

# Booster Club Guidelines

## Definition

Saint Paul's School welcomes assistance from the concerned parents and friends who form Booster Clubs which help enrich the school's participation in extracurricular activities.

## Guidelines for creation of a booster club

- Membership is voluntary and provides unified support for student activities of the school
- The club will welcome and encourage involvement by all parents of students participating in the supported activity
- Officers of the group will always obtain the use of school facilities from the President
- Officers of the group will gain approval for all fundraising and sponsorships from the Director of Development
- All groups will have bylaws and operating procedures, and these will be submitted to the President
- The President of each group will submit the name, address and telephone number of all current officers to the school's President and the finance officer
- All groups will comply with administrative regulation and board policies when donating money or gifts to the school

## Written Policies

Booster clubs should follow Saint Paul's written policies for:

- Obtaining administrative approval before beginning projects
- Planning and publicizing meetings
- Bookkeeping and fund administration including:
  - Obtaining President's approval prior to raising or spending funds
  - Depositing funds raised to the accounting officer
  - Disbursing funds from the accounts
- Notifying the school to assist with communication of events

Booster clubs should write policies for the following and these policies should be submitted to the President.

- Electing officers (suggestion: one president; one secretary; one treasurer and one vice-president)
- Taking, distributing, and filing minutes

- Governing code of sportsmanship behavior for booster club members and fans at contests, treatment of officials, guests, judges, etc. All guidelines should follow Section Three of the LHSA Handbook.
- Planning to support the school regardless of success in competition, and keeping the educational goals of competition at the forefront of all policies

## Guidelines

- All fundraising should follow the guidelines established by the Archdiocese of New Orleans.
  1. All casino-type gambling (dice, roulette, hi-lo, blackjack, etc) is prohibited at any Catholic Church, School or Catholic agency-sponsored function within the Archdiocese of New Orleans. This prohibition is absolutely and universally mandated
  2. Bingo, keno, pull tabs, and raffles are permitted as long as all pertinent civil laws (federal, state, and local) are completely observed.
  3. Bunco is considered a game of chance and is prohibited at any Catholic Church, School, or Catholic agency sponsored function within the Archdiocese of New Orleans.
  4. No Catholic parish, school, institution, or organization may sell or distribute Louisiana State Lottery Tickets.  
No church sponsored trip or outing is to visit a gambling casino.

Fundraisers: The booster club president must complete the Fundraiser Request Form and submit it to the Director of Development for approval. This form should be submitted thirty days prior to the event. This approval process prevents more than one club from selling the same items or soliciting from the same source

Creating a program: When a booster club creates a program and sells ads as a fundraiser, the completed program must be submitted to the Public Relations Director within the Development Office ten days before printing.

- Selling of merchandise: If a booster club chooses to sell clothing or other merchandise as a fundraising vehicle, the club must adhere to the approved vendors list supplied by the Director of Development. ALL references to the school should be stated as “**Saint Paul’s School**” or “**St. Paul’s**”, i.e. **St. Paul’s Band**, **St. Paul’s Lacrosse**. The booster club should adhere to approved images supplied by the President. All clubs are encouraged to use the Lasallian brand “L” where appropriate.
- Raffles: All raffles are subjected to approval by the Louisiana Department of Revenue; therefore, any raffle conducted without prior approval may subject the school to fines, which must be paid by the booster club. All raffles for the current school year must be submitted for approval using the Raffle Request Form no later than August 31st. No organization can acquire merchandise or sponsorships from a gambling establishment.
- Booster Clubs may develop their own electronic media. The booster club must give written notice to the President and Director of Development about how to access electronic media communications. The electronic sources will be referred to from Saint Paul’s School website.

Saint Paul's will provide a written disclaimer that must be used at the top of the electronic media. All references to the school should be stated as "Saint Paul's School" or "St. Paul's".

- All advertising from the booster club's electronic media is subject to approval by the school. Archdiocesan rules apply to all school forms of advertising.

## **Club Finances**

Booster clubs should make recommendations and plans for funds raised by their organizations, but the School (added "school") President reserves the right to final approval of all expenditures.

The following rules apply:

- Booster clubs may not establish their own checking accounts for booster funds. All funds should go directly to the school for recording purposes.