Lewisville ISD Athletics | Fine Arts Booster Club Guidelines

Booster Club 2024 Spring Edition BEST PRACTICES



THE BELOW ITEMS ARE NOT LISTED IN ORDER OF IMPORTANCE. THE ITEMS LISTED BELOW DO NOT REPRESENT AN EXHAUSTIVE LIST BUT RATHER A STARTING POINT TO ADDRESS SOME COMMON ITEMS MOST DISCUSSED BY BOOSTER CLUBS.

FINANCIAL QUICK TIPS as we enter into the spring season because many of you are addressing budgets and future planning. (this information can be found in the Booster Club Guidelines Handbook and presentation)

The Booster Club budget must be approved by campus principal each year and kept on file in the principal's office.
Annual Report on file at the conclusion of the fiscal year with the building principal by JULY 1.
The Audit Report must be submitted to the building principal and kept on file in the principal's office at least by JULY 1 of each year.
Fundraising Application approved and kept on file in principal's office. NEEDED FOR EACH FUNDRAISER (form needed for each fundraiser)

ALL BOOSTER CLUB FINANCIAL DOCUMENTS MUST BE KEPT ON FILE IN THE PRINCIPAL'S OFFICE AT THE CONCLUSION OF THE SCHOOL YEAR.

GENERAL TOPICS

- 1) All head coaches / directors (or designee) must be in attendance at all monthly booster club meetings.
- 2) The chain of command for information about booster clubs should follow: Head Coach > Athletic Coordinator > Building Administration > Director of Athletics, Fine Arts, Chief of Student Services
- 3) Officer meetings and general meetings should never be held at an individual's homes or private residences. Best practice is to hold all meetings on campus.
- 4) There should be a general membership meeting at the start of each season where booster club participation is encouraged. Booster membership invitations should be issued via email to all parent stakeholders by the head coach or director at the outset of each school year.' *This means everyone would receive the message, not just those that choose to attend a meeting. This invitation should come from the head coach or lead director. After this initial meeting, following invitations can come from the booster club officers.
- 5) After each booster club meeting, recaps should be posted or distributed to all parent stakeholders no later ten business days after the meeting date. Until the booster club is up and running fully, it is best practice to send meeting recaps to all families in the program to help encourage them to join and participate in the booster club.
- 6) Booster club participation should not be mandatory.

- 7) Fundraising profits must benefit all participants equally when used to offset program fees or expenses.
- 8) Booster club fundraising cannot be attached to preferential roles, assignments or placements within the program.
- 9) 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.
- 10) Student athletes may accept cookies, candy, and symbolic gifts from their classmates, if allowed by local school policy. If the booster club is wanting to do anything monetarily it MUST be done via a scholarship and presented after proof of enrollment in the fall.
- 11) All booster club fundraisers must be approved by the building principal prior to the start of the fundraising period. No fundraiser can commence until the building principal signs the form allowing the effort to take place.
- 12) All booster club end of year documents must be kept on file in the principal's office at the conclusions of each school year. These include the following: All fundraiser approved and signed forms, annual report, and the end of year audit.
- 13) Opening banquets, or end of season banquets should not be hosted where alcohol is provided, served or sold.
- 14) Campuses are **not allowed** under Texas Law and **Board Policy CDC(Legal) to conduct raffles, bingo**, and other games of chance. Based on the advice of our attorney, the District is not allowed to sell raffle tickets on **school district property** for any group or organization. It may be possible for PTAs or booster clubs to hold raffles if they have filed the proper paperwork with the IRS (but not on District property).
- 15) For coach/director purchases made on behalf of the program, every effort should be made to implement pre-approved expenditure systems and mechanisms. This helps prevent questions/concerns related to repetitive reimbursements or a need to secure booster approval after purchases have already been made.

BANQUETS and CELEBRATIONS

- All currently enrolled student members and families should be included / invited to participate in the end of year celebration. It is each sponsor/coach/director's discretion to allow attendance by former members, alumni, or other guests. Consult the campus principal before making this determination if the event is held on a campus. There might be an added cost for families to attend.
- 2. The sponsor/coach/director ultimately determines the order of ceremonies and presentations by live speakers, inclusion of pre-recorded videos, award presentations, and other event components.
- 3. All student presentations should be scripted and approved prior to the event. Unscripted or

impromptu student presentations (including 'roasting' of student peers or staff, senior confessionals, etc.) should not be permitted.

- 4. All pre-recorded video presentations should be previewed and approved by the sponsor/coach/director. It is advised that clear deadlines be communicated for previews well in advance to allow time for editing as necessary. This prevents entire segments from being cut close to the event.
- Careful consideration should be given when determining details for adult comp tickets. Raising ticket prices for paid participants to cover expenses beyond that of the sponsors/coaches/directors and campus administrators could unduly impact families in smaller organizations.
- 6. Banquet expenses are a result of discretionary components including selected venues, menu and meal service choices, decorations, entertainment, awards, etc. Sponsors/coaches/directors should guide these discretionary components to ensure that student participation remains accessible to all members. Banquet choices and resulting expenses should reflect the program's capacity to support the event comfortably through some combination of fundraising, family contributions, and donations.

Please reference the following as needed: https://www.uiltexas.org/policy/guidelines-for-booster-clubs

If there are questions regarding booster club items or student organizations, you should first contact your head coach or lead director followed by your campus principal or administrator assigned to the organization.

If you need district guidance please contact the following:

- Director of Athletics Cristie Liles lilesc@lisd.net 469-713-5209
- Director of Fine Arts Amanda Drinkwater drinkwatera@lisd.net 972-350-4715
- Chief Student Services Officer Jeffrey Kajs kajsj@lisd.net 469-948-2004