



Gladewater Independent School District

Booster Club Operating Manual



Bear Pride

Booster Club Operating Manual Table of Contents

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Gladewater Independent School District
500 W. Quitman
Gladewater, Texas 75647



Booster Club Contact Information

Business Office:	Susie Stephens, Business Director	903-845-6991
	Carolyn Kimbley, Accts Payable/Activity Funds	903-845-6991

Gladewater High School: Cathy Bedair, Principal	903-845-5591
Gladewater High School: Darren Richardson, Assistant Principal	903-845-5591
Gladewater High School: Chris Langford, Assistant Principal	903-845-5591
Gladewater High School: Jerrod Baugh, Athletic Director	903-845-5591
Gladewater High School: Michael Moody, Band Director	903-845-5591
Gladewater High School: Jill Jones, Secretary to the Principal	903-845-5591
Gladewater Middle School: James Griffin, Principal	903-845-2243
Gladewater Middle School: Bruce Head, Assistant Principal	903-845-2243
Gladewater Middle School: Brenda Garcia, Secretary to the Principal	903-845-2243
Weldon Intermediate School: Shirley Rowe, Principal	903-845-6921
Weldon Intermediate School: Robin Crabtree, Secretary to the Principal	903-845-6921
Broadway Elementary School: Renee Byers, Principal	903-845-6971
Broadway Elementary School: Melissa Dennis, Secretary to the Principal	903-845-6971
Gay Avenue Primary School: Amanda Langford, Principal	903-845-2254
Gay Avenue Primary School: Angela Hargett, Secretary to the Principal	903-845-2254

Role of Booster Clubs

Booster clubs shall organize and function in a way that is consistent with the District's philosophy and objectives, within adopted Board policies, and in accordance with UIL regulations as applicable.

District Booster clubs should:

1. Be voluntary and provide unified support for student activities of the school.
2. Encourage involvement by all parents of students participating in the supported activity.
3. Use school facilities only with prior approval of the principal or designee.
4. Obtain approval of the principal, Superintendent and the Business Director for all fundraising activities.
5. Submit a copy of current adopted bylaws and operating procedures to the principal and Business Director.
6. Submit a copy of audited financial report to the Business Director no later than August 1 following the end of the fiscal year.
7. Submit the name, address, and telephone number of all current officers and the authorized signers of bank account to the principal and Business Director. Two signatures are required on all checks.
8. Provide adequate insurance coverage for activities conducted on school premises. The District cannot provide insurance coverage for Booster clubs.
9. Pay all taxes and other debts incurred by the organization.
10. Comply with administrative regulations and Board policies when donating money or gifts to the District.
11. Comply with UIL guidelines, District policies, and Federal and State tax laws
12. Obtain the tax exempt status 501 (c) (3)
13. Obtain an Employer Identification Number (EIN)

District Booster clubs should **not**:

1. Have authority in directing or influencing District employees in the administration of duties.
2. Be involved in decision or policy making activities for a student group.
3. Give a sponsor or coach a gift or cash in excess of the limits imposed by the UIL guidelines from any source in recognition of, or appreciation for coaching, directing or sponsoring student activities.
4. Give anything (including awards) to students without prior approval from the school administration. (Faculty sponsors wish-lists should have received prior approval from school administration before submission to boosters.)
5. Give a member any gift without the approval of the club membership.
6. Employ or pay any member for services rendered with Booster club funds.
7. Sign contracts or pay expenses directly from Booster club accounts for any arrangements for student travel associated with the organization without the prior approval of the principal. (Booster groups/individuals may donate money/merchandise to the school with prior approval of the administration.)
8. Have any elected or appointed officers that do not have a child who is actively participating in the program during the current school year.
9. Use the District tax identification number as the Booster club identification number.
10. Use the District sales permit number as the Booster club sales permit number.
11. Use the District or school address for any Booster club correspondence.
12. School employees and/or students **may not** work for Booster Club events/fundraising during school hours.
13. Students may not sell Booster Club items at school. This is in direct conflict with our own school/student fundraisers.

