

Descriptor Term: BOOSTER CLUBS AND OTHER SUPPORT ORGANIZATIONS

Descriptor Code: KD-P

Date Issued: June 12, 2012

Date Revised:

Organizations that solicit funds, sell products or represent themselves to the school or the greater community as support organizations of the school come within the purview of Board Policy KD and are expected to comply with these procedures. Each such organization is required to be approved annually as a supporting organization of a school or program of Guilford County Schools (GCS) or GCS as a whole.

In order to be approved on an annual basis for the solicitation of funds on behalf of any school, club or team or group within a school, collection of schools or GCS as a whole, the governing body of each such group must submit to the GCS designee the following documents at least 30 days prior to any solicitation, and on or before August 1 of each school year:

1. a signed and notarized Booster Club/ Support Organization Agreement (see attached);
2. by-laws, charter or constitution of the organization;
3. a list of current officers and officers for the year for which the approval is sought (if different);
4. phone numbers and addresses of all officers described above; and
5. evidence of the tax identification number of the support organization and evidence that the organization is a registered or unincorporated not-for-profit organization (unincorporated not-for-profits are described in N.C.G.S. 59 B; at no time may an organization use the school or school system's tax identification number.)

Additionally, each booster club or support organization must submit to the principal and GCS designee the following documentation on or before October 15 of each fiscal year:

1. a fundraising and expenditure plan for the upcoming fiscal year, including all proposed activities planned for the fiscal year; and
2. any changes or amendments to the plan should be sent to the principal and the GCS designee prior to the beginning of any fundraising efforts.

The principal has the authority to reject any fundraising effort in the name of the school.

GCS employees or volunteer coaches of GCS may serve as officers or directors in a support organization that directly supports the activity or sport in which they are directly involved, coach or work within. However, such persons shall not have check writing authority unless the checks require the signature of a second officer who is not a GCS employee or volunteer working for the group receiving the benefit from the support organization.

All purchase orders, bills of sale, checks, checking accounts and other documents evidencing the business of the support organization must clearly be in the full name of the support organization and not in the name of the school, team or Guilford County Schools/Guilford County Board of Education. (Example: ABC High School Booster Club is acceptable; ABC High School Football is not acceptable.)

An official representative of the booster club or support organization shall submit requests for all fundraising activities to the principal for approval in advance. All fundraising activities must be aligned with the goals of the school and GCS. Booster clubs or support organizations cannot require student or parent participation in any activities as a condition of participation in a club, team or sport.

All donations in excess of \$100 from the booster club or support organization or their members, whether material or monetary, must be approved by the principal. Donations must be received through either the school or the booster club or support organization. Coaches and teachers shall not accept donations.

The principal should only accept donations that are in support of GCS goals and do not lead to inequity, especially as it relates to expectations established by Title IX. The principal should reject donations that are not in line with GCS goals or would create a situation of inequity as established by Title IX. If the donation does not support GCS goals or would create a situation of inequity, the principal may choose to reject or delay the acceptance of the donation and release it when areas of concern are remedied. GCS Board policies relating to acceptance of gifts and donations apply to gifts and donations from booster clubs and support organizations.