

**LEC-R Booster Organizations**

8/22/13

**RATIONALE/OBJECTIVE:**

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

**RULE:**

Booster organizations 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 organizations that support District high schools:

**A. GENERAL PROVISIONS:**

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

**B. EXPECTATIONS:**

The primary purpose of booster organizations is to support the high school and its programs. To facilitate open communications and a positive relationship between the organization and the school, the following guidelines are provided:

**1. Each booster organization shall:**

- a. Have a written philosophy with clear cut objectives to be carried out by the organization;
- b. Submit to the Principal a/an:
  - (1) Copy of its:
    - (a) Bylaws;
    - (b) Annual balanced budget, which should be submitted each year prior to the beginning of organization activities each school year;
    - (c) Quarterly financial reports;
    - (d) Annual financial report as required in Section C following; and
    - (e) Such other documents and/or reports reasonably requested by the Principal.
  - (2) Annual financial accounting and summary report.
- c. Include in its bylaws requirements for an annual financial accounting and summary report.
- d. Obtain the Principal's or Principal's designee's written approval for:
  - (1) Each fund raiser and project to be sponsored and/or conducted by the organization;
  - (2) The organization'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 organization-sponsored events/programs (i.e., junior program and/or community contests/tournaments/practices/camps) and specifically the provisions of the following Administrative Rules:
  - (1) DFF-R (Grants);
  - (2) DK-R (Student Activities Funds Management);
  - (3) FEAE-R (Construction on District Property Funded by Others);
  - (4) GBRG-R (Non-School Employment);

- (5) GBRGB-R (Tutoring for Pay);
- (6) IF-R (Instructional Resources);
- (7) IFCB-R (Field Trips and Excursions);
- (8) JHA-R (Student Activities Fund Raising);
- (9) KG-R (Use of School Facilities); K
- (10) J-R (Advertising in the Schools); and
- (11) Board Policy IDFA (Gender Equity in Sports).

2. **Principals or Principal's Designees shall:**

- a. Attend all booster organization meetings;
  - b. Assure that coaches or sponsors of each individual activity attend organization meetings and organization-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 or reject, on behalf of the school, all gifts or donations given to the school by the organization (see Administrative Rule DFF-R (Grants));
  - 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's Open Record Officer);
  - f. Provide the organization with a signed statement indicating that the organization's gifts/donations will become the property of the school;
  - g. Request an audit of organization financial records when he/she deems it necessary; and
  - h. Enforce these and other District guidelines including the Administrative Rules listed in Section B.1.f. above.
3. Principals, in conjunction with their respective Area Assistant Superintendent, have the authority to terminate the relationship between the school and the booster organization for a gross violation of District guidelines or for multiple or repetitive violations of District guidelines.
4. Coaches, Faculty Directors/Sponsors should:
- a. Ensure organization activities adhere to this and other applicable Administrative Rules and Board Policies;
  - b. Attend organization meetings and organization-sponsored activities associated with their sport or activity;
  - c. Serve as an ex-officio member of the organization's governing body (Note: No coach, director or sponsor of the sport/activity which the organization supports may serve in a leadership capacity, as an officer, or as a voting member of the organization.);
  - d. Avoid handling any funds associated with an organization (At no time should a coach, director, or sponsor be authorized to use an organization debit/credit card.); and
  - e. Adhere to the requirements of Administrative Rule GBRG-R (Non-School Employment) for any payments received from an organization.

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