

# Frisco Independent School District Fine Arts Booster Club Guidelines

## *General Guidelines:*

The Role of the Superintendent – the superintendent is solely responsible for the entire UIL program. All school activities, organizations, 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.

The Role of Booster Clubs - neighborhood patrons from booster clubs to help 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 raising administration including process to obtain administrative approval prior to raising funds
- election of officers
- taking, distributing and filing minutes
- proper interaction with fine arts directors and academic 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.
- plans to support the school regardless of success in the 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 the authority to direct the duties of a school district employee
- minutes should be taken at each meeting and kept on file at the school
- school administration should apprise the booster clubs of all school activities
- booster clubs should apprise school administration 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

## *Fundraising/Spending/Stipends/Gifts to Directors:*

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

- fundraising projects are subject to federal and state law. Non-profit or tax exempt status may be obtained from the Internal Revenue Service and the State of Texas. Any club that obtains such status is reminded of their responsibility to file all reports and forms as required by the government.

- 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
- fundraising activities should support the educational goals of the school district 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 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 contract cannot depend on the success of a team or individual
- 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

*Purchases:*

Booster Club funds should rarely be used for the purchase of equipment or supplies. This type of purchase should only occur after receiving approval from the Fine Arts Director. On the rare occasion that Booster Club funds are approved for the purchase of equipment or supplies, the funds will be made available for spending in this manner:

- The Booster Club will submit a check made payable to the Frisco ISD.
- Checks will be deposited into the Frisco ISD General Fund.
- Donated funds will be made available to the fine arts program directly connected to the donating Booster Club.
- The head director will submit a purchase requisition for the approved equipment or supplies.  
Note: Booster Clubs cannot dictate how donated funds will be spent.

*Spring "Reward Trips":*

Booster Clubs will be responsible for all costs of Spring "Reward Trips". Student contribution is still limited to \$300 and would be handled through the Booster Club accounts.

When Spring Fine Arts trips involve booster club revenues paying travel expenses for lodging and transportation, the funds will be made available for spending in this manner:

- The Booster Club will submit a check made payable to the Frisco ISD.
- Checks will be deposited into the Frisco ISD General Fund.
- Donated funds will be made available to the fine arts program directly connected to the donating Booster Club.
- The head director will submit a purchase requisition for the expenses involved.  
Note: Booster Clubs cannot dictate how donated funds will be spent.

### *Fine Arts Boosters:*

In addition to the general procedures outlined above, the following guidelines apply to Fine Arts Booster Clubs:

- some booster clubs assist with expenses for travel to various activity related events such as UIL contests and performances at out of town venues. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district
- many booster groups schedule educational field trips with the approval of the local school administration and under the 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 fine arts related, non-performing opportunities would also be appropriate if approved by the local school district
- a recreational trip 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 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
- awards should be approved and administrated by the local school district to protect the students' eligibility
- 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:*

- 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 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 in 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