West Allegheny Booster Organizations Standard Operating Procedures

The West Allegheny School District recognizes and supports the efforts School Support Organizations (a/k/a "Boosters"), which have an interest in promoting school programs through fundraising activities. The District must maintain clear roles distinct from the roles of the organizations that provide support to the schools. School Support Organizations act as grant-making organizations responding to requests from schools/school staff for support needed (volunteers and funds) that is not provided in the ordinary operating budget. At no time shall school support organizations act as an agent of the school to collect student fees for classes and other school activities, determine or provide waivers of such fees, or engage in other activities as an agent of the school. The District may cooperate with (including providing use of school facilities for meetings and activities), and accept funds from School Support Organizations, provided that each school support organization adheres to certain minimum requirements.

1. The Athletic Director and Arts Education Coordinator will compile and maintain a list of all District booster organizations to ensure that all organizations are accounted for annually.

2. All booster organizations will submit the District/Booster RFI at the start of each school year.
    - The RFI will include: (if applicable)
        - The name of the organization
        - Team or Activity supported
        - Name, address and phone number of all officers
        - Address of the organization
        - PA Dept. of State registration status
        - Tax identification number (EIN)
        - Organization bylaws
        - Small games of chance license
        - ACT 82 financial disclosures
        - Organization's fiscal year end date

3. The Athletic Director and Arts Education Coordinator will serve as the District liaison for respective booster organizations. Booster organizations will notify their respective District liaison of any changes in leadership.

4. A mandatory booster organization review meeting will be scheduled annually to coincide with the beginning of the athletic and academic year. This meeting will include both Athletics and Arts Education Booster organizations.

5. Annually, all booster organizations will provide the district with proof of a tax ID number and any current by-laws. Booster organizations are responsible for verifying their tax ID status and providing the District with any changes to their bylaws.

6. All booster organizations wishing to operate small games of chance (i.e. raffles, 50/50 drawings, race night games) on school grounds or at school sponsored events must have a Small Games of Chance license. It is the responsibility of the booster organization to obtain the small games of chance license and provide evidence of such to the District liaison.

7. School District coaches, sponsors, spouses and/or individuals living in the same household shall be strictly prohibited from holding officer positions within booster organizations or having financial control over booster accounts.

8. Annually, at the beginning of the athletic and academic year, booster organizations shall submit to their District liaison a list of anticipated fundraisers, banquets or other special events to avoid duplicity or conflicts with other organizations.

9. Any non-compliant booster organization may be denied recognition by the District and prohibited from using District facilities.

10. Boosters organizations wishing to raise funds for a third party (i.e. heart association, local student or local family) must be certain that the intentions of the group regarding distribution of funds is clearly advertised and communicated.

11. The West Allegheny School District strongly recommends that if a booster organization maintains individual student accounts the following should occur:
    - Provide annual balance statements to their members
    - Make balance statements available upon request
    - Transfer funds from sibling to sibling within the organization
    - Define and communicate that excess funds will be absorbed by the general account when and if a family leaves the sponsored activity or the District

12. West Allegheny School District requires consistent use of District approved images. For purposes of consistency and to mitigate distractions and criticism related to negative depictions/images of Native American Culture, all District organizations/boosters/teams are to utilize the WA, arrowhead and traditional headdress logos on related communication materials, which include but are not limited to social media pages, websites, emails, letterhead, posters and signage. This applies to all apparel, which includes but is not limited to uniforms and spirit wear.