

**JEFFERSON COUNTY PUBLIC SCHOOLS
ATHLETIC/ACTIVITY BOOSTER ORGANIZATION GUIDELINES**

This document is intended to more thoroughly assist athletic/activity booster organizations with understanding the guidelines set forth by the Jefferson County Public Schools (hereafter referred to as "Board") as conditions under which boosters may operate and associate with JCPS students, teachers, coaches and school administrators. In order to remain in existence as an approved booster organization, the organization must abide by the conditions set forth, as well as those additional conditions that may be required by the Board and KHSAA.

1. **BOOSTER REPRESENTATIVE:** Each school year, each booster organization shall designate a representative for purposes of communicating and providing true and accurate information to the Board and the school. This representative must submit monthly reports to the principal (or designee) on a schedule designated by the school administrator.
 2. **PUBLIC LIST:** Upon request of the principal or athletic director, or upon request of the Superintendent (or designee) of the Jefferson County Public Schools, a booster organization shall make available a full and complete list of its members. At least one member must be bonded to write checks and provide insurance.
 3. **BOARD RESPONSIBILITY:** The Board is responsible for the promotion of education and the general health and welfare of all students attending the Jefferson County Public Schools. The Board has the control and management of all school funds and all public school property in its district and may use its funds and property to promote public education (KRS 160.290). Booster Club funds are under the direct jurisdiction of the principal, athletic director, superintendent (or designee). No booster funds may be spent without permission from the principal or his/her designee.
 4. **FUNDRAISING/ACCOUNTING:** In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting), and all other relevant statutes and regulations, a booster organization, upon the request of the principal or athletic director, or upon the request of the Superintendent (or designee) of the Jefferson County Public Schools, shall provide a full financial report to the school by July 25 of each year.
- Revised 12/19/2011

In addition, if requested to do so, the booster organization must also provide audited financial records concerning its activities.

During each school year, a booster organization shall advise the principal and athletic director of all fund raising activities planned for the upcoming year. To the extent a booster organization seeks to engage in additional fund raising activities, it shall give at least 90 days notice of the intended activity. All of these must be approved by the building principal.

The principal, the athletic director, and the Superintendent (or designee) of the Jefferson County Public Schools expressly reserve the right to reject any fund raising activity for any reason. The booster organization may not engage in any fund raising activity which has not been approved or which has been rejected by the principal, athletic director, or the Superintendent (or designee) of the Jefferson County Public Schools.

5. FACILITIES: Construction, repair, or modification of the school's grounds, facilities, or equipment is strictly the responsibility of the school administration and the Board. Facility repair/construction conducted by, or contracted by, a booster/parent organization must be Board approved prior to the repair/construction project.

6. TITLE IX: As a condition of membership in the Kentucky High School Athletic Association, representatives of each high school and the Board must verify that the school complies with Title IX. 702 KAR 7:065, Section 2 (13). Since Booster organization activities could affect compliance with Title IX of the Educational Amendments of 1972, the organization must provide all information requested by its corresponding high school, the Board, or the Kentucky High School Athletic Association for purposes of determining Title IX compliance. Booster organizations must also refrain from engaging in any activity which, in the opinion of the principal, athletic director, coach, or Superintendent (or designee) of the Jefferson County Public Schools, may adversely affect the school's or the Board's ability to comply with Title IX.

7. COMPENSATION: No coach or sponsor may receive supplemental salary to the Board-approved salary schedule, pursuant to KHSAA Bylaw 27, Section 3 (b) (1). The local school administration is to follow District guidelines regarding extra-service pay for any staff member. Gifts of any kind given to coaches must be given to all coaches and

sponsors in the school and may not be more than \$25.00 per coach. These may not be cash. Booster Club funds should be used to improve the resources for the students in the building. Booster Club revenue should be raised with the expressed intent being to improve school resources. Compensation for directing camps/special events shall be approved by the local school administration, and all compensation must follow District guidelines and be processed through the Treasurer of the Jefferson County Public Schools. All Checks or cash given for camps/clinics must be deposited with either the school treasurer or the booster club treasurer. At no time may a coach or camp director set up separate accounts for camps or use personal accounts for camp/clinic monies.

All camp/clinic salaries and camp/clinic expenses must be documented. Reimbursements must be documented and approved. Any supplemental salary for school employees earned at camps or clinics must be processed through the JCPS payroll department. Extra Service forms must be used for this action documentation.

Individuals who are not Board employees and work at camps/clinics must have a contract signed by the individual and the building principal. These funds can be written directly from the school treasurer or booster club treasurer. The amounts must be consistent with consulting fees paid (\$10.00 / hour). Any current JCPS student who works any camp/clinic and is reimbursed for work must be previously employed by the Board. This money should be sent to the payroll department and processed prior to pay.

AT NO TIME SHOULD ANY PERSON BE PAID IN CASH. THIS INCLUDES OFFICIALS, CONCESSION WORKERS, BAND DIRECTORS, CONSULTANTS, COACHES, AND SPONSORS.

8. SCHEDULING EVENTS: Any Booster Club event on school grounds (dance, field day, etc.) must be approved through the principal. School staff and adequate security shall be responsible for monitoring such events as with all school-sponsored events. Events held off school grounds shall be approved through the principal and Board. These events shall be supervised by school personnel and have adequate security staff in place. No event shall be held without school approval or without the supervision of school staff.

I hereby acknowledge that I am a representative of the

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the Maestros, Inc. **Booster Organization of**
Western Middle **High School,**

and on behalf of this organization, I acknowledge receipt of these booster guidelines.

 **Date:** 8/23/14
(Signature)