Gladewater Independent School District Booster Club Guidelines

- Meals – our district has a student meal allowance of \$5.00 per person per meal. Additional amounts are not to be supplemented from the activity account or booster club without prior approval of the Superintendent.
- Before fundraisers – the booster club president should check with campus principal and superintendent to be sure that an activity club has not planned a fund raiser to sell the same items. Activity club will have priority over booster club. Example: Yearbook plans to sell cookie dough...Booster club may not sell cookie dough at the same time. This is in direct competition with our students and negates the purpose of raising funds.
- Booster clubs may not operate fundraisers on or inside our campuses except as approved by the campus principals and superintendent. If approved, a table may be set up in a hallway or designated area to avoid disturbing students and employees. Club members are to attend the sales at designated times (before and after school, and during lunch). Club members are responsible for sales, not students or faculty members.
- If a booster club donates gifts to a student group or to the school, it must have prior approval of the superintendent. Once a gift is approved and presented, it becomes the property of the school district and must be added to our inventory.
- All out-of-state student trips must have prior approval of the Superintendent.
- Booster clubs may not use the tax identification of the school district. The club may apply for their own ID for tax exemption purposes.
- Remember...booster clubs are formed for the sole purpose of supplementing student and program needs as outlined in UIL guidelines. As a Non-profit group, excess funds should not be held in bank accounts for long periods of time.
- Booster Club annual financial report is now a Texas Education Agency requirement to be included with the District's annual audit. A copy of the form and the letter is attached. Please return by July 1 after the end of each school year.

2013-2014 - GISD CONCESSION STAND OPERATION
(ATHLETIC/BAND/CHOIR BOOSTER CLUBS)

Regular Season Football Games

Thursday Nights – GHS Band Boosters (Visitor Side Concession Stand Only)

Friday Nights – GHS Athletic Boosters (Home Side Concession Stand)

Friday Nights – GHS Choir Boosters (Visitor Side Concession Stand)

All profits made from concession stands during the regular season are to be kept by the booster club who operates it each week.

Post-Season Playoff Football Games

During football playoff season, all three booster clubs (Athletic, Band & Choir), will operate the concessions stands. The profits from these concession stands will be split three ways with the athletic booster club receiving 35%, the band booster club receiving 35% and the choir booster club receiving 30%.

Football Scrimmage Games

GHS Athletic Boosters will run any concession stand associated with home football scrimmage games.

Volleyball Games

The GHS Athletic Boosters will operate any concession stand associated with home volleyball games and tournaments.

Basketball Games

The GHS Band Boosters will operate the concession stand for the home games during basketball season. The GHS Athletic Booster Club will operate the concession stands for any basketball tournaments.

Tennis/Track Season

The GHS Athletic Boosters will operate any concession stand associated with tennis and track season.

Baseball/Softball Season

The GHS Athletic Boosters will operate any concession associated with baseball and softball season.

Special Events and Tournaments

The GHS Athletic Booster Club will operate any concession stand associated with any special athletic event or tournament for any sport.

STIPULATIONS

All profits made on any concession stand (other than Post-season football playoff games), are to be kept by the booster club who operates it each week.

Each booster club is responsible for purchasing concession stand items to be sold.

Each booster club is also responsible for supplying workers to set up, operate and clean the concession stand up after each use.

Each booster club will be responsible for collecting, counting and depositing all concession stand monies, and preparing a weekly financial report to be submitted to the GISD Business Office.

Fund Raising Activities

Booster clubs desiring to conduct a fundraising activity for a school program shall submit the following information to the principal, Superintendent and the Business Director on the appropriate District form at least 30 days prior to the event:

1. Purpose of the fund-raiser
2. Type of fundraising activity (i.e. candy sale, carnival etc.)
3. Date(s), time(s), and place(s) of the activity.
4. Name and phone number of the sponsoring organization and person (s) in charge of the fundraiser.
5. Name and phone number of the GISD contact (coach/sponsor).

No fundraising activities can begin until the Booster club obtains approval from the principal or Superintendent/Business Director. (See VI for form –**Fundraiser Request for Booster Clubs**)

Audit Instructions

Why is an audit necessary?

An audit is an examination of the financial records of the Booster Club. It assures that all income and expenditures are accounted for and consistent with the budget and goals for the year. It also verifies that the bank balance and ledger balance are reconciled. The audit is to protect the Booster club officers and the organization.

When is an audit conducted?

An audit should be conducted at the end of the fiscal year, when there is a change in treasurer, and when there is a change in any officer who signs Booster club checks.

