

# PL

PRIOR LAKE  HIGH SCHOOL  
DAN PATCH STADIUM


## GAME PLAN FOR LAKER ATHLETIC BOOSTER CLUB



The UPS Store




Eugenio






SPEIKER & COMPANY

THE PROFESSIONAL & PERSONAL SERVICES



HopeKids

[www.hopekids.org](http://www.hopekids.org)

 <p>MADDOX MEDICAL</p>	LAKERS 0	38:4	COUGARS 0	 <p>MADDOX &amp; COMPANY</p>
 <p>COSMO ORTHO</p>	T.O.L. 3	QTR 1	T.O.L. 3	
	DOWN 1ST	BALL ON 20	TO GO 10	

# Communication

Open and transparent communication between boosters and coaches is essential. Identify a consistent way for coaches to have input to your booster, and for your booster to have input to the coach/director and school. It is in the best interest of all involved to formalize communications regarding important decisions of fundraising, budget creation, planning, and implementation. Formal communications can include making meeting minutes and financial records available to the public; publishing critical decisions being made, and adhering to a stable annual budget.

- Effective boosters operate in a very collaborative manner. Boosters are not subordinate to district staff, but it's critical that you are aware of and compliant with district policies and operations.
- Boosters are associations or legal corporations separate from the district. Coaches may submit various needs and budget items during the budget approval process, but boosters are not obligated to fulfill funding requests.
- The district is under no obligation to accept donations from boosters. However in the vast majority of situations, as a result of effective two-way communication between boosters and staff and working together toward students' best interests, the district accepts donations and makes agreed upon purchases.
- Programs and sponsorship materials must align with the district policies.

# Budgets

Create an annual budget at the beginning of your organizational year. Stick to this budget, and keep everyone on the same page.

- Create a budget timeline; hold a budget meeting at the beginning of your organizational year to explain the budget and gain membership's approval
  - Determine a request cycle and approval process that will be used for all budget requests. There is no obligation by the booster club to fund a specific request; but to maintain good relationships the approval process for requests should be made clear for all involved.
  - Plan fundraising activities early so they are part of the budget planning process.
  - Submit a fundraiser request to the Activities Director for approval prior to entering into an agreement or fundraising activity.
  - Effective boosters remain consistent to their budget for the duration of the budget cycle. Coaches should not expect or frequently request that boosters spend funds outside of pre-approved budgets.
-

Organized, detailed books provide the financial foundation for your organization.

- Consistent, accurate records make annual tax filings much easier.
- If you manage your own checking account, you are required to use Quicken so information for the audit can more easily be compiled.
- Accountability with your members and the public can be established.
- Future programming and budgeting are accomplished more efficiently by budgeting ahead for the upcoming year.
- Important, required documents and history should be preserved and passed on to new leaders, maintaining the stability of your organization.

It is essential that Boosters handle their own funds, and coaches handle their own funds.

- **Writing checks-** If the booster club is collecting checks for a fundraiser or selling items, checks should be written to the LABC, not to the district, coaches or other individuals.
- **Collection of funds-** It's best practice that monies be collected at schools, not at coaches' homes, whether cash or checks.
- **P-cards** Coaches can use Purchase cards for booster funded purchases with approval from the A.D.



## Fundraisers

### CONTRIBUTIONS /SOLICITATION OF FUNDS

1. Administrative approval is required prior to a team or coach soliciting funds for a contribution that is to be presented to the school. (Especially when gambling or alcohol are involved)
2. Any individual or organization that desires to make a contribution to our school should acquire administrative approval of the appropriateness of the gift prior to the purchase of the contribution.
3. Contributions accepted by the School Board will be used or displayed as deemed appropriate by the administration.

4. All requests for contributions from the Boosters or other organizations should be originated in writing to the Activities Director's office. Often times the district has funds to cover the request. If district funds are not available, a request to LABC should be made.
5. Activity groups and booster clubs are not allowed to solicit or sell advertising space to sponsors at any events that take place on ISD 719 grounds. (Signage/electronic signage are not allowed)
6. Boosters cannot require athletes to participate in fundraising. In addition, booster cannot require families to buy out of a fundraiser. A buy out is always an option but cannot be required. Families have the option of not participating in the fundraiser without penalty.

When a coach/advisor becomes aware of a donation, he/she should ask for a letter from the donor, addressed to the LABC, to be mailed to the activity office. It should include the following:

What the donation is

1. How it is to be used, if specified by donor (site, etc.)
2. Any other useful information

The advisor's/coach's assistance in securing this written information will be appreciated. It will provide correct spellings of names and addresses with which to write the resolution of acceptance. It will also serve as documentation for the LABC treasurer.

Note: The amount of the donation is between the donor and the IRS. We don't place a value on anything except cash contributions – we just verify that equipment, etc. has been donated.

