



# BOARD ADMINISTRATIVE RULE

[Return to "K" Section](#)

<b>Relations with Booster Organizations</b>	<b>KJA</b>	<b>4/15/09</b>
---	------------	----------------

## **RATIONALE/OBJECTIVE:**

Booster Clubs are an important part of high school athletic and extracurricular programs in the Cobb County School District (District). Booster Clubs play an important role in supporting, encouraging, and in advancing these programs.

## **RULE:**

Booster Clubs are independent parent/guardian organizations and are not sponsored by schools. In order to protect this independence while safeguarding high schools and the District, the following regulations have been established to govern the operation of all booster clubs that support District high schools:

### **A. GENERAL PROVISIONS:**

1. The creation of a booster club must be approved by the Principal;
2. Questions regarding the following should be addressed to the Principal or designee:
  - a. About individual booster clubs or their activities; and
  - b. From booster club members concerning school or District policy or procedure.

### **B. EXPECTATIONS:**

The primary purpose of Booster Clubs (Clubs) is to support the high school and its programs. To facilitate open communications and a positive relationship between the Club and the school, the following guidelines are provided:

#### **1. Each Booster Club should:**

- a. Have a written philosophy with clear cut objectives to be carried out by the Club;
- b. Submit to the Principal a/an:
  - (1) Copy of its:
    - (a) Constitution;
    - (b) By Laws; and
    - (c) Annual budget, which should be submitted each year prior to the beginning of Club activities but no later than October 1.
    - (d) Quarterly financial reports; and
    - (e) Annual financial report as required in Section c following.
- c. Include in its Constitution procedures for an annual financial accounting and summary report.
- d. Obtain the Principal or designee's written approval for:
  - (1) Each fund raiser and project to be sponsored and/or conducted by the Club;
  - (2) The Club's meeting dates, the meeting site if on campus, and the time of the meeting.
- e. Develop an annual budget with input from the Principal and the coach or sponsor. This budget needs to support program needs that cannot be met by the school.
- f. Comply with all District guidelines pertaining to fund raising activities and Club-sponsored events/programs (i.e., junior program and/or community contests/tournaments/practices/camps) and specifically the provisions of the following Administrative Rules:
  - (1) [DFD](#) (Athletic Concession Monies)
  - (2) [FJA](#) (Construction of/Improvements to Facilities on District Property by Community Organizations or Individuals);
  - (3) [GBCD](#) (Dual Pay);
  - (4) [GCRD](#) (Tutoring for Pay);

- (5) [IJ](#) (Instructional Resources and Materials);
- (6) [IFCB](#) (Field Trips and Excursions);
- (7) [JJE](#) (Student Activities: Fund-Raising Activities);
- (8) [JJIF](#) (Student Activities: Gender Equity in Sports);
- (9) [KF](#) (Use of School Facilities); and
- (10) [KH](#) (Solicitation and Advertising on School Property).

2. **Principals or Designees should:**

- a. Attend all Club meetings;
- b. Assure that coaches or sponsors of each individual activity attend Club meetings and Club-sponsored activities associated with their sport or activity;
- c. Maintain the security of District facilities by not providing junior program coaches and/or community groups with building keys or security alarm codes;
- d. Accept ,on behalf of the school, all gifts or donations given to the school by the Club;
- e. Provide financial information regarding local school or District activity funds, whether fiduciary or discretionary, (official requests made through Georgia's Open Records law should be forwarded to the District Communications Office);
- f. Provide the Club with a signed statement indicating that the Club's gifts/donations will become the property of the school;
- g. Request an audit of Club financial records when he/she deems it necessary.
- h. Enforce these and other District guidelines including the Administrative Rules listed in Section B.1.f. above; and
- i. Disband any Club guilty of gross violation of District guidelines.

Approved: 8/8/07

Revised: 4/15/09