

Haddonfield Memorial High School



Booster Club Guidelines

GUIDELINES FOR ACTIVITY SPORTS BOOSTER CLUB

I. Membership

1. A member from each parent organization that wishes to organize a club must send a representative to the *Activity Sports Booster Club*.
2. A designee from the administration must be named and be present at all meetings.
3. One coach, representing all coaches, must be present at all meetings.
4. *Activity Sports Booster Club* must meet at least once per year.
5. All clubs must maintain a membership of at least three parents.

II. Fundraising

Fundraising must be coordinated (sports, performing arts, individual classes and other clubs within the school.)

- A. The administrative designee will be the coordinator.
- B. Timeline for each sport will be the pre-season and season of the respective sport or activity unless otherwise approved by the *designee*.

III. How Money is to be Raised

- A. Booster Clubs should be able to run the concession for their particular sport unless assigned to a school class.
- B. No student will be obligated to sell anything in order to be part of a team or activity.
- C. 50/50 - should benefit the club involved in selling the tickets if this idea is approved by the administration.
- D. Activities/All Sports group will help coordinate all fundraising activities.
- F. Designee will approve or disapprove all fundraising.

IV. Expenditures/Gifts

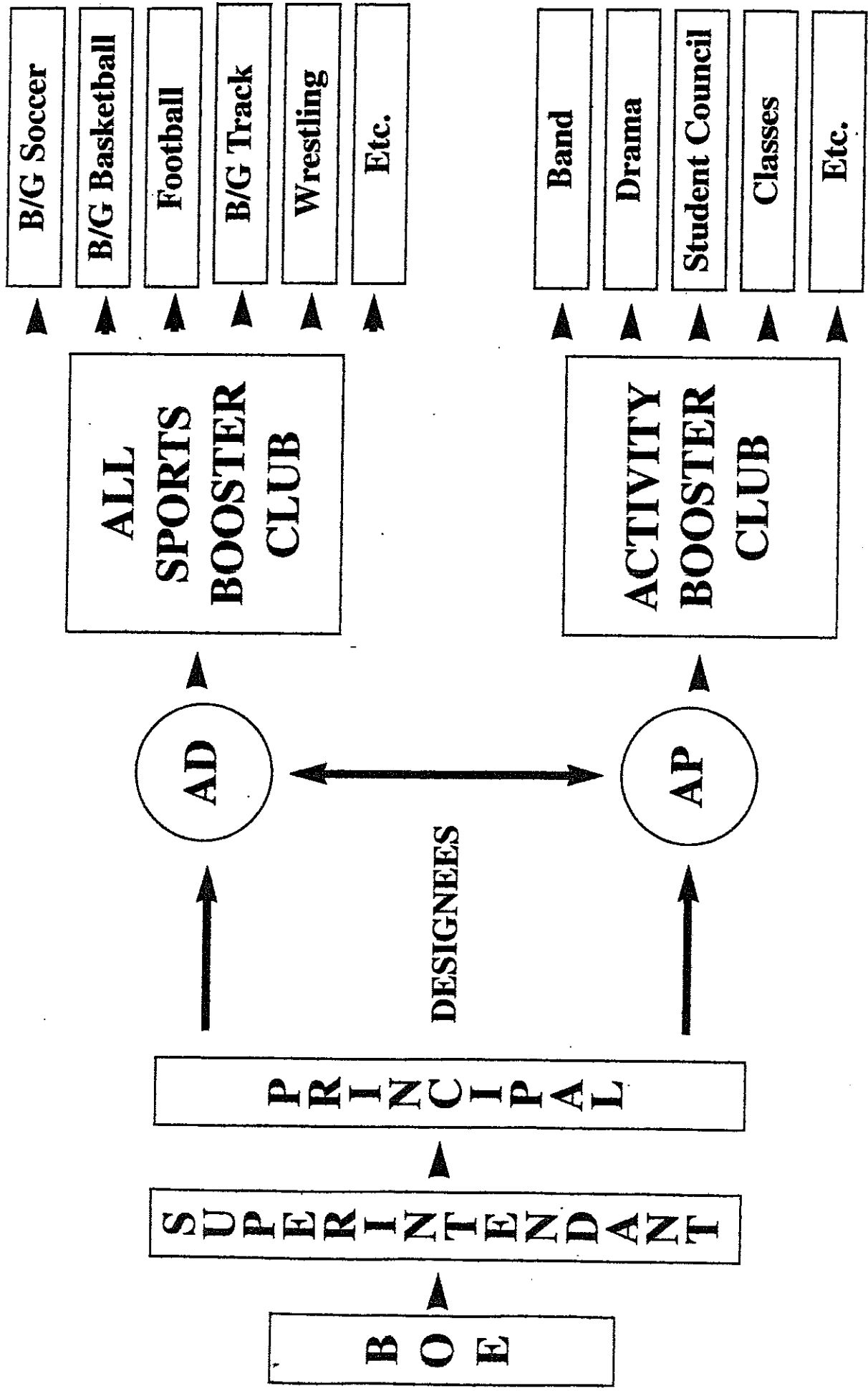
The Booster Club is to support the program and the students within the program.