## Donations

The district prescribes how donations are made and recorded. Processes for boosters to donate to student programs should be discussed between booster, school and coach. The district is under no obligation to accept donations from boosters.

Booster fundraisers are tax deductible. LABC has received a 501c3 status from the IRS.

- It is illegal for boosters to raise funds and then distribute the funds to individual student accounts because it would constitute private inurement (benefit). There can be no private benefit to a member of a nonprofit corporation. This can also jeopardize the booster club's tax-exempt status with the IRS. A 501(c)(3) organization that violates the **private inurement** doctrine fails to be operated exclusively for one or more exempt purposes and is subject to revocation of its exempt status.
-

# Advertising

Booster clubs use a variety of advertising to promote their organization's activities and to raise funds. Advertising that is planned for district venues (programs, web site, posters, etc.) must comply with the school district's advertising policy. The policy guidelines are printed in the last pages of the Game Plan. Booster clubs are not allowed to sell or solicit signage for sponsors at any events that take place on ISD 719 grounds.

# Paying for Labor

The district approves a specific number of head coaching/director and assistant coaching positions for each sport or activity. Boosters cannot hire a district employee for additional duties that aren't in their existing contract. Boosters can provide funding for additional positions listed in the contract, but the Working Agreement dictates rates of pay and the full amount of the district's expense (*salary and employer's portion of benefits*) must be donated before contracts get processed.

From a district point of view, we are not going to allow coaches hired directly by boosters to work with our programs. From a non-profit management point of view, it is risky for boosters to become an employer by hiring or contracting with an individual. There is too much potential for liability. The IRS has a complicated set of laws that apply to a nonprofit that becomes an employer, and the amount of work and diligence involved is often unreasonable for small nonprofits.

The best solution seems to be that if a booster agrees that labor needs to be hired, with a foreknowledge of cost involved, and having been preapproved in the budget, the booster donates money to cover the cost of a district-initiated services rendered agreement (*in the case of a person who is not a district employee*). In the case of additional positions listed in the contract, the booster donates money to cover full amount of the district's expense (*salary and employer's portion of benefits*) at the rate of pay dictated by the Working Agreement. Either way, the donation precedes the employment. The activity office will provide the booster group an invoice.

# Banquets

- The head coach is responsible for all facets of the end-of-season awards banquet. The head coach may collaborate with the booster club; however, the program and the agenda must be approved by the head coach.
- The awards given out at the banquet are the sole responsibility of the head coach.
- No alcohol is allowed at the banquets.

## MSHSL Basics (Minnesota State High School League)

- Coaches are allowed to work with their teams as allowed during the designated MSHSL season and the summer waiver period.
- No booster club member may recruit or encourage athletes from another school to transfer to PLHS.
- Booster clubs are prohibited from paying for a student's participation fee or for fees to attend a camp or clinic. This includes dome time at the Savage or Rosemount dome during the off-season. If Dome time is reserved for offseason or captain practice, athletes must be charged a fee that equals the total cost of the rental. (\$150 divided by 15 athletes is \$10 per athlete)

## Equipment Purchases

All equipment (including uniforms) that will be used year to year needs to be a district purchase. A purchase order must be obtained through the activity office prior to the purchase. Booster funded purchases will be paid for by the district and later invoiced back to the booster club. We do this because

- equipment must meet certain standards
- if boosters purchase equipment they own it and the liability that goes with it
- the district has an agreement with Universal Athletics that can bring down costs
- the district does not enter into co-ownership of equipment or supplies with boosters
- Title IX requires similar program of the opposite gender to receive greater than or equal funding for facilities, equipment and uniforms.

Boosters, with foreknowledge of the costs involved, and approval within their budget, can choose to make a donation toward an equipment or uniform purchase. The donation must be approved through the booster's budget process ahead of the transaction. There is no obligation for a booster to cover costs brought before them that have not been preapproved in their budget.

To make a donation

- Contract the Activities Director with a request to provide partial or full funding for uniforms or equipment.
- Activity office will request a quote from Universal athletics. Boosters will be invoiced for all or a portion of the purchase upon arrival of the goods.

## Captains' Practices

- Captains' practices may be scheduled two weeks before the start of the season.
-

- Supervision by adults who are not coaches is required at captains' practices.
- No coaches- paid or volunteer- can supervise captains' practices.
- Student participation cannot be mandated or required.
- Volunteers working/supervising our kids for captains practice need to have a background check completed.
- Check with your activities director regarding duties of volunteers at captains' practices.

