

Actions Booster Clubs Should:

- Volunteer time and raise money.
- Contribute funds to better enhance the team or organization's performance.
- Print promotional items like team schedules and programs (subject to approval by the head coach/AD).
- Organize team events, such as team meals. Listen and work closely with the head coach.
- Discuss as official business any item that meets the definition or function of a booster club as outlined on the previous page.

Actions Booster Clubs Should Not:

- Openly discuss or perform a performance review of the head coach or coaching staff.
- Review the performance of a coach. Staff evaluations are solely the responsibility of the school district.
- Openly discuss playing time issues.
- Connect funding to playing a role in hiring or firing of coaches or directors.
- Offer up a petition by booster club members to hire/fire a coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach.
- Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.
- Organize a off-season camp using the school name without consent of the School and the Head Coach.

Banquets

- The head coach is responsible for all facets of the end-of-season awards banquet. The head coach may delegate these responsibilities to 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.
- Alcohol should not be present at banquets.

Advertising

- The Activities office **must approve** all advertisements in printed programs or other print materials for events. Please email or fax a copy of your ads for approval prior to printing.
- The Activity office reserves the right to pull programs that have not been approved or are not consistent with district values.

Fundraisers

- Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs.
- Be aware that membership on a team and/or playing time is not affected in any way by the amount of money raised by a participant.
- Booster club donations should be refunded to students who do not make the final roster.

Booster Clubs Sponsored Captains' Practices

- No coaches — paid or volunteer — can supervise captains' practices. Adult supervision is required at captains' practices.
- Captains' practices may be scheduled up to two weeks before the start of the season. Student participation should never be mandated or required.

MSHSL Basics

- Coaches are allowed to work with their teams only during the designated MSHSL season and the summer waiver period.
- Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic.
- Visit the Minnesota State High School League website for more information, www.mshsl.org.

Thank You!

This document was created to set guidelines for communication between booster clubs and our high school program. It is meant to be a tool used to better relationships, clarify procedures and rules, and set the stage for a successful season.

Parents, without your help we would not be able to provide quality activity programs for all Duluth Public Schools students.

Thank you.

For more information, visit isd709.org

Duluth Schools Activities Offices

Denfeld High School
(Phone) 218-336-8830 - AD x1948
East High School
(Phone) 218-336-8845 - AD x2151
Lincoln Park Middle School
(Phone) 218-336-8880
Ordean East Middle School
(Phone) 763-506-6821

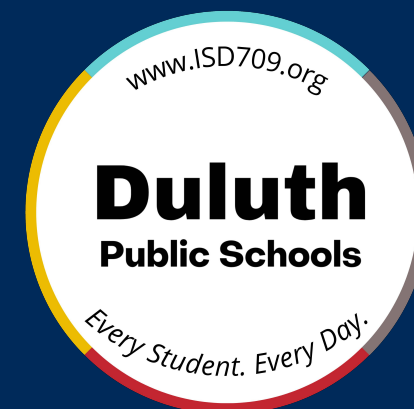
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Duluth Public Schools Activities

Booster Club Reference Guide



A reference guide
for Booster Clubs on
guidelines & procedures
required by:
Duluth Public Schools



Purpose of Booster Clubs

A booster club is defined as “an organization that is formed to **help support the efforts of a sports team or organization**. Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team or organization’s performance.”

Title IX Compliance

Title IX regulations prohibit aiding and perpetuating discrimination by “providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students.”

Communication/Conflict Protocol

This communication protocol was developed to help promote direct communication so problems and concerns can be addressed quickly, efficiently, and effectively between parties involved.

COACH/ADVISOR/DIRECTOR

Students are encouraged to express their concerns directly with their coach/advisor. Parents can contact the coach/advisor via email or telephone.



VARSITY HEAD COACH/HEAD ADVISOR

If the concern is not resolved, then the student and parent should discuss the matter with the activity's Varsity Head Coach/Head Advisor. If the head coach/head advisor is the person you contacted previously, please proceed to the next step.



ACTIVITIES DIRECTOR

If a student or parent is dissatisfied with the response from the Head Coach or Head Advisor, please contact the Activities Director at your school.



PRINCIPAL

If you still have concerns after speaking with the Activities Director, please contact the Principal at your school.



ASSISTANT SUPERINTENDENT

If your concern has not been resolved through the Principal's office, please contact the Assistant Superintendent Office - 218-336-8739

Getting Started

Define your mission: Your mission statement should define who the booster is, why you exist, who will benefit from your work and what your core priorities and activities are.

Choose a name: Check for name availability and reserve your booster club name with the Minnesota Secretary of State Office – www.sos.state.mn.us.

Enlist and Elect a board of directors: At minimum you will need to have a President, Treasurer, and Secretary. It is also recommended to have a Vice President and chairs for your various activity committees.

Notify the school/administration: Please provide the Athletic Director at your school with your new booster club information.

Legal Compliance

Each Club will remain in good standing with State and Federal Laws to be recognized as a “Booster Club” by the district.

Obtain a Federal Tax ID #:

Organizations must be incorporated before applying for Federal ID # (EIN). When opening bank accounts, you may be asked to provide your EIN.

Complete your Articles of Incorporation:

The articles establish the existence of your new nonprofit organization. The Minnesota Council of Nonprofits website has templates for creating your Articles of Incorporation.

Develop your Bylaws:

How your organization will run on a day to day basis is defined in the bylaws. The roles of the board members are explained and the rules of how the organization will operate are defined in the bylaws.

Incorporate as a Nonprofit Organization:

File your Articles of Incorporation with the Minnesota Secretary of State. This can be done online and there is a small fee.

501c3 – Income Tax Exempt:

A 501c3 is a specific type of public charity that has gained permission from the IRS to raise money from the public for an approved purpose and is exempted from paying federal income tax. Applications and annual filings are required.

File form 1023ez to be an exempt organization.

Charitable Organization:

An organization that solicits or intends to solicit contributions from Minnesota residents in excess of \$25,000 are required to register with the Charities Divisions of the Attorney General's Office.

Suggested Practices for Finances

- 1) Treasurer report should contain all transactions that took place prior to the meeting.
- 2) Finances of each club should be open to all members
- 3) A paid coach should not have check writing authority.
- 4) It is vital that **two people** should be involved in the authorization and signing of any check.
- 5) All purchases must go through the school district (see below).
- 6) At least two members should tabulate all funds collected.
- 7) Boosters may not use Duluth Public Schools' Tax ID or Tax Exempt Numbers.
- 8) For the purpose of good communication with families, Duluth Public Schools may need to request tax statements, receipts, expenditures, and balances.
- 9) Boosters should not pay any coach directly or play a role in the amount a coach is paid.

Purchasing

Booster clubs wishing to purchase equipment for their teams must go through the head coach and the activities director for approval. **Boosters clubs should not purchase equipment independently.** When equipment is purchased from donated funds it becomes the property of the school district.

After approval, the booster club should donate the funds to the activities department, specifying its purpose. The activities office will then complete a purchase order. All equipment and supplies must be shipped to school office.

The activities department cannot give out the school district tax-exempt number. Sponsors making donations must follow the above process for purchasing equipment.

Billing to Booster Clubs

All transportation, fees, and equipment purchases must be approved by the head coach and the Activities Director.

Prior to the trip the activities department will bill booster clubs for bus transportation that exceeds the district budget.

The activities department will bill booster clubs for any fees for tournaments or games that exceed the given district budget.

The district may bill booster clubs for supplies/equipment that exceeds the district budget. All donations must be turned into the Activities Office prior to ordering.