Who conducts the audit?

An audit may be conducted by an outside party, such as a CPA or an audit committee. The audit committee should be comprised of at least two members of the Booster Club (not the President or Treasurer).

What are the audit procedures?

Suggested steps for the audit committee:

1. Review reconciled bank statements and canceled checks to determine that: -Disbursements have been properly documented with an invoice or receipt. -Disbursements have been properly approved. -Checks have been properly signed. -Checks have been deposited or cashed by the payee indicated. -Checks have been accounted for in the proper sequence (no missing checks).
2. Check addition and subtraction on cash receipts and deposits.
3. Compare cash receipts and deposits to the bank statement.
4. Verify that receipts and disbursements were allocated to the correct account or budget category.
5. Verify that income from sales, dues, or any other sources have appropriate backup. The total amount collected should match the amount deposited into the bank account.

6. Treasurer's monthly reports and check them for accuracy. Review the beginning and ending balances on reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.
7. Determine that only applicable Booster Club officers are authorized signers on bank account(s). Former officers should not remain on the account(s) as authorized signers. In addition, the faculty sponsor shall not be an authorized signer on the account.
8. Obtain proof that all applicable sales taxes were paid.
9. The audited financial report should be signed by all members of the audit committee and submitted to the campus principal or designee no later than July 15th following the end of the fiscal year.

TAX INFORMATION

The purpose of this section is to provide general tax information to Booster Clubs. It is each Booster Club's responsibility to seek competent professional tax advice for its own tax reporting and filing requirements. The information provided in this document is not intended to be specific or all-inclusive.

How to obtain the tax exempt status 501 (c) (3)

Formation of a non-profit corporation does not necessarily entitle the organization to exemption from federal taxes. In order to be exempt from federal taxes, the booster club must apply for this status on Form 1023 – Application for Recognition of Exemption under Section 501(c) (3). General instructions on the rules and procedures can be found in IRS Publication 557 – How to Apply for Recognition of Exemption for an Organization. These documents are available on the Internal Revenue Service website www.irs.gov.

The application must be accompanied by Form 8718, User Fee for Exempt Organization Determination Letter Request, which provides a user fee to be paid to the Internal Revenue Service. Depending on the anticipated annual gross receipts, the fee is either \$300 or \$750. Upon acceptance of the organization's exempt status by the Internal Revenue Service, a determination letter will be received as evidence of approval. The letter should be kept in a safe, permanent place as it will be used time and again to prove the organization's exempt status.

NOTE: Instructions for completing these forms and copies of these forms can be found on the IRS website at www.irs.gov under forms and publications. The IRS main number is 1-800-8291040, and the Tax-Exempt section is 1-877-829-5500.

How to obtain an Employer Identification Number (EIN)

The IRS requires all organizations (entities) that conduct business to have their own Employer Identification Number. The EIN is obtained with the SS-4 Form from the IRS. A member's social security number should not be used as the organization's Employer Identification Number for banking or other business purposes. Booster Clubs are not allowed to use the District's EIN.

- To obtain an Employer Identification Number:
- Obtain and complete IRS Form SS-4.
- Make a copy for the club's permanent records.
- When a number is assigned to the Booster Club by the IRS, ensure that the paperwork is maintained in a permanent file from year to year.
- The recommended fiscal year end for the Booster Club is June 30.
- There is no application fee required when filing Form SS-4.
- This EIN will be the number used to establish a bank account for the Booster Club.

NOTE: you can now apply for an EIN number online on the IRS website. Go to www.irs.gov, then under 'forms and publications' insert "employer identification number". You will be able to complete the application process on line.

Federal Reporting

Booster Clubs are not required to file an information return if the annual gross receipts are less than \$25,000. If the annual gross receipts are less than \$1,000,000 and total assets are less than \$2,500,000, the club needs to file Form 990-EZ. If the annual gross receipts are more than \$1,000,000 or total assets are more than \$2,500,000, the club needs to file Form 990. (See P.11 for links to IRS Forms)

Sales Tax

All Booster clubs must apply for their own sales permit number. They may not use the number of another Booster club or the District sales permit number. Sales by a Booster club are generally taxable. Booster clubs are not tax-exempt unless they have filled out the proper application forms from the Texas Comptroller of Public Accounts and have been given tax-exempt status. Each Booster club can have two tax free sale days per calendar year according to Texas State Sales Tax Law.

