

## **BOOSTER CLUB GUIDELINES**

**July 27, 2006**

The University Interscholastic League is the governing body for Texas Athletic Programs. EPISD is a member of UIL and as such follows the rules and regulations of the organization. Under UIL the Superintendent is solely responsible for the entire UIL programs under his/her direction. All school activities, organizations, events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within the framework prescribed by the school administration.

Booster clubs should consider the items listed below in order to operate within the University Interscholastic League Rules, to comply with state laws, and to ensure the eligibility status of the athletes and programs.

### **ORGANIZATION:**

- The superintendent or campus principal has the authority to recognize and allow booster clubs to hold meetings and conduct activities on school campuses. The superintendent or his designated administrator should be an ex-official member of all booster organizations.
- Booster clubs have no authority to direct a coach, band director, or sponsor of a University Interscholastic League event in any of his or her duties. The schedule of contests, the rules for participation, the method of earning letters, and all other criteria dealing with the interschool programs are under the jurisdiction of the local school administration.
- Officers should become familiar with UIL and EPISD Rules and Regulations regarding booster clubs and make certain the booster club's actions are within those Rules and Regulations.
- The election of booster club officers should be done on a systematic basis. Allowances should be made so that anybody can be nominated and have a chance to be an officer in the program.
- When booster clubs are organized, it is a good policy to have more than one person handling the funds and signing for checks.
- An auditing committee should be set up by the booster club to have an annual audit or seasonal audit. Audit members should not include officers that hold positions that handle the booster club financial transactions. Periodic financial statements should be presented to the general membership. These financial statements should be to the point and cover all receipts and expenditures in an itemized form.
- Careful minutes should be taken at each meeting to include financial and budget reports. These minutes should be kept on file at a place provided by or approved by the school administration.
- All meetings of booster clubs should be public meetings. Sometimes a clique of community members decides to have a project and meets in a small, selective group to plan or discuss that particular project. If this activity is in the initial stages, it needs the input of all members even though all members cannot be present or will not come, they need the opportunity to do so.
- Upon disbanding of a booster club it is recommended that all residual funds be donated to the school to avoid open accounts.

### **FUND RAISING:**

- Fund raising projects are subject to state law in the same way that PTA and other school related organizations are subject. Nonprofit status through IRS might have to be obtained.
- Fund-raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
- Money given to the school cannot be ear marked for any particular request. Certainly, the booster club can suggest or recommend how it would like the money spent, but the club cannot require the superintendent and/or campus principal to spend the money in any certain way. The gift of cash or other valuable consideration would be up to the school to use at its discretion.

- Individuals who actively coach or direct a UIL activity should serve in an advisory capacity to the booster club and should not have control or signature authority over booster club funds, including petty cash, miscellaneous discretionary funds, debit cards or credit cards. Coaches' wish-lists should have received prior approval from school administration before submission to boosters.
- Community-wide sales campaigns must be studied carefully to insure that the projects sponsored provide dollar-value for items sold, and to insure that most of the money raised stays at home; otherwise, outright donations are often more rewarding than letting the major part of the money go to outside promoters in fund raising schemes.
- Any community-wide sales campaigns should be cleared through the superintendent or principal. This will help to correct any conflict that may arise from various clubs, such as the annual staff, senior class, drama club, etc., who might also be trying to sell various merchandise at the same time.
- Fund-raising activities should be initiated and carried out by booster members and not the sport coach.

#### **DISBURSEMENT OF DONATED FUNDS:**

- Funds are to be used to support school activities. To provide such funding for non-school activities would violate UIL rules and the public trust through which funds are earned.
- **Booster clubs cannot give anything to students, including awards.** Check with school administrators before giving anything to a student, school sponsor or coach. Schools must give prior approval for any banquet or get-together given for students.
- Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. Cash gifts to coaches are not recommended by EPISD.
- Reimbursements to coaches are not allowed.
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for out-of-town meals. It would be a violation for booster groups or individuals to pay for such costs directly. **All money or merchandise donated to the school must be turned in to the business office and receipted.**
- The booster club may donate personal property instead of cash (to the school, not the student). Examples include, but are not restricted to, uniforms, t-shirts, sports travel bags, instructional incentive supplies, etc. All donations become property of the El Paso Independent School District. Funds deposited as donations are not subject to refund. Personal property received as a donation will not be returned. Donations which result in landscaping and/or building modifications must be approved by the Operations Department. Bulletin #1 is used for these types of activities.

#### **AMATEUR RULE**

- All booster groups and individuals should be aware of the Amateur Rule and the seriousness of violating the rule.
- The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. Student athletes are prohibited from accepting valuable consideration for participation in school athletics—anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.