

**Aztec Municipal School District (AMSD) Policy: RELATION WITH BOOSTER ORGANIZATIONS**

**Policy Purpose:**

The Aztec Municipal School District (AMSD) recognizes and values the critical role Booster Clubs play in supporting and enhancing the experiences of our student-athletes. This policy establishes clear expectations and guidelines to ensure transparency, equity, and accountability, while fostering strong partnerships between the district, families, and our community to best serve our students.

**I. Partnership Statement**

AMSD is committed to working collaboratively with Booster Clubs to ensure that:

- Student-athletes are supported holistically, with their needs prioritized.
- The district, coaches, parents, and booster organizations work together to create a unified and positive experience for all student athletes.
- Booster activities are aligned with the mission and policies of the district, while respecting the role of parents in supporting their children's athletic participation.

**II. Definition of "Booster Club"**

For this policy, "Booster Club" refers to all volunteer parent organizations that operate to support AMSD school programs, excluding all Parent-Teacher Organizations (PTOs). Booster Clubs may support athletic/activity teams, extracurricular groups, and related school functions.

**III. Guidelines for Booster Clubs**

**1. Formation and Approval**

- All Booster Clubs must be introduced to the school athletic director, the school principal and the AMSD Superintendent (or designee).
- Approval is valid for one academic year and requires annual reauthorization.
- Booster Clubs must submit:
  - A constitution and by-laws.
  - Current officer and board member contact list.
  - Documentation of non-profit status or tax designation. (ie 501c3)
- All Booster clubs, regardless of tax status, must be utilized for AMSD sponsored events Only.

**2. Onboarding and Orientation**

- Each incoming Booster Club will receive the AMSD Booster Club Packet at the beginning of the season mandatory meeting:
  - An AMSD Booster Standard Operating Procedures (SOP) Manual.
  - A New Booster Board onboarding checklist for clear guidance on operations and expectations.
  - An AMSD Booster Monthly Financial Report
  - An AMSD Booster End of Year Transition Report
  - Sample 501c3 By Laws
- The Athletic Director will host:
  - A mandatory start-of-season (fall, winter, spring) meeting with appropriate sports coaches and booster boards to discuss finances, budgets, and coaches' needs and wants for the season.
  - An end-of-season review meeting for reflection and planning.
- All Booster Presidents will meet with their respective head coach prior to the season to create their financial plan in relation to needs and wants and monies involved.
- Booster Presidents will then meet with the AMSD Athletic Director to discuss Coaches needs/wants. The AD will inform the Booster what the district will purchase, or supply based on budget.
- The Booster will then meet with the Coach to discuss fund-raising activities for any items not supplied by the district.
- The booster will update the AD of any fund-raising activities that are scheduled or introduced.
- Any fund-raising activities involving students must be approved by the Coach and the AD and the board of education.
- Approved fund raisers must abide by NMPED PSBA Supplement 18-Student Activity and Athletics.

### **3. Participation & Governance**

- AMSD acknowledges that some of the strongest school support comes from groups such as Booster Clubs and other organizations. These groups provide the opportunity for not only the parents, family members and friends of our students, but also other concerned community members to participate in the activities and events of our schools. We recognize that these groups are an important part of the success of the interscholastic and extracurricular programs in AMSD. We believe that having close communication between groups and the district will ensure that the goals of our district are achieved. Therefore, AMSD supports and encourages the formation of these groups and hopes that the groups will continue to contribute to the success of AMSD.
- Most groups have been or may be created to promote a specific sport, fine art or cause. These groups consist of parents (or other student family members and friends) and community people dedicated to:
  - Supporting, encouraging and advancing the interscholastic and extracurricular programs and related activities of the school district, thereby cultivating clean wholesome school spirit, promoting good sportsmanship and developing high ideals of character.

- Promoting projects to improve facilities and equipment, providing tools or supplies and other items necessary to provide adequate interscholastic and extracurricular programs for the school district.
- These groups should not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the interscholastic and extracurricular programs of the schools of the districts.
- AMSD does recommend that no family hold board positions in more than **two** Booster Clubs at the same time to promote broad community involvement.
- School administrators have a legal and social responsibility to be involved in every aspect of private and organized fundraising contributions, and donations that are connected to their programs.
- The staff member sponsoring the booster club is responsible for ensuring that the booster organization follows all district policies and procedures.
- Booster clubs must follow NM Law and all applicable district guidelines, including those pertaining to fundraising and advertising.
- All booster clubs must adhere to NMAA Guidelines and Restrictions for Booster Clubs.

#### **4. Student Participation in Fundraising**

- Any student athlete participating in an AMSD school sponsored sport/event, may participate in Booster fundraising events.
- These events must be approved by the coach, the athletic director and the school board in advance as per NMPED PSAB Supplement 18-Student Activity and Athletics.
- All funds raised from these events must be documented in the monthly transaction report and filed with the AD each month.
- Fundraising efforts must not interfere with instructional time

#### **5. Student-Athlete Status Clarification**

- While participating in AMSD district-sponsored events, including but not limited to, fundraising, community, activities and athletics, student-athletes are representing AMSD and must adhere to its policies and procedures as well as state policies.