Organizations that have applied for and received a letter of exemption from sales tax do not have to pay sales and use tax when they buy, lease or rent taxable items that are necessary to the organization's exempt function. No item purchased tax-free by an exempt organization can be used for the personal benefit of a private party or other individual. For any questions regarding sales tax, you can call the Texas Comptroller of Public Accounts at 1-800-252-5555 or refer to the website www.window.state.tx.us

Bank Account

To open a bank account, the Booster club must first obtain an Employer Identification Number (EIN) from the IRS. (See Tax information section)

The Booster club shall not use just the school's name on its checks or on its literature. The use of the school name might imply that the school or the District is responsible for any obligations entered into by the club. It must include the Booster club's name on the bank account. A proper name on accounts and literature would be "ABC High School Band Booster Club" with Booster club address not school address as an example.

It is suggested that at least two officers sign each disbursement. Both signers should be parents or guardians with children in the affiliate Booster club. School district employees may not be the signer on Booster club bank accounts for their own campus or programs they are the sponsor for.

All funds received should be receipted and deposited within 24 hours of receipt. Commingling of Booster club funds and school activity funds is prohibited. School employees may not accept loans of funds from parents and student organizations.

The Treasurer should reconcile the bank statement monthly and prepare a monthly financial report to the Board of Directors. All bank statements and correspondence should go to the Booster club address not school address.

**Gladewater ISD
Fundraiser Request for Booster Clubs**

Fundraiser for _____ Activity Fund

Product to be sold: _____

Vendor Name and Address: _____

Proceeds to be used for: _____

Date fundraiser begins: _____ *End date: _____

Booster Club agrees to be responsible for student activity fundraiser by selling and distributing all products received from vendor. Students will not be selling any products, only members of the Booster Club. School employees may not sell/work during school hours for Booster Club events/fundraisers.

Booster Club: _____ Date: _____

Principal: _____ Date: _____

Business Director: _____ Date: _____

Superintendent: _____ Date: _____

Business Office Use Only

Fundraiser - Internal Audit: ____yes ____no

Fundraiser - External Audit: ____yes ____no

Comments: _____

Signature _____ Date _____

Revised 07/2010

This information is needed to determine that Booster Clubs are not selling items which our student fundraisers have been approved for selling at the same time.

**Gladewater Independent School District
500 W. Quitman
Gladewater, TX 75647
903-845-6991**

To: Booster club organization:

The Texas Education Agency now requires that all affiliated organizations of Gladewater Independent School District comply with the Governmental Accounting Standards Board reporting requirements. Attached is a financial report form and information of GASB Statement No. 39. Please have your club treasurer or a designated knowledgeable member of your booster club complete this financial report form.

Prior to 2004, the booster clubs were considered a totally separate unit from the Districts. However, because of the tremendous amount of funds now flowing through from booster clubs to school funds, it has become necessary for Districts to prove that the booster clubs are indeed a separate component.

Please return the attached form by July 1 after each school year has ended. This information will be forwarded to our auditors for inclusion in our annual audit. Thank you for your cooperation in completing this form.

Sincerely,

**Susie Stephens
Business Director**

**Financial Report for Gladewater Independent School District
For the _____ School Year**

This form should be completed by the Treasurer for your GISD affiliated organization. If your Treasurer is unable to do so, the President should complete it or designate a knowledgeable member of your group.

PLEASE PRINT

Name of Organization: _____

Student group you support: _____

Officers:

President _____ Phone _____

Vice-President _____ Phone _____

Secretary _____ Phone _____

Treasurer _____ Phone _____

An email address for your designated officer: _____

Financial Information necessary to comply with Governmental Accounting Standards Board reporting requirements:

Have you been recognized as a tax-exempt entity by the Internal Revenue Service?

_____ Yes _____ No

If yes, attach a copy of the tax-exempt paperwork

1. What was the total revenue for this school year? \$ _____

2. What is the current balance of assets including cash, land, vehicles, investments, etc., of your organization?

Cash and Investments \$ _____

All other Assets \$ _____

3. What were the total expenses for this school year? \$ _____

4. What were the total amounts contributed to student/campus organizations this school year?
\$ _____

This form was completed by: _____
Signature & Date

Additional information may be required if the organization is determined to be a component unit as defined in Governmental Accounting Standards Board Statement No. 39.