- A. The Booster Club will make recommendations where the money is to be spent. All recommendations must be approved by the administrator.
 1. Awards: Provide recognition to seniors or outstanding athletes.
 2. Equipment purchases must be approved by *designee*.
 3. Gifts should be reviewed by *designee*.

V. Accounting/Financial Controls and Procedures

1. Correspondence - use of district name or letterhead must be approved by *designee*.
2. Each booster club may have and use an individual letterhead.
3. Each club must keep an accounting of money raised, expenditures etc. and make an annual report to the *Activity Sports Booster Club designee* at the conclusion of each respective season. (As per Girls Soccer Booster Club, see attached.)

Booster Clubs Organizational Flow Chart



NJSIAA RULES & REGULATIONS REGARDING BOOSTER CLUBS

CL 1 Schools, school organizations, or school-related groups such as Booster Clubs may not assist the Student-Athlete's participation or influence the sponsoring agency in non-school Recreation and Club Programs during the out-of-season period.

Section 6. Camps or Clinics. The NJSIAA does not restrict an individual's choice to attend any participatory camps or clinics; however, schools, school organizations, or school-related groups such as Booster Clubs may not assist the Student-Athletes' attendance at any camp or clinic during the out-of-season period; this includes providing uniforms, equipment, and funds related to the camp or clinic, including transportation; and coaches may not instruct their Student-Athletes. Coaches may be spectators.

CL 2 DURING THE OUT-OF-SEASON PERIOD, the NJSIAA does not restrict an individual's choice to attend a participatory camp or clinic; however, schools, school organizations, or school-related groups such as Booster Clubs may not assist the Student-Athletes' attendance at any participatory camp or clinic, this includes providing uniforms, equipment, and funds related to the camp or clinic, including transportation. Coaches may not be involved in any way with their Student-Athletes. Coaches may attend a participatory camp, clinic, or competition merely as spectators, however, they may not be involved in any way with their school's athletes, including being a clinician, when their school's Student-Athletes attend that camp or clinic regardless of the format or the separation of stations at a clinic.

CL 3 DURING THE SUMMER RECESS a coach or Student-Athlete may not be sponsored or supported by a school or school-related group (example: Booster Club) when team-interscholastic or individual competition takes place as part of the activity in camps, clinics, recreation programs, independent play and tournaments.

CL 1 The participant competes in Non-School/Non-Sanctioned events "unattached," i.e., not as a representative of the school and, therefore, schools, school organizations and school-related groups such as Booster Clubs, Parents Clubs or Varsity Clubs may not assist the Student-Athlete's participation in any way.

CL 2 The NJSIAA does not permit the funding, in whole or in part, of participation in Non-School/Non-Sanctioned events by a Board of Education. This applies to Non-School/Non-Sanctioned events, e.g., the Dapper Dan, McDonald, and Derby Basketball Clinics, the Golden West Track Classic, and National High School baseball, tennis, wrestling, or similar games/events.

Section 1. Awards. Awards are not restricted by the NJSIAA, if approved by the Board of Education, so long as they are symbolic awards, i.e., letters, sweaters, jackets, pins, trophies, other similar type awards, and rings or watches which are properly inscribed. All other awards must be approved by the local Board of Education and the NJSIAA.

B. School-Related Organizations

During the out-of-season period, the school organizations such as Booster Clubs, Fathers' Club, Varsity Club and the like may not assist the Student-Athlete during the out-of-season period or provide individually issued equipment, uniforms, transportation or funds related to camp or clinic attendance when same is of a participatory nature.

HADDONFIELD MEMORIAL HIGH SCHOOL
Haddonfield, NJ 08033

FUND RAISING PROPOSAL

This form must be completed and approved by an administrative coordinator of the fund raising project, either the Principal, Assistant Principal, or Athletic Director. No fund-raising should be started until coordinator authorization is obtained. Once approved, the timeline for each sport will be the preseason and season of the sport or activity unless otherwise approved by the coordinator.

1. Name of the Organization _____

2. Faculty Advisor or Booster Member _____

3. Student Officer(s) _____

4. Dates of fund-raising activity: begin _____ end _____

5. Description (including cost of item to be sold, where it will be sold, and the student(s) involved, if any):

6. How much do you plan to raise? _____

7. How will the profits be used? _____

Comments: _____

Faculty Advisor's or Booster Club Member's Signature

Approved _____ Disapproved _____ Date _____

Administrative Coordinator's Signature

SUGGESTED FORM FOR RECORD KEEPING

DATE	TRANSACTION	EXPENSE	INCOME	BALANCE

INCOME STATEMENT

Donations

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Fund Raisers

_____ \$ _____
 _____ \$ _____

Total Income 199__

EXPENDITURES

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Expenses 199__