

PURCHASING & BILLING

- All transportation, fees, and equipment purchases must be approved by a head coach and activities coordinator.
- All donations must be turned into the Activities Office prior to ordering.
- When equipment is purchased from donated funds it becomes the property of the school district.
- All equipment orders will be processed by ISD 279 and equipment shipped directly to the district.
- Boosters clubs should not purchase equipment independently or have material shipped to a home if the equipment is to be used by ISD 279.
- An activities coordinator will bill booster clubs for any activity expenditure that exceeds the district budget (examples: transportation, fees for tournaments or games, supplies/equipment, etc.).

Booster-Funded Coach Positions

- Boosters wishing to fund a coach/advisor position must donate money directly to ISD 279.
- Boosters should not pay coaches directly.
- An activities coordinator is the hiring manager for all coaches and advisors.
- Boosters should work with an activities coordinator to determine cost and timeline for submitting payment.
- The donation for coach position should be in place prior to the start of the season and must include an additional 16% to cover FICA, etc. requirements.

DEALING WITH CONFLICT

- The District 279 Conflict Resolution process has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians, and students; and for the resolution of conflicts/issues related to the activities programs.
- The Activities Conflict Resolution Process must be adhered to and can be found in an activities registration packet.

Advertising

Associations and Booster Clubs must follow ISD 279's advertising policy and procedures (#905) and meet with building activities coordinator with any concerns or issues.

Thank You

Osseo Area Schools has a proud athletic, fine arts and activities tradition made possible through the generous and supportive community members. We are thankful for your efforts in working with our community!

OSSEO AREA SCHOOLS

ISD  279

Association & Booster Club Guidelines

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DEFINITION OF BOOSTER CLUB

An association or booster club is an organization formed to help support the efforts of a sport team or organization through a coach/advisor and/or activities coordinator. Support may include, but is not limited to, volunteering time, raising money, and contributing funds to enhance a team or organization's goals and vision.

Booster clubs are not legal components of the school entity and are not allowed to use the ISD 279 tax identification number.

FUNCTIONS OF BOOSTER ORGANIZATIONS

- Prior to the first practice of the season a list of booster club contacts must be provided to a head coach and activities coordinator.
- Organize team events with approval of the head coach or advisor.
- **Banquets**
 - The head coach has sole authority for all facets of the end-of-the-season-banquet, but may delegate aspects to the booster club.
 - Participants must be included in end of the year banquets even if he/she did not provide a donation (see first bullet under What Booster Clubs Cannot Do).
- **Captain's Practices**
 - No coach – paid or volunteer – can supervise captain's practice, but adult supervision is required.
 - Captain's Practices can be scheduled up to two weeks prior to the start of a season by calling the Community Education office.
 - Any questions or concerns regarding Captain's Practices should be directed to the building activities coordinator.
 - Booster clubs are prohibited from directly paying fees for clinics or camps for athletes.

What Booster Clubs Cannot Do

- Boosters should not charge participants fees; boosters should only request donations from parents/ guardians/students.
- Openly discuss or review the performance of the head coach or advisor or staff members.
- Openly discuss playing time issues.
- Withhold resources as a means to influence the direction of the program.
- Serve alcohol during banquets or any student related functions.
- Plan, organize or attempt to implement any off-season training without the direction or approval of the activities coordinator and head coach.
 - Coaches are allowed to work with their teams only during the designated MSHSL season and waiver periods (summer).
- Boosters cannot encourage or recruit athletes from other schools or communities to transfer to ISD 279.
- Per MSHSL rules, a gift to a student participant cannot exceed \$100.00 per student per season.

LEGAL COMPLIANCE

- Each booster club should have its own tax identification number.
- Booster clubs should prepare and adopt constitutions and bylaws.

CONFLICT OF INTEREST

- District personnel may not hold any official position within a booster club organization. Boosters and coaches should review the district's Conflict of Interest Procedure number BA 5001.

FUNDRAISING

- All fundraising activities must comply with ISD 279 policy and procedures number 511.
- No member of the team or organization is required or obligated to fundraise.
- Membership on a team or organization and playing time will not be affected in any way by the amount of money raised by a participant.

ISD 279 FACILITY USE

- Boosters should submit a facility request for the reservation of ISD 279 space via Facilities Scheduling.
 - For questions: Contact Facilities Scheduling at 763-391-7121, or send an e-mail to communityeducationfac@district279.org.
 - For scheduling Information: <http://www.district279.org/community-education/community/facility-scheduling>.
- ISD 279 facility users will comply with Policy 902 – Use of District Facilities and Equipment and related procedures.
- All non-district groups, including Booster Clubs, are required to provide a Certificate of Liability Insurance in the amount of \$1,000,000 and must agree to indemnify and hold harmless the District, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization.