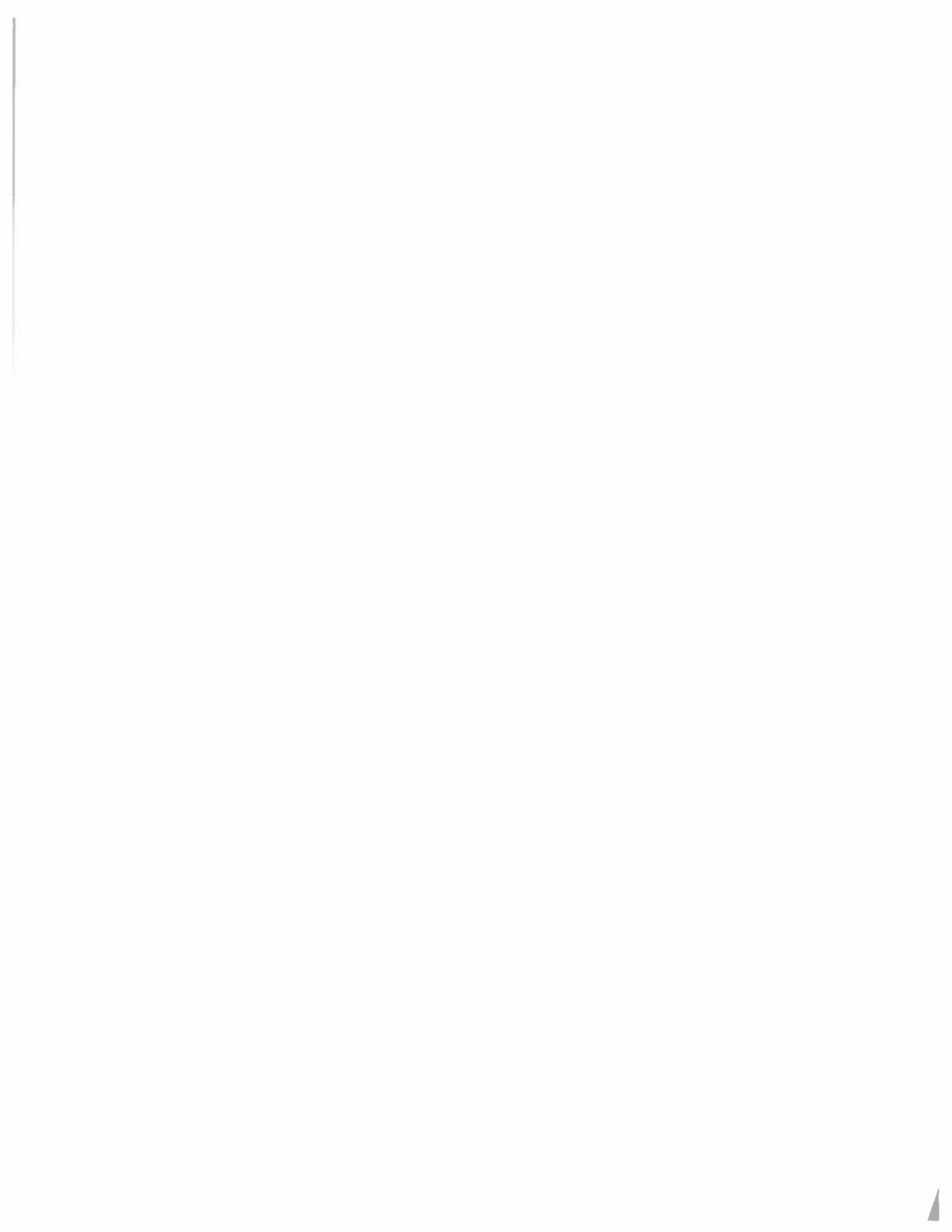




Skowhegan area High School Athletic Booster Club Policy

Athletic Booster Clubs at Skowhegan Area High School are entirely voluntary and exist for the single purpose of enhancing and enriching the competitive sports programs for the students. The primary function of booster clubs is to provide manpower and funds used to augment the various programs which remain under the complete control and direction of the school department and its administration.

1. Booster organizations are to submit to the athletic director a list of all officers. This list should include addresses and phone numbers (both home & work)
2. Minutes of all regular meetings are to be kept and forwarded to the athletic office as soon as possible to insure open lines of communication. (See attached sample)
3. Any concerns about the athletic program should be addressed through the school department's chain of command starting with the coach, athletic director and principal.
4. The head coach is encouraged to attend as many meetings as possible and shall be involved with all decisions that involve his/her team. All decisions made in regard to a team must have the endorsement and support of the head coach and the school administration.
5. The athletic director shall be notified, in advance, of all fundraising activities such as raffles, sale of merchandise, bottle drives, etc. This is very important to avoid duplication of effort since student government and other teams & clubs are involved with fundraising.
6. All major fundraising activities such as exhibition games, tournaments etc must be cleared through the athletic director well in advance of the activity. This is necessary to avoid conflicts with other activities and to ensure compliance with MPA rules and regulations.
7. A list of the booster club's expenditures should be sent to the athletic director at the end of the sports season. The spending of booster club money is solely at their discretion but the athletic director will be kept informed of major expenditures in order to facilitate ordering. The ordering of all items used by our athletic teams must be done via the athletic director. Booster clubs are encouraged to spend their funds towards projects and items that will have a long term and lasting impact on their sport and the entire athletic program.



