

Duluth Public Schools Booster Club Information

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

Booster clubs may raise money by printing promotional items like team schedules and programs, however, they MUST be given clearance by the Activities Department. They can organize team events, such as pre- or post-game dinners or social events during the season. Booster clubs may perform, meet, or organize in accordance with the ISD 709 rules and guidelines governing booster clubs.

1. What type of fundraising group are you?

Mark only one oval.

- External Booster Club (outside of ISD 709) - Registered 501c3
- External Team Support Group - Not a registered Booster Club
- Internal club or activity (inside of ISD 709)

2. What sport or activity is your club representing?

3. What is the official name of your booster club or support group?

4. Who is the main contact for your booster club, please provide contact information

5. Please provide the members of your Booster Club Board or group

6. If applicable, what is your Federal Taxpayer Identification number

7. If applicable, what is your State Employer's ID number

8. Booster Clubs/Groups set up as non-profits need to demonstrate to the district that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for profit corporation, partnership or individual. Does your booster club comply?

Mark only one oval.

Agree

9. Booster Clubs must comply with applicable charitable laws, which include:

Check all that apply.

- Become Incorporated in the State of Minnesota
- Register with the State Attorney General's Office as a charitable organization
- Requested recognition from the IRS as an exempt organization by filing Form 1023
- Applicable with the IRS and annually file Charitable Organization Annual Report with the Minnesota Attorney General's office?

10. We understand that Booster clubs wishing to purchase athletic equipment for their teams must go through the head coach and the athletic department for approval.

Mark only one oval.

Agree

11. **Actions Booster Clubs SHOULD DO**

Check all that apply.

- Support the team, coaching staff, and participants by volunteering time and to raise money
- Contribute funds to enhance the performance of the team or organization.
- Print promotional items like team schedules, programs (subject to approval by the head coach/AD)
- Help organize team events (ie team meals, banquets, etc.) in collaboration with the head coach
- Discuss as official business any item that meets the definition or function of a booster club as outlined.
- Provide financial statements (detailed assessments) regarding booster club accounts to all parents and coaches if requested.

12. **Actions Booster Clubs SHOULD NOT DO**

Check all that apply.

- Openly discuss or distribute a performance review of the head coach or coaching staff.
- Openly discuss playing time issues.
- Use booster funds to influence the hiring/firing of any member of the coaching staff
- Offer up a petition by booster club members to hire/fire a coach.
- Plan, organize, or attempt to implement an offseason 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.

13. **Advertising - *The Activities offices must approve all advertisements in printed programs for Denfeld and East events.***

Check all that apply.

Game programs must be approved by the Activities Officer. Please email or fax a copy of your ads for approval prior to the Activities Director at EHS or DHS.

Duluth East and Denfeld Activity offices reserve the right to pull programs that have not been approved or not consistent with district values. This includes businesses that do not meet our education athletic program culture.

Booster clubs or teams are not allowed to post advertisements or signage on ISD 709 property, buildings, fences, or grounds (unless approved by the activities office).

These activities must be coordinated through the East and Denfeld Activities Offices.

14. We understand that Boosters clubs should not purchase equipment independently and when equipment is purchased, from donated funds, it becomes the property of the school district.

Mark only one oval.

Agree

15. We understand that after the head coach and the activities director have approved an equipment request, the booster club should donate the funds to the athletic department, specifying its purpose

Mark only one oval.

Agree

16. Booster clubs should not order materials directly or have materials shipped to a home.

Mark only one oval.

Agree

17. Booster Clubs must comply with all of the following

Check all that apply.

Treasurer report should contain all transactions that took place prior to the meeting

Finance of each booster club should be open to 100% of all members

At no time should a paid coach have check writing authority

It is mandatory that two people should be involved in the authorization and signing of any check

All purchases must go through the school district Activities Office

At least two members should tabulate all funds collected

Boosters should not pay any coach directly or play a role in the amount a coach is paid

18. 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.”

Mark only one oval.

Agree

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