Please return (by mail or fax) to:

Gladewater Independent School District
ATTN: Susie Stephens
Business Director
500 W. Quitman
Gladewater, TX 75647
Fax 903.845.5860

**If you have any questions concerning this form, call Susie Stephens at 903.845.6991
Email: stephens@gladewaterisd.com**

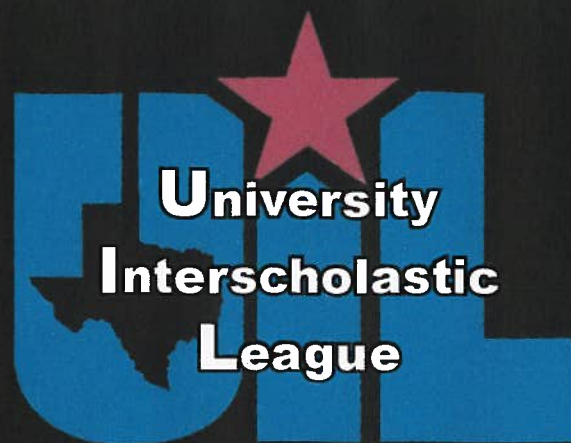
**PLEASE RETURN As Soon As Your Last Year Transactions Are Complete
Or NO LATER THAN July 1 Each Year. Thank You For Your Participation.**

Links to IRS forms

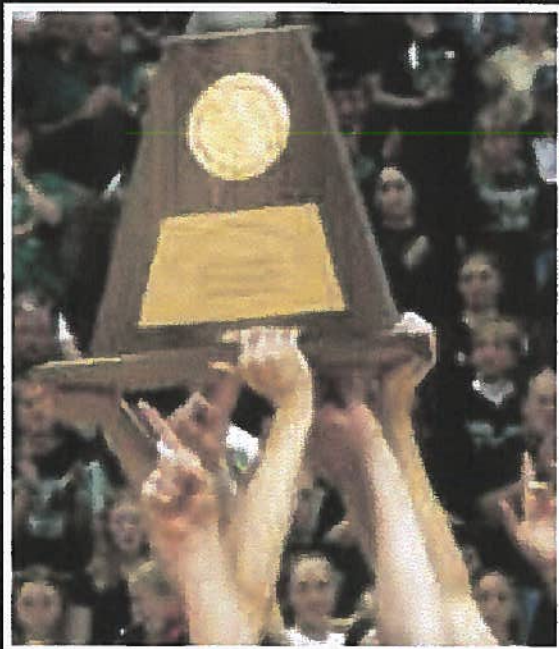
Application for Recognition of Exemption under Section 501 (c) (3) of the Internal Revenue Code
<http://www.irs.gov/pub/irs-pdf/fl023.pdf>

Return of Organization Exempt from Income Tax under Section 501 (c), 527, or 4947 (a) (1) of the Internal Revenue Code (except black lung Benefit trust or private foundation)
<http://www.irs.gov/pub/irs-pdf/f990.pdf>

Short Form Return of Organization Exempt from Income Tax Under section 501(c), 527, or 4947 (a) (1) of the Internal Revenue Code (except black lung Benefit trust or private foundation)
<http://www.irs.gov/pub/irs-pdf/f990ez.pdf>



Booster Club Guidelines



Be they music, fine arts, academic or athletic, booster clubs should exist to enrich students' involvement in extracurricular activities without endangering their eligibility.

| GENERAL GUIDELINES |

The role of competition

Participation teaches that it is a privilege and an honor to represent one's school. Students learn to win without boasting and to lose without bitterness.



Self-motivation and intellectual curiosity are essential to the best academic participants. Artistic commitment and a desire to excel are traits found in music participants. Physical training and good health habits are essential to the best athletes. Interscholastic competition is a fine way to encourage youngsters to enrich their education and expand their horizons.

Leadership and citizenship experiences through school activities help prepare students for a useful and wholesome life.

Plus, competition is fun!

Role of the Superintendent

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.



Role of Booster Clubs

Neighborhood patrons form booster clubs to help enrich the school's participation in extracurricular activities. The fund-raising role of booster clubs is particularly crucial in today's economic climate.

