



**A guide for Booster Clubs on  
guidelines and procedures  
required by  
Jordan Public Schools**

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## **Purpose and Function 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 but not limited to 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**." This type of support is much like emotional or psychological parental support, but is given in a collective manner. Booster clubs play a key role in supporting Jordan Activities in many ways, and we are very thankful for the positive contributions booster clubs provide to school 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. 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.

It is the charge of the Jordan Activities Office and the administration at Jordan High School to ensure that booster clubs operate within their defined parameters.

### **Conflict**

Please promote the below process when conflict occurs:

#### **Step 1: Initial process**

- 1) The student-athlete and the coach will meet to discuss the issue.
- 2) The parent/student should schedule a meeting with the coach within one week of incident. Meetings must be at a time convenient to both parties. Student must attend.
- 3) If the parent wishes to meet the Activities Director, they will complete a step 3 appeal form. The coach will complete a written summary of the meeting within 10 school days of the parent meeting and turn into the AD. For further policy steps, go to [www.jordan.k12.mn.us](http://www.jordan.k12.mn.us)

#### **Other key points:**

- It is inappropriate to approach a coach prior to or at the conclusion of a game or practice unless the meeting has been previously agreed upon.
- Playing time is determined solely by the coach; discussion should focus only on how your son or daughter can improve his or her skills as an athlete.
- Calls should be directed to a school phone only.
- If emotions rise to an unreasonable level during the meeting, it will be concluded immediately and rescheduled.

### **Getting Started (required)**

- 1) Each Booster Club should have elected or appointed officers. (President, a Treasurer, and a Secretary)
- 2) Prior to the 1st practice of each season, each booster club President must inform the principal and AD with the names and contact information (address, phone and e-mail) of each club officer.
- 3) Booster Club meetings should follow a set agenda each meeting (Welcome/Minutes from past meeting/Treasurer Report/Old Business/New Business)
- 4) **All the areas discussed in this brochure are required and mandatory**

### Legal Compliance for B.C.'s

- a. Each Club will remain in good standing with State and Federal Laws to be recognized as a "Booster Club" by the district.
- b. To remain in good standing each Club should do the following:
  - i. Obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax).
  - ii. Clubs are generally considered non-profit organizations and will fundraise within the State of Minnesota. To comply with applicable charitable laws, the Club will need to:
    1. Become Incorporated in the State of Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a nonprofit corporation
    2. Register with the State Attorney General's Office as a charitable organization.
    3. Request recognition from the IRS as an exempt organization by filing Form 1023.
    4. Annually file a form 990 or "post card" filing as applicable with the IRS and annually file Charitable Organization Annual Report with the Minnesota Attorney General's office.
      - a. May also be required to file a Minnesota M4NP – depending on income and revenue sources – see a tax professional
  - iii. Clubs not set up as non-profits will need to demonstrate to the district that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for profit corporation, partnership or individual.
  - iv. Provide the district (Principal /AD) with a copy of the appropriate annual tax/ reporting returns filed with the appropriate Federal and State agencies.

### Finances

- 1) Treasurer report should contain all transactions that took place prior to the meeting.
- 2) Finance of each booster club should be open to 100% of all members
- 3) At no time should a paid coach have check writing authority
- 4) It is mandatory that **two people** should be involved in the authorization and signing of any check
- 5) All purchases must go through the school district (see purchasing section)
- 6) At least two members should tabulate all funds collected
- 7) District 717 has the right to request tax statements, receipts, expenditures, and balances

## **Purchasing**

Booster clubs wishing to purchase athletic equipment for their teams must go through the head coach and the athletic department for approval. **Boosters clubs should not purchase equipment independently.** When equipment is purchased, from donated funds, it becomes the property of the school district.

After the head coach and the activities director have approved an equipment request, the booster club should donate the funds to the athletic department, specifying its purpose. The athletic office will then complete a purchase order to initiate the 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, all coaches must complete new hire paper work. Call Jeff Vizenor at 952-492-4400 to schedule an appointment. At the end of the season the 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.

## **Billing to Booster Clubs**

All transportation, fees, and equipment purchases must be approved by the head coach and the Activities Director.

The activities department will bill booster clubs for any bus transportation that exceeds the district budget.

The activities department will bill booster clubs for any fees for tournaments or games that exceed the given district budget. The district may bill booster club for supplies/equipment that exceeds the district budget. All donations must be turned into the Activities Office prior to ordering.

## **Actions Booster Clubs SHOULD:**

- Volunteer time and 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/AD)
- Financially support the program by providing additional funding for coaches, staff, and event workers.
- Organize team events, such team meals.
- Listen and work closely with the head coach

- Discuss as official business any item that meets the definition or function of a booster club as outlined on the previous page.

### **Actions Booster Clubs SHOULD NOT:**

- Openly discuss or perform a performance review of the head coach or coaching staff.
- Review the performance of a coach funded by the booster club; staff evaluations are solely the responsibility of the school district.
- Openly discuss playing time issues.
- Ransom funding of the program in order to control the hiring or firing of the head coach or staff member.
- Offer up a petition by booster club members to hire/fire a coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach.
- Discuss as official business any item that does not meet the definition and 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.
- There should be no open bar for adults, and parents should refrain from using alcohol at banquets.
- To avoid conflict, banquets should not be held on Wednesday evenings or before 12:00 p.m. on Sundays.

### **Advertising**

- The Jordan Athletics and Activity office **must approve** all advertisements in printed programs for Jordan events. Please email or fax a copy of your ads for approval prior to printing \_\_\_\_\_ TBD \_\_\_\_\_
- The Jordan Athletics and Activity office reserves the right to pull programs that have not been approved or not consistent with 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
- Be aware that membership on a team and/or playing time is not affected in any way by the amount of money raised by a participant
- Booster club dues and other fees should be refunded to students who are cut from the team.

### **Captains Practices**

- No coaches -- paid or volunteer -- supervise captains practices.
- Captains practices may be scheduled up to two weeks before the start of the season by calling Building Reservations at \_\_\_\_\_ TBD \_\_\_\_\_

- Adult supervision is required at captains practices, but student participation should never be mandated or required.

### **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 a ISD 717
- 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 program. It is meant to be a tool used to better relationships, clarify procedures and rules, and set the stage for a successful season.

Parents, without your help we would not be able to provide quality activity programs for all Jordan students. ***Thank you.***

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