



ATHLETIC BOOSTER CLUB REGULATIONS

1. Booster clubs are expected to observe and follow all *UIL Booster Club Guidelines* and the *FISD Booster Club Requirements and Operational Guidelines*.
2. An annual FISD district meeting will be held for booster club officers. The president, another officer or representative, must attend this meeting.
3. Booster clubs must have written by-laws on file with the athletic coordinator at their respective campus.
4. Booster clubs must obtain tax exempt or 501(c)(3) status. Booster clubs may not use the FISD Sales Tax Permit number for any reason.
5. Booster clubs must turn in regular financial reports to the head coach of the sport represented and the athletic coordinator at their respective campus.
6. For accountability purposes, there should be at least two people involved with collecting and depositing of funds in addition to the treasurer, who will be responsible for verifying the account and depositing the funds.
7. Booster financial transactions should always incorporate the distribution and collection of receipts or a comparable communication and record keeping system.
8. Coaches should not handle money associated with booster club activities.
9. Transparency should be a goal of our athletic booster clubs. Officers should be elected by the membership. The election process should be clearly outlined in the by-laws, and the election outcomes should be communicated to the campus principal.
10. FISD employees should not serve in a booster club role connected with booster club financial operations. FISD employees must obtain principal approval prior to serving as an officer/board member of a booster club.
11. The head coach, or an assistant coach appointed by the head coach, should attend **every** booster club meeting in an **advisory capacity**.
12. Booster clubs may seek guidance from the head coach and must obtain final approval from campus administration on all decisions directly impacting students or campus or district programs.
13. Booster clubs do not have the authority to direct the duties of a coach/school employee. Scheduling of contests, scheduling of practices, program rules and expectations, and all other program related criteria are under the jurisdiction of the local school administration.
14. Fundraisers which are routinely approved by FISD include spirit wear sales, the sale of concessions at FISD facilities and FISD partner facilities, and sports clinics organized by the coaches during their respective season. Questions about these fundraisers should be directed to the campus administration. Booster clubs must obtain approval for all other booster club fundraisers from the campus administration.
15. Booster clubs can raise funds to provide items such as team programs, team posters, end of season banquet, and/or scholarships for graduating seniors.
16. Scholarships should be awarded through the Frisco Education Foundation. Criteria for the scholarships should be reviewed by the campus administration. The Frisco Education Foundation will examine applications and make final decisions.

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

1. The Booster Club will submit a check made payable to the Frisco ISD.
2. The check will be deposited into the Frisco ISD General Fund.
3. The donated funds will be made available to the athletic program directly connected to the donating Booster Club.
4. The head coach will submit a purchase requisition for the appropriate equipment or supplies.

Note: Booster Clubs cannot dictate how donated funds will be spent.

18. Booster clubs are expected to follow FUSD procedures concerning concession stands, which can be found in the "Concession Stand Information for FUSD Booster Clubs" handout.