

# Purpose and Role 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 for the “enhancements” that help the team. Booster clubs play a key role in supporting Mahtomedi Activities in many ways, and we are very thankful for the positive contributions booster clubs provide to our programs.

**Internal Booster Clubs** are clubs that exist within the School District whose activities and funds are under the direct control of the School District.

**External Booster Clubs** are clubs that exist outside of the School District. These clubs operate as separate entities, control their own funds, and have their own bank accounts.

## Getting Started

- 1) The School District encourages all booster clubs to organize as a 501(c)(3) Non-profit.
- 2) Each booster club should have elected or appointed officers in accordance with 501(c)(3) regulations. If a booster club is not set up as a 501(c)(3) organization, the officers of the club should include a president, a treasurer, and a secretary.
- 3) Prior to the first practice of each season, each booster club president must provide the names and contact information of each club officer to the Activities Director.
- 4) Booster clubs should have meetings open to the public, follow a set agenda, and record minutes of each meeting.

## Booster Clubs MAY

- Volunteer time and raise money.
- Print promotional items like team schedules, programs, and yearbooks (subject to approval by the head coach and the activities office).
- Organize team events, such as pre- or post-game dinners or social events during the season.
- Listen to and work closely with the head coach, as the head coach is the director of the sports program.
- Discuss as official business any item that meets the definition or function of a booster club as outlined above.
- It is not the role of boosters to evaluate coaching staff or critique skills or abilities of student-athletes.
- Assist the head coach in the end of season banquet and awards. (The head coach is responsible for all facets of the end of season awards banquet and may ask the boosters to assist.)

## Booster Clubs MAY NOT

- Openly discuss or conduct a performance review of the coach, advisor, or director.
- Review the performance of a coach, advisor, or director funded by the booster club. Staff evaluations are solely the responsibility of the school district.
- Openly discuss playing time issues.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach or advisor.
- Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.

## Legal Compliance for Booster Clubs

Booster clubs that are not set up as non-profits will need to demonstrate to the School District that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for-profit corporation, partnership or individual.

- 1) Each booster club must remain in good standing with State and Federal Laws to be recognized as a “Booster Club” by the School District.
- 2) To remain in good standing, each **External Booster Club** should do the following:
  - a. Obtain a Federal Taxpayer Identification number, a State Employer’s ID number and if appropriate, a State Seller’s Permit Number (Sales Tax).
  - b. To comply with applicable charitable laws and fundraise in the State of Minnesota, the booster club will need to: become Incorporated in the State of Minnesota as a nonprofit corporation, register with the State Attorney General’s Office as a charitable organization, request recognition from the IRS as an exempt organization by filing Form 1023, annually file a form 990 or “post card” filing as applicable with the IRS and annually file Charitable Organization Annual Report with the Minnesota Attorney General’s office.
  - c. Provide the School District with a copy of the appropriate annual tax/reporting returns filed with the appropriate Federal and State agencies.
- 3) **Internal Booster Clubs** are prohibited from operating charitable gambling activities, including raffles. They may, however, participate in charitable gambling activities, including raffles, if organized and operated by licensed gambling establishments. In addition, all fundraising activities must be approved in accordance with School District fundraising policies.
- 4) Booster clubs shall not keep individual fundraising accounts for students. All fundraising shall be for the benefit of the program as a whole. Please see IRS guidance

on Exemption Requirements for 501(c)(3) organizations.

## Minnesota State High School League (MSHSL) Basics

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- Booster club activities and fundraisers must be in compliance with MSHSL policies, including Title IX and student eligibility.
- Coaches are allowed to work with their teams only 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 Mahtomedi High School.
- Booster Clubs are prohibited from paying for an athlete's sport participation fees or for fees to attend a camp or clinic.

## Fundraisers

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- All fundraising should be discussed with the head coach and be agreed upon before any fundraising takes place. Fundraising efforts should be put toward such things as banquets, carbo loads, etc.
- Parents can't be required to pay a booster fee.
- Boosters are not allowed to use the Mahtomedi School District Tax Identification number.
- Fundraisers should be approved through the activities office by completing the "Request for Fundraising Activity" form, which is completed by the coach and turned into the athletic office.
- Be aware membership on a team and/or playing time is not affected in any way by the amount of money raised by any individual or group.

## Advertising

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- District 832 must approve all advertisements prior to printing programs for events. Please complete the School District's Request for Advertising form and submit for approval to the Athletic Director's office two weeks prior to printing.

- Advertisements for school activities should be consistent with School District values and Policy #906.
- The School District reserves the right to remove programs that have not been approved or are not consistent with district values.

## Purchasing

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- Booster clubs wishing to purchase athletic equipment for their teams must go through the head coach and the district athletic department. When equipment is purchased and donated to a sport team it becomes property of the school district.
- These funds are donated by the boosters to the athletic department specifying its purpose with the school placing the purchase order for designated items.
- All equipment should be shipped to the school, not a booster clubs home.
- Please note the school district cannot give out the tax-exempt number.

## Thank You

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

Parent involvement in booster clubs makes a tremendous contribution to the programs we offer. Without your help we would not be able to provide quality programs for all Mahtomedi students. **Thank you!**

## Mahtomedi High School Activities

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## Booster Club Guidelines

A guide for Booster Clubs on policies and procedures required by Mahtomedi High School

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