Written Policies

Booster clubs should develop and annually review policies to cover:

- *how to obtain administrative approval before beginning projects;

- *how to plan and publicize meetings;

- *bookkeeping and fund administration including process to obtain superintendent's approval prior to raising or spending funds;

- *election of officers (suggestion: one president; one secretary; one treasurer; and three vice - presidents: one vice

president to oversee fall, winter and spring sports);

- *taking, distributing and filing minutes;

- *public communication;

- *proper interaction with fine arts directors and academic and athletic coaches through the lines of authority as established by the school board;

- *a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.; and

- *plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

Relationship with the school

The superintendent or a designee who does not coach or direct a UIL contest has approval authority over booster clubs and should be invited to all meetings. All meetings should be open to the public.

- *Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.

- *Minutes should be taken at each meeting and kept on file at the school.

- *School administration should apprise booster clubs of all school activities.

- *Booster clubs should apprise school administrators of all club activities.

- *Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

| CLUB FINANCES |

Fundraising | Spending | Stipends | Gifts to Coaches

Money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the school to use at its discretion.

- *Fund-raising projects are subject to state law. Nonprofit or tax-exempt status may be obtained from the Internal Revenue Service.

- *Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.

- *Sales campaigns should be planned carefully to insure that the projects provide dollar value for items sold, and that most of the money raised stays at home. Otherwise donations are often more rewarding than letting the major part of the

money go to outside promoters.

- *Fund-raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.

- *Individuals who actively coach or direct a UIL activity should serve in an advisory capacity to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds. Coaches wish-lists should have received prior approval from school administration before submission to boosters.

- *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.

- *The district may pay a stipend, fixed at the beginning of the year, as part of the annual employment contract. The amount of the stipend can't depend on the success of a team or individual. In other words, a coach can't receive more money if a team or individual qualifies to region or state.

- *Funds are to be used to support school activities. To provide such funding for non-school activities would violate UIL rules and the public trust through which funds are earned.



| ATHLETIC BOOSTERS |

Club restrictions

Booster clubs cannot give anything to students, including awards. Check with school administrators before giving anything to a student, school sponsor or coach. Schools must give prior approval for any banquet or get-together given for students. All fans, not just members of the booster club, should be aware of this rule. It affects the entire community.

- *Unlike music and academic booster clubs, athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.

- *Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for out-of-town meals. It would be a violation for booster groups or individuals to pay for such costs directly.

- *Individuals should be informed of the seriousness of violating the athletic amateur rule.

The penalty to a student-athlete is forfeiture of varsity

athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable. Local school districts superintendents have the discretion to allow student athletes to accept, from their fellow students, small 'goodie bags' that contain candy, cookies or other items that have no intrinsic value and are not considered valuable consideration.

*Homemade "spirit signs" made from paper and normal supplies a student purchases for school use may be placed on the students' lockers or in their yards. Trinkets and food items cannot be attached. Yard signs made of commercial quality wood, plastic, etc. if not purchased or made by the individual player's parent, must be returned after the season.

*The school may provide meals for contests held away from the home school. If the school does not pay for meals, the individual parents need to purchase their own child's food. Parents may purchase anything they wish for their own child but may not provide food for their child's teammates unless approved by the school. The school may also provide supplies for games and practices and transportation for school field trips. Students should pay admission fees during school field trips.

*Parties for athletes are governed by the following State Executive Committee interpretation of Section 441 of the UIL Constitution & Contest Rules.

Official Interpretation of the UIL Athletic Amateur Rule, section 441 of the UIL Constitution and Contest Rules:

(a) VALUABLE CONSIDERATION SCHOOL TEAMS AND ATHLETES MAY ACCEPT:

1. Pre-Season. School athletic teams may be given pre-season meals, if approved by the school.
2. Post-Season. School athletic teams may be given post-season meals if approved by the school. Banquet favors or gifts are considered valuable consideration and are subject to the Awards and Amateur Rules if they are given to a student athlete at any time.
3. Other. If approved by the school, school athletic teams and athletes may be invited to and may attend functions where free admission is offered, or where refreshments and/or meals are served. Athletes or athletic teams may be recognized at these functions, but may not accept anything, other than food items, that is not given to all other students.

(b) ADDITIONAL VALUABLE CONSIDERATION THAT SCHOOL TEAMS AND ATHLETES MAY ACCEPT

Examples of additional items deemed allowable under this interpretation if approved by the school, include but are not limited to:

1. meals, snacks or snack foods during or after practices;
2. parties provided by parents or other students strictly for an athletic team

Local school district superintendents continue to have the discretion to allow student athletes to accept small "goodie bags" that contain candy, cookies or other items that have no intrinsic value and are not considered valuable consideration.

| ACADEMIC BOOSTERS |

The rules for athletics are different than the rules for academics and music. Athletes are restricted by the Athletic Amateur Rule, which states that athletes cannot accept money or valuable consideration for participating in a UIL sport or for allowing their names to be used in promoting a product, plan or service related to a UIL contest. Academics has no amateur rule. Journalism participants may work for a newspaper and be paid. Actors may work summer stock and be paid. Students may win calculators and software for participating in invitational math contests.



UIL academic students are restricted by the Awards Rule. So, as a general practice, booster clubs should not give gifts or awards to students for their participation in UIL contests that count toward district, region or state standing. School booster clubs may raise money to purchase letter jackets, provided the funds are given to the school without designation to buy jackets for particular students and the school determines criteria for awarding the jackets. Parents may purchase jackets for their own children provided the school designates the student as being qualified to receive the jacket.

Booster Clubs may raise money to provide an annual banquet for academic participants and coaches.

With prior administrative approval, you may also:

*Purchase equipment for programs such as computers or software for yearbook or computer science;

*Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions or speech tournaments. Booster club funds may be used to provide food and refreshments for students on these trips. A purely recreational trip to Six Flags

Over Texas would not meet the definition of an educational field trip and could be considered a violation of the Awards Rule;

*Run tournaments, organize fund-raising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students;

*Fund academic workshop scholarships provided selection of the recipients is not based solely on their success in interscholastic competition. Selection could be based on grade point average or the student's selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance. Funds should be monitored to ensure that they are expended for camp or workshop purposes.

We wish we had more academic booster clubs, whether they cover UIL academic competition in general or specific programs such as theatre, speech/debate, journalism or math/science. A great need exists for parental involvement and support.

| MUSIC BOOSTERS |

In addition to the general procedures outlined, the following guidelines apply to Music Booster Club activities.

*Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.

*Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included such as performing for a music festival, an adjudicated contest or a concert tour. Marching performances such as the Macy's Thanksgiving Day Parade, the Rose Bowl Parade or other similar ceremonial appearances also qualify. However, educational components need not be limited to performances. Concert attendance, visiting university/conservatory music facilities and other music related, non-performing opportunities would also be appropriate if approved by the local school district.

*A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480 of the UIL Constitution and Contest Rules. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.

*Booster Clubs may also fund scholarships for private



lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.

*The awarding of patches, T-shirts or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. In order to protect all music students' eligibility, such awards should be approved and administered by the local school district in accordance with school district policies.

*Be mindful of the fact that there is no Music Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to music programs and related activities.

What You Can Do:

Parents

*Remember: The classroom comes first!

*Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.

*Remember that officials are human. Respect their decisions.

*Delegate authority to the school, then support its decisions.

*Set standards by which you expect children to conduct themselves, and live by those standards yourself.

*Be aware of capabilities and limitations of young people. Don't have unrealistic expectations.

*Allow your children to live their own lives.

*Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.

*Show respect to the opponents of your children.

*Praise. Don't criticize. Urge others to do the same.

*Help your children and their friends develop integrity through the intensity of competitive activity.

Work with the administration

*Positive and direct communication can prevent most problems. Keep the superintendent informed of all activities.

*Make sure your local administration has a copy of all club publications.

*Invite administrators to all booster club meetings.

*Have an officer meet with the school administration regularly.

*Have a chain of command for communication with the administration.

*Clear all activities through your administration.

Coaches and Fine Arts directors

*Be sure your booster club wish list has been approved by your supervisor before it goes to the booster club.

*Work with your administration to determine what your club can provide.

*Make your request to the club benefit as many students as possible.

*Attend the booster club meetings and/or know what the club is doing.

*Understand that your advisory role to the boosters is without vote.

*Support other programs within your district.

*Meet with parents regularly and make them aware of relevant rules.

*Involve your staff with your booster club. Let the booster club know who your staff is and what duties they perform.