Adopted: February 4, 1993
Reviewed: November 21, 2002
Revised: March 3, 2005

FILE: JJE

FUND RAISING

**Student Clubs, Activities, and Organizations,
Support Groups, and Outside Charities**

It is the purpose of this policy to establish guidelines for fund raising activities conducted by or for MSAD#54 student organizations.

The Board of Directors has the responsibility to monitor, supervise, and control all fund raising activities associated with official school programs and extracurricular activities when such activities are promoted in the name of the official school program and involve students of the District. Board oversight may allow the district to immediately assume the cost of the items that the fund raising is intended for or purchase them in a future budget. Fund raising campaigns should identify in advance the proposed use of their donations. Funds may only be used for their intended purpose. A waiver may be sought from the Superintendent of Schools.

The board considers certain fund-raising activities inappropriate; K-8 student organizations shall not sell raffle tickets. "Toll booths" are prohibited K-12.

MSAD#54 employees who act as sponsors for official school programs or extra-curricular activities are directed not to organize, conduct, or involve students in fund raising activities on behalf of the programs they sponsor unless the fund raising activity has been approved in accordance with procedures established by the Board.

Fund raising activities may be grouped under the following categories:

1. Student Clubs, Activities, and Organizations

A fund raising campaign conducted by and for an existing, recognized student group which has a sponsor who is an employee of the District and a duly elected set of officers.

2. Support Groups (Booster Organizations, Parent-Teacher Organizations)

A fund raising campaign conducted by groups of adults such as parent-teacher organizations, music booster groups, or sports booster groups for the purpose of providing supplementary services to existing school entities.

3. Outside Charities

A fund raising campaign conducted for the purpose of providing money for a charitable cause not directly related to any district goal. Students are being used to sell either a product, their own effort (e.g. Walk-a-thon), or a service (e.g. car wash).

Procedures for conducting each of these activities differ; however, all fund raising campaigns must adhere to the policy guidelines.

Proposals must be submitted to the appropriate administrator (principal, athletic director, band director, etc.) for review and comment. Proposals should indicate how the raised funds are intended to be used and how the monies will be distributed, e.g. 1% to gift wrapping company and 99% to purchase laptop computers. Approved proposals will be forwarded to the Superintendent for final approval. All fund raising activities must be voluntary, appropriate, and undertaken for a specific purpose, within a specific timeframe, and serve the goals and objectives of the district and the organization. They should be intended for the benefit of all the members of the sponsoring organization and must be conducted in a manner that is not disruptive to the educational environment. Fund raising projects should not place unrealistic financial burdens on the participants or donors and should be scheduled to avoid overlapping with other fundraiser campaigns. Participants in district sponsored fundraising events both on and off school property are covered by the district's liability insurance policy.

However, the district's liability policy does not cover fundraising events that are not sponsored by MSAD #54. **Campaign organizers shall stress to participants and donors that participation is completely voluntary and that choosing not to participate is a valid choice.**



Athletic Department Fundraising Procedure

- A. Athletes who participate in a sport at Skowhegan Area High School may be involved in fundraising activities for that sport only during the following time periods:
 - a. During their particular sports season as defined by the Maine Principals' Association.
 - b. During the summer – defined by the MPA as the time between the end of the spring sports season and the beginning of the fall season.
 - c. A 3 week period following a state championship season to allow the athletes and coaches of the championship team to be involved in fundraising to purchase championship memorabilia.

- B. Adult members of our booster club's may fundraise year round. Booster club fundraising activities must be scheduled via the athletic director well in advance of the scheduled activity.

- C. All exceptions to this policy must be approved by the athletic director.

The purpose of this procedure is to insure that athletes do not participate in fundraising for any sport team other than the one that they are currently participating in and to insure that all high school athletic programs are on a level playing field in regards to fundraising.

NOTE: Student involvement in fundraising at SAHS is Voluntary.



CHAIN OF COMMUNICATION

Parent and student-athletes on occasion will have questions or concerns about various aspects of a team sport. It is important that concerned individuals follow a chain of communication (as identified below with arrows) which ensures that those responsible for supervision student-athletes are made aware of those concerns. The head coach of a team should be the first person contacted when a concern or issue arise. If a satisfactory discussion or understanding is not reached, the Athletic Director should be contacted. Lack of resolution with the Athletic Director should be followed with a meeting with the School Principal. IF, at that point, a satisfactory discussion or understanding has not been established, the concerned individual should contact the Superintendent of Schools. Final discussion about a local concern rests with the Superintendent of Schools.

- **School board:** the school board sets policy, presents the budget, and hires personnel based on recommendations of administrators.
- **Superintendent of Schools:** The superintendent oversees day-to-day operation of the school system.
- **Principal:** The Principal oversees the day-to-day operation of the school, including the Athletic Department
- **Athletic Director:** The athletic Director oversees the day-to-day operation of the Athletic Department.
- **Head Coach:** All Head Coaches are responsible to the Athletic Director for the total operation of their respective programs. Head Coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. Head Coach will be responsible for the normal duties required of interscholastic competition, the duties described in the coach's handbook, and/or any duties assigned by the Athletic Director.

*It is our hope that through open communication,
we can avoid unresolved issues.*

