

The DeKalb County Board of Education encourages parent participation in all aspects of student life in the DeKalb County School District. Parents and others who wish to support school programs are encouraged to participate in the various booster clubs and other parent organizations that play such an important role in supporting, encouraging and advancing school programs. The term “booster club” in this policy refers to all volunteer parent organizations that operate to support school programs in the DeKalb County School District, except PTA’s and PTSA’s which are still subject to all other applicable DeKalb County School District rules and regulations.

The following rules and regulations have been established by the DeKalb County School District as basic and broad guidelines for the establishment and operation of all booster clubs that support DeKalb County School District schools:

1. The sole purpose of a booster club is to support a school and its programs. Accordingly, all booster clubs must be approved by the principal of each individual school;
2. A copy of each booster club’s: (1) constitution; (2) by-laws; (3) annual approved budget; and (4) listing of officers and board members (with contact information) must be submitted to the principal before booster club activities begin each year. Each booster club will have a written constitution, stating clearly defined objectives to be implemented by the club;
3. All fundraisers, projects and activities to be conducted by a booster club must be planned in conjunction with, and have the prior written approval of, the principal, or his/her designee. Booster clubs must follow Georgia law and all applicable DeKalb County School District (“School District”) guidelines, including those pertaining to fund-raising activities and advertising;
4. The principal or his/her designated representative is strongly encouraged to attend all booster club meetings of the general membership and may attend other booster club meetings at his/her discretion. The “school sponsor”, or his/her designated representative of each booster club individual activity, will attend each booster club meeting. The “school sponsor” is the person on the staff of the school who has

been identified and named by the principal to work with a booster club in some capacity;

5. The principal, the sponsor and the booster club will work together to ensure that all booster club meetings are scheduled at a mutually convenient date, site and time;
6. At least thirty days prior to the election, the booster club will announce to its general membership, the principal and sponsor, its election for officers. The school district strongly recommends that, at the the time of his/her election, each officer of a booster club is a parent or guardian of a student currently enrolled in the school that the booster club supports;
7. Booster club activities must not conflict with, or detract from, instructional time;
8. Each booster club will develop a written yearly budget, with input from the sponsor and the school's principal. The booster club's budget will be designed to support the program needs that cannot be met by the school;
9. In its constitution, each booster club will have procedures for an annual financial accounting audit. The principal and the booster club members will receive from the booster club, a written copy of the booster club's annual financial report, as well as, a financial report to be submitted, at a minimum, on a quarterly basis. The superintendent may order, at any time, that the booster club's financial records be audited, at the school district's expense, by an independent accounting firm or accountant designated by the superintendent.
10. All booster clubs are encouraged to become incorporated and to file with the Internal Revenue Service for 501(c)(3) non-profit, charitable status. Prior to funds being collected at the start of the school year, all booster clubs that handled funds in excess of \$1,000.00 during the previous school year must ensure that its officers and employees are adequately bonded. Deficit financing and deferred payments are not allowed;
11. Booster clubs are responsible for their own tax filings and accounting and must obtain their own federal tax identification number. Booster club funds must never be commingled with student activity funds or other school or school district funds. All funds collected from a booster club fundraiser or otherwise obtained by a booster club must be deposited into the booster club's bank account. Disbursement from the booster club's bank account will be by check only and all disbursements will be properly documented, i.e., receipts, invoices, etc. Each check written by a booster club must contain the signatures of two booster club officers – (1) the

president and (2) the treasurer. Provided proper authorization exists in either the Booster Club's by-laws or constitution, the vice president's signature may be substituted for the president's signature on a booster club check