

First Reading - 9/26/11 Board Meeting

R 9191 BOOSTER CLUBS

Prior to the formulation of an athletic and/or non-athletic booster club interested in becoming actively associated with any Roxbury Board of Education authorized activity, and yearly thereafter, the following must be submitted to the Board of Education through the Building Principal's Office:

1. Booster Club Registration Form that specifies:
  - a. Name of organization and its stated purpose.
  - b. List of officers at time of election.
  - c. Number of current members.
  - d. Organization bylaws.
  - e. Documentation of liability insurance indemnifying the Board against all suits arising from the conduct of club activities.
  - f. Documentation of annual registration with NJ Division of Consumer Affairs, Charities Registration and Investigation Units, **if required by law.**
2. For all events to be held on campus or in the building, the organization is to file a request for a "Use of School Facilities Form" with the Principal's Office to be forwarded to the Central Office. These forms should be filed at the beginning of each year or season.
3. Equipment or material to be purchased by the group for donation to the team or school is to receive prior recommendation from the Athletic Director and/or Performing Arts Lead Teacher and final approval from the Principal. Notification of donations in excess of \$1,000 will be sent to the Superintendent for presentation and approval by the Board of Education (per Roxbury Board of Education Gifts, Grants and Donations Regulation #7230).

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The following information is to be presented to the coach/advisor who will forward it to the Athletic Director and/or Performing Arts Lead Teacher, who will then forward it to the Principal in order to expedite the decision:

1. Type of equipment or material to be purchased;
2. Cost of item(s);
3. Method of raising funds for this project;
4. Prior to the booster club initiating a major project, the Administration will need to know if there are any outstanding balances due on previous booster club projects that involved purchases of equipment and/or material goods.
5. Any potential project (gift, grant, donation, and/or purchase) whose value is greater than \$5,000 will require a presentation and approval by the Board of Education prior to the booster club initiating fundraising activities for said project. (Examples include but are not limited to: Equipment, instruments, lighting for fields, etc.)
6. Any physical change(s) (regardless of the monetary amount) to Roxbury School facilities and/or grounds must receive prior approval from the Building Principal, then Superintendent, followed by the Board of Education.

All fund raising activities must comply with Board policies and State laws.

1. Prior to the fund raising activity, the coach/activity advisor must notify the Athletic Director and/or Performing Arts Lead Teacher, who will then notify the Principal of the following:
  - a. Purpose for which funds are to be used;
  - b. How funds are to be raised;

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- c. Extent of student involvement, (if students participate in fund raising activities the booster club, coach and/or advisor must comply with Roxbury Board of Education Pupil Fund Raising Policy & Regulation #5830);
  - d. Whether local merchants are to be solicited;
  - e. How the fund raising activity will be advertised.
2. At the conclusion of the fund raising activity, an accounting of the funds raised is to be made to the coach or activity advisor, who will inform the Athletic Director and/or Performing Arts Lead Teacher, who will then inform the Principal.

Plans for special programs must be presented to the coach/advisor who will forward them to the Athletic Director and/or Performing Arts Lead Teacher, who will then inform the Principal *for prior approval*. Special programs must comply with regulations stipulated by the New Jersey State Interscholastic Athletic Association (NJSIAA) for athletic booster clubs.

Programs can include any of the following:

1. Recognition dinners;
2. Fairs;
3. Musical or dramatic programs;
4. Carnivals;
5. Fund raising dinners;
6. Outdoor festivals;
7. Tournaments;
8. Others.

It is the policy of the Board that alcoholic beverages are not to be served or consumed at any functions that are sponsored by or held on behalf of the Roxbury School System.

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Travel arrangements sponsored by the booster club must comply with the specifications in the Roxbury Board of Education Field Trips Policy & Regulation #2340 and be approved by the Principal and must stipulate:

1. The type of travel;
2. The common carrier providing the service;
3. The cost of the travel expense being defrayed by sponsoring organization, and, if any, the cost of travel to be paid the students;
4. The insurance coverage required for travel. The cost, company providing it, and how it is being funded;
5. Type and number of chaperones required;
6. Itinerary for the trip.
7. If the coach/advisor and/or parent/guardian transport Roxbury students, they must comply with the specifications in the Roxbury Board of Education Transportation by Private Vehicle Policy & Regulation #8660.

It is expected that all booster groups will comply with the guidelines for booster groups described in the Guidelines and Information for Parent/Booster Organization Handbook, including participation in informational meetings called by the administration.

Adopted: 5 November 2001  
**Revised:** 26 January 2004