

4. Officer Selection/Duties/Length of Term of Officers/Board of Directors
5. Meetings
6. Standing Committees
7. Dues
8. Projects/Fund Raising Guidelines
9. Budget and Fiscal Reporting
  - a. Specific Fiscal Auditing and Accounting Procedures
  - b. Disbursement requires two signatures
  - c. Expenditure Guidelines
  - d. Treasurer Reporting
10. Amendments

### **Finance and Accounting by Booster Club and PTO's**

Booster club and PTO funds and accounts are not School District accounts and shall not be included in the School District budgeting and accounting for annual School District audit purposes. Funds collected by the booster club or PTO shall not be deposited into the School District's student activity accounts.

Booster clubs, may open accounts at local banks. ***When students are involved for fund raising purposes the money MUST be deposited in the club account at school.*** A final financial statement will be handed in to the District Athletic Office immediately following the season or upon request.

Each booster club or PTO shall:

- Require two signatures for any disbursement over \$50.
- Not allow Employees of the School District to be named on any bank account of any booster club or PTO.
- Submit their monthly detailed financial report of expenditures and deposits stating which program(s) participated during that fundraiser throughout the season and revenue within six (6) weeks after the end of the particular sport's season to the District Athletic Director.
- Conduct an annual accounting or audit of its receipts and disbursements and submit a financial or audit report, performed in accordance with generally accepted accounting or auditing principles, to the District Athletic Director or designee by July 31 of each calendar year for the preceding school year.
- Booster clubs affiliated with school athletics and PTOs with gross annual income in excess of \$100,000 are required by New Mexico law, Section 6-5A-1 NMSA 1978, to have an annual audit of their financial affairs.
- Not represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or are legally binding upon any school within the School District or the School District itself. Such a disclaimer shall appear on all purchase orders, contracts or other forms of financial commitment issued by the booster club or PTO.

The officers of each booster club or PTO shall:

- Be responsible for safeguarding any funds raised by the organization
- Ensure that funds are spent only for purposes related to the goals and objectives of the booster club or PTO, and the published or advertised reasons for the particular fund-raising activity.
- Ensure that the organization's bylaws specify a financial accounting system considered adequate under customarily and currently accepted accounting standards.
- It is suggested that the officers of any booster club or PTO who collect or disburse monies for any purpose be provided with a fidelity bond by the booster club or PTO.
- Ensure that Booster clubs and PTOs do not use the School District's tax exempt number for any of their activities.

### **Booster Club/PTO Activities and Fundraising**

Booster clubs and PTO's shall:

- Notify and obtain the approval of the District Athletic Director and coordinate with the site administrator to assure that scheduling of activities and fundraisers does not conflict with school district programs or activities, and that the activity or fundraising project is consistent with the goals and mission of the school or school district.
- All activities and fundraising projects shall comply with School Board Policies, federal, state and local law, and in particular, shall comply with any applicable provisions of the New Mexico Bingo and Raffle Act, NMSA 1978, Sections 60-2F. School employees, including athletic coaches, trainers or sponsors of school- sponsored student groups, shall not act as the primary organizers or spokespersons for any booster club or PTO activity or fundraising project.
- Participation in fundraising activities or fundraising projects by a booster club or PTO shall not be considered as a factor in a student's level of participation in any school activity or athletic program.
- A written proposal is required for any activity or fund-raising project which involves the use of the school or School District name, school or School District mascots or logos, and/or use of School District facilities. The proposal must be approved by the District Athletic Director and coordinated by the site administrator before any final arrangements are made and before the activity or fund-raising project commences.
- Students are allowed to participate twice in outside fundraising with booster club fundraising projects.
- Alcohol shall not be served as part of an approved activity or fund-raising project regardless of where the activity or fund-raiser is conducted.
- Booster clubs and PTOs may make gifts or donations from activities and fund-raising projects to a school or to the School District. When gifts or

donations are made, the booster club or PTO relinquishes all control over the gift, donation or funds.

A written proposal containing the following information shall be submitted to the school secretary and/or activities secretary prior to the activity:

1. Name and phone number of the sponsoring organization and person(s) in charge of the activity or fund-raising project;
2. Type of activity or fund-raising project (i.e. candy sale, carnival, walk-a- thon etc.);
3. Date(s), time(s), and place(s) of the activity or fund-raising project; Purpose of the activity or fund-raising project;
4. The projected goal (in dollar amount) for the activity or fund-raising project;
5. The projected cost of the activity or fund-raising project.

### **Insurance**

Booster clubs and PTOs are encouraged to maintain a general liability insurance policy that names the School District as an additional insured party. If the booster club or PTO elects to remain uninsured, it is at the booster club's or PTO's own risk. The School District cannot and shall not extend its own liability or other forms of insurance to booster clubs or PTOs.

As a condition of a booster club's or PTO's use of the name of the school or School District, school or School District mascots or logos, and/or access to School District facilities as an Outside Club or Group, each booster club and PTO shall agree that the School District will not be liable for injury to the property of the group itself or participants in the group's activities resulting from their participation in the group's activities. Booster clubs and PTOs who use School District facilities shall comply with School Board Policy K-1650, other applicable School Board Policies, the School District safety rules, Section 6.50.17.8 NMSA 1978, and all federal, State and local laws. The School District shall not warrant the suitability of any School District facility or the facility's contents for the uses intended by any booster club or PTO.

**BSD Mission Statement:** *Our **mission** is to provide a quality learning community focused on the unique needs and goals of our students.*

**BSD Vision Statement:** *Our **vision** is to educate our students to be responsible, productive members of a culturally diverse world.*

Signature of Booster Club/PTO President \_\_\_\_\_

Date \_\_\_\_\_