

Advertising

- The district athletic office reserves the right to pull programs that have not been approved.
- Advertisements in programs for school activities should be consistent with school district values.

Fundraisers

- Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs for the work they do raising funds for our programs.
- Be aware that membership on a team and/or playing time is not affected in any way by the amount of money raised by any individual or group.
- Booster club dues and other fees should be refunded to students who are cut from the team.
- All fundraisers should be approved through the activities office by completing the , "Request for Fundraising Activity" form. Forms are located in the Activities Office.
- Boosters are not allowed to use the Mounds View School District Tax Identification number.

Captains Practices

- No coaches -- paid or volunteer -- may organize or supervise captains' practices.
- Adult supervision is required at captains practices, but student participation should never be mandated or required.

Minnesota State High School League (MSHSL) Basics

- Coaches are allowed to work with their teams only during the designated MSHSL season and the summer waiver period.
- No booster club member may recruit or encourage athletes from another school to transfer to Mounds View High School.
- Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic.

Thank You

This document was created to set guidelines for communication between booster clubs and our high school programs. It is meant to be a tool used to better relationships, clarify procedures and rules, and set the stage for a successful season.

Parent involvement in booster clubs makes a tremendous contribution to the programs we offer. Without your help we would not be able to provide quality athletic programs for all Mounds View High School students. ***Thank you.***

Mounds View Activities

Booster Club Guidelines

A guide for Booster Clubs on policies, procedures, and best practices required by Mounds View High School

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Purpose and Role of Booster Clubs

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

Another definition is "**a booster club provides enthusiastic support of a team or organization.**" Booster clubs play a key role in supporting Mounds View athletics in many ways, and we are very thankful for the positive contributions booster clubs provide to our programs.

Booster clubs may raise money by printing promotional items like team schedules, programs, and yearbooks. Booster clubs can financially support the program by providing additional funding for coaches, staff, and event workers. (Coaches funding must come through the activities office) 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 any way, in accordance with the above-stated definition, **that supports or 'boosts'** the program they are formed to support.

Best Practices:

- Volunteer time.
- Raise money.
- Contribute funds to better enhance the team or organization's performance.
- Print promotional items like team schedules, programs, and yearbooks (subject to approval by the head coach and the district athletic office).
- Financially support the program by providing additional funding for coaches, staff, and event workers.
- Organize team events, such as pre- or post-game dinners or social events during the season.
- Listen and work closely with the head coach, as the head coach is the director of the sport program.
- E-mail the district athletic office with their president or contact person before each season.
- Discuss as official business any item that meets the definition or function of a booster club as outlined on the previous page.

Banquets

The head coach is responsible for all facets of the end-of-season awards banquet. The head coach may delegate these responsibilities to the booster club; however, the program and the agenda must be approved by the head coach.

The awards given out at the banquet are the sole responsibility of the head coach. The booster club may support the head coach in terms of funding.

There should be no open bar for adults, and parents should refrain from using alcohol at banquets.

To avoid a conflict with our religious community, athletic and other student banquets should not be held on Wednesday evenings or before 12:00 p.m. on Sundays.

Purchasing

Booster clubs wishing to purchase athletic equipment for their teams must go through the head coach and the district athletic department. When equipment is purchased and donated to a sport team it becomes property of the school district.

After the head coach and the athletic director have approved an equipment request, the booster club may donate the funds to the athletic department, specifying its purpose. The district athletic office will then complete a purchase order. All equipment and supplies must be shipped to a school district address.

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

If a booster club is funding a coaching position, the funds must again be donated to the district prior to the start of the season, along with the proper Volunteer Coach paperwork. A background check **must** be completed before any coach can work with students. At the end of the season the district athletic office will use the booster club funds to pay the coach.

The athletic department cannot give out the school district tax-exempt number. Sponsors making donations must follow the above process for purchasing equipment.