INDEPENDENT SCHOOL DISTRICT 719 PRIOR LAKE - SAVAGE AREA SCHOOLS 605.3  
COCURRICULAR BANQUETS, FUNDRAISERS AND SOCIAL EVENTS

I. PURPOSE Banquets, fundraisers, and other activities or social events which involve district students and which are publicized as being associated with school district sponsored co-curricular activities, are regarded as extensions of the school district activity program. II. DEFINITIONS III. GENERAL STATEMENT OF POLICY Banquets, fundraisers and social events are subject to the following:

1. Planning and supervising co-curricular associated activities, which will be attended by students, will be the responsibility of the activity advisor or coach in cooperation with any sponsoring booster club representatives, under the direction of the Activities Director.
2. Publicity regarding such activities which students will attend must be approved by the advisor or coach. "Social hours" which include the use of alcoholic beverages shall not be held in association with the event.
3. Immediately preceding, during or following a co-curricular associated activity, which will be attended by students, alcoholic beverages shall not be used in association with the event.
4. No school district funds shall be used to fund such events. Any costs must be paid by individual participants, fund-raisers or contributions from booster clubs or other private sources.
5. Fundraisers that involve district students and that are publicized as being associated with the school district must operate in compliance with Fundraiser Policy 511. Fundraisers that require state licenses or permits to operate are forbidden unless explicitly granted approval by the superintendent.

Parent "Booster Clubs" for co-curricular associated activities are encouraged to avoid as part of their activities, conspicuous use of or publicity which includes promotion of alcohol or tobacco use.

School Board Adoption: December 15, 2014



## POLICY 904

### INDEPENDENT SCHOOL DISTRICT 719 PRIOR LAKE - SAVAGE AREA SCHOOLS 904

#### DISTRIBUTION OF INFORMATION ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS AND EMPLOYEES

##### I. PURPOSE

The intent of this policy is to avoid using students, employees and school patrons as a captive audience, to avoid disruption of the learning environment, and to ensure that the school district, its employees, and students are not burdened or offended by information provided.

##### II. DEFINITION

Partnership is defined as a mutually beneficial arrangement that can be a single event or a continued relationship over a period of time.

##### III. GENERAL STATEMENT OF POLICY

Non-school agencies or persons shall not be permitted access to students, employees, staff, school visitors, school buildings, or school sites for the purpose of distributing literature and materials, posting signs, use of electronic sign boards, soliciting donations, promoting products/private interests or recruiting volunteers. The Superintendent of Schools or designee is urged to interpret this policy strictly. Exceptions may be made when, in their judgment, the best interests of the students will be served. In case of differences of opinion, the decision of the Superintendent of Schools will be final. The school district retains the right to permit access for its own programs, for those of an individual school or school group such as PTC or student council. Partnerships may be promoted for the duration of the event or partnership. The district shall not incur any costs associated with providing public information identified by statute to businesses or organizations or for any materials produced or distributed within the district by another organization. Materials or information produced by or on behalf of employees that are not part of the school's official curricular or co-curricular programs may not be distributed to students, parents, or other employees.

School Board Adoption: April 13, 2015

An Equal Opportunity School District

POLICY 706

INDEPENDENT SCHOOL DISTRICT 719 PRIOR LAKE - SAVAGE AREA SCHOOLS

706 DONATIONS AND GIFTS

## I. PURPOSE

Donations and gifts given to ISD 719 from individuals, organizations, and businesses of the school district, or from others in any way affiliated with the school district, are vital in supporting programs and activities of the school district. The School Board is appreciative of donations and gifts given and will acknowledge donations and gifts publicly unless requested otherwise by the donor. It is the purpose of this policy to clarify the conditions under which donations and gifts will be received.

## II. DEFINITION II.

### GENERAL STATEMENT OF POLICY

#### Conditions for Receiving Donations/Gifts

It is understood by the school board and the donor that all donations and gifts to ISD 719 are made unconditionally and in no way commit the school district to further favorable conditions towards the donor.

The school board retains the right to accept or deny any donations and gifts. The school board will give consideration to the wishes of the donor or gift-giver in the use of the donation or gift.

The school board retains the right to comply with, modify, or deny the wishes of the donor or gift-giver.

In determining acceptance of a gift or donation, the school board retains discretion over the expenditure and use of the donation or gift.

If there is an issue identified related to the proposed donation, the administration will communicate, in advance of board acceptance of the donation, with the donor regarding the issues of the donation.

All donations and gifts made to the school district are subject to the limitations set forth in Minnesota statutes or federal law.

Process for Giving Donations/Gifts Those interested in making a donation or giving a gift to the district are directed to contact the appropriate school administrator or the school district's superintendent.

Donations being considered for approval will generally be brought to the school board on the consent agenda for approval during regular school board meetings. If the donation or gift requires a full board discussion, the donation or gift will be on the new or unfinished business portion of the agenda during the board meeting.

Donations and gifts will be acknowledged by the school board after the board has taken action to accept the donation or gift by a written thank you from the superintendent or designee.

School Board Adoption: May 24, 2010

An Equal Opportunity School District

---