#### **6. Financial Accountability**

- To comply with federal and state law and regulation, Booster Clubs which are associated with an activity or event governed by Title IX of the Education Amendments of 1972 shall have all funds and financial transactions reported to the district. All funds and financial transactions of Booster Clubs shall be subject to all federal and state laws and regulations, Board of Education Policies, and administrative procedural directive.
- Booster Clubs must submit **monthly bank statements** or **financial reports** to the Athletic Director during their respective seasons. The monthly financial report will be supplied to each booster in the Booster packet presented at the beginning of the season meeting.
- All Booster Clubs, regardless of tax status, must maintain proper financial records in accordance with NMPED PSBA Supplement 18-Student Activity and Athletics
- Clubs must maintain a separate bank account with dual signatures required for all disbursements.
- No AMSD employee or Board member shall serve as Booster Treasurer or lead fundraising/accounting efforts.

- All funds and transactions are subject to AMSD policies, Title IX regulations, state and federal laws.
- Fundraising events must comply with state gaming laws (Bingo and Raffle Act 60-2F-1, Sections 60-2F-1 through 60-2F-26 NMSA 1978, etc.).
- Donations to the district by a Booster Club become district property upon delivery.
- The athletic director as well as the AMSD financial department will also have transparency with Booster and Coaches regarding budgeting, uniform rotation and safety necessities.
- Monthly financial reports from the District will be available upon request from the AD.
- Any equipment deemed as a necessity due to Safety Regulations for any sport, will be the financial responsibility of AMSD. This will include but is not limited to:

**Football:**

Helmets

Shoulder Pads

Hip, Thigh, Butt, Knee Pads/Girdles

Goal Post Pad

**Volleyball:**

Knee Pads

Standard Pads for Metal Poles

**Soccer:**

Shin Guards

**Wrestling:**

Headgear

Wall Pads

**Baseball/Softball:**

Batting Helmets

Catchers Gear

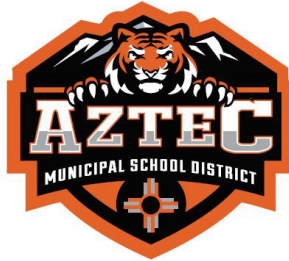
**Cheer:**

Floor Mats for Stunting

- Stipend provided to any person affiliated with the school shall require approval by the district and shall be submitted to the AMSD Finance Department in a manner that shall not cause a violation of Title IX.
- Booster clubs may donate funds and/or supplies to a school or to the school district. When these donated funds/supplies are deposited/received in a school district account, the Booster Club is no longer responsible for those funds/supplies or how they are used by the district, unless specifically earmarked. Funds donated shall be used in a manner that shall not cause a violation of Title IX.

**7. Use of AMSD Logos & Branding**

- Booster Clubs must use district-approved logos and branding materials in all communications and promotional items.
- All approved logos will be supplied in the Booster packet to be distributed at the beginning of the year meeting.



#### **IV. Compliance and Auditing**

- The Superintendent reserves the right to audit any Booster Club's financial records at any time.
- AMSD reserves the right to refuse to work with any Booster Clubs that fail to comply with AMSD policy, exhibit financial irregularities, or otherwise violate district guidelines.
- Upon dissolution, Booster Club assets will be distributed according to the club's by-laws.

#### **V. Expectations for Communication & Collaboration**

- Booster Clubs are expected to communicate openly, respectively and regularly with coaches, the Athletic Director, and school administrators.
- Booster activities should complement the mission of AMSD, enhance student experiences, and promote community pride.

#### **Approved Date:**

**Adopted by the AMSD Board of Education: [Insert Date]**

**Effective: [Insert Date]**

~~An organization of parents or community leaders affiliated with a school shall develop a constitution and/or bylaws. Those documents shall be approved by the principal, in writing, and be filed in the principal's office. The document shall contain the following:~~

- ~~• The name of the organization.~~
- ~~• The objective of the organization.~~

• Eligibility for membership and membership enrollment procedures.

• Officer selection, election procedures, and duties of each officer.

• Principal or designee shall serve as ex officio officer of the organization.

• Specific fiscal auditing and accounting procedures established by each organization with an end-of-year financial statement presented to the principal one (1) week after the close of the school year. The disbursements must require the signature of two (2) persons, other than coaches/sponsors, designated by the membership in accordance with accepted practices.

• The statement, "This organization shall abide by all School Board and administrative policies and procedures."

• Business shall be conducted in open meetings, with adequate notification of all meetings to all members and a summary of the proceedings shall be kept on file. A copy of the summary of proceedings shall be placed on file in the principal's office within one (1) week of all meetings.

• Any activities or fund-raising projects initiated by the organization and which involve the use of the name of the school must be proposed, in writing, and be authorized by the principal prior to the activity commencing or any final arrangements are made. If students are involved in the fund raising, prior Board approval must be received.

• Members of the faculty/staff, i.e., sponsors, may not be involved in the financial end of the organizations/clubs in anyway, i.e., they may not order items, collect monies, or sign checks for the organizations/clubs. They are not to be involved in sales in any way.

• All fund raising and expenditures that are not sanctioned by a recognized booster organization or parent group, must comply with all fiscal accounting procedures for activity funds as outlined in the District "Business Office Manual".

• Purchases for school athletic programs must follow District guidelines.

*Adopted:* date of manual adoption

CROSS REF.: [JFE](#) Student Fund-Raising Activities