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DISTRICT ADMINISTRATIVE RULE

LEC-R Booster Organizations

~~10/25/12~~ **8/14/13**

1 RATIONALE/OBJECTIVE:

2
3 Booster ~~Clubs~~ **organizations** are an important part of high school athletic and extracurricular
4 programs in the Cobb County School District (District). Booster ~~Clubs~~ **organizations** play an
5 important role in supporting, encouraging, and in advancing these programs.
6

7 RULE:

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9 Booster ~~Clubs~~ **organizations** are independent parent/guardian organizations and are not
10 sponsored by schools. In order to protect this independence while safeguarding high schools and
11 the District, the following regulations have been established to govern the operation of all booster
12 ~~clubs~~ **organizations** that support District high schools:
13

14 A. GENERAL PROVISIONS:

- 15 1. The creation of a booster ~~club~~ **organization** must be approved by the Principal;
- 16 2. Questions regarding the following should be addressed to the Principal or designee:
 - 17 a. About individual booster ~~clubs~~ **organizations** or their activities; and
 - 18 b. From booster ~~club~~ **organization** members concerning school or District policy or
19 procedure.

20 B. EXPECTATIONS:

21 The primary purpose of ~~Booster Clubs (Clubs)~~ **booster organizations** is to support the high
22 school and its programs. To facilitate open communications and a positive relationship
23 between the ~~Club~~ **organization** and the school, the following guidelines are provided:
24

25 1. Each Booster ~~Club~~ **Organization** should:

- 26 a. Have a written philosophy with clear cut objectives to be carried out by the ~~Club~~
27 **organization**;
- 28 b. Submit to the Principal a/an:
 - 29 (1) Copy of its:
 - 30 ~~(a) Constitution;~~
 - 31 (a) Bylaws; ~~and~~
 - 32 (b) Annual **balanced** budget, which should be submitted each year prior to the
33 beginning of ~~Club~~ **organization** activities ~~but no later than October 1~~ **each**
34 **school year**;
 - 35 (c) Quarterly financial reports; ~~and~~
 - 36 (d) Annual financial report as required in Section c following: **;** ~~and~~
 - 37 **(e) Such other documents and/or reports reasonably requested by the**
38 **Principal.**
 - 39 c. Include in its ~~Constitution~~ **bylaws** procedures for an annual financial accounting and
40 summary report.
 - 41 d. Obtain the Principal or designee's written approval for:
 - 42 (1) Each fund raiser and project to be sponsored and/or conducted by the ~~Club~~
43 **organization**;
 - 44 (2) The ~~Club's~~ **organization's** meeting dates, the meeting site if on campus, and the
45 time of the meeting.
 - 46 e. Develop an annual budget with input from the Principal and the coach or sponsor. This
47 budget needs to support program needs that cannot be met by the school.

- 48 f. Comply with all District guidelines pertaining to fund raising activities and ~~Club~~
49 **organization**-sponsored events/programs (i.e., junior program and/or community
50 contests/tournaments/practices/camps) and specifically the provisions of the following
51 Administrative Rules:
52 (1) **DFF-R (Grants)**;
53 (2) ~~(1)~~ DK-R (Student Activities Funds Management);
54 (3) ~~(2)~~ FEAE-R (Construction on District Property Funded by Others);
55 (4) ~~(3)~~ GBRG-R (Non-School Employment);
56 (5) ~~(4)~~ GBRGB-R (Tutoring for Pay);
57 (6) ~~(5)~~ IF-R (Instructional Resources);
58 (7) ~~(6)~~ IFCB-R (Field Trips and Excursions);
59 (8) ~~(7)~~ JHA-R (Student Activities Fund Raising);
60 (9) ~~(8)~~ KG-R (Use of School Facilities);K
61 (10) ~~(9)~~ J-R (Advertising in the Schools); and
62 **(11)** Board Policy IDFA (Gender Equity in Sports).

63 2. **Principals or Designees should:**

- 64 a. Attend all ~~Club~~ **booster organization** meetings;
65 b. Assure that coaches or sponsors of each individual activity attend ~~Club~~ **organization**
66 meetings and ~~Club~~ **organization**-sponsored activities associated with their sport or
67 activity;
68 c. Maintain the security of District facilities by not providing junior program coaches
69 and/or community groups with building keys or security alarm codes;
70 d. Accept, on behalf of the school, all gifts or donations given to the school by the ~~Club~~
71 **organization (see Administrative Rule DFF-R (Grants))**;
72 e. Provide financial information regarding local school or District activity funds, whether
73 fiduciary or discretionary, (official requests made through Georgia's Open Records law
74 should be forwarded to the District Communications Office);
75 f. Provide the ~~Club~~ **organization** with a signed statement indicating that the ~~Club's~~
76 **organization's** gifts/donations will become the property of the school;
77 g. Request an audit of ~~Club~~ **organization** financial records when he/she deems it
78 necessary; **and**
79 h. Enforce these and other District guidelines including the Administrative Rules listed in
80 Section B.1.f. above; ~~and,~~
81 ~~i. Disband any Club guilty of gross violation of District guidelines.~~

82 3. **Principals, in conjunction with their respective Area Assistant Superintendent,**
83 **have the authority to dissolve terminate the relationship between the school and**
84 **the booster organization for a gross violation of District guidelines or for multiple**
85 **or repetitive violations of District guidelines.**

86 4. **Coaches, Faculty Directors and /Sponsors should:**

- 87 a. **Ensure organization activities adhere to this and other applicable**
88 **Administrative Rules and Board Policies;**
89 b. **Attend organization meetings and organization-sponsored activities**
90 **associated with their sport or activity;**
91 c. **Serve as an ex-officio member of the organization's governing body (Note: No**
92 **coach, director or sponsor of the sport/activity which the organization**
93 **supports may serve in a leadership capacity, as an officer, or as a voting**
94 **member of the organization.);**
95 d. **Avoid handling any funds associated with an organization (At no time should**
96 **a coach, director, or sponsor be authorized to use an organization debit/credit**
97 **card.); and**
98 e. **Adhere to the requirements of Administrative Rule GBRG-R (Non-School**
99 **Employment) for any payments received from an organization.**

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105 **Revised: 8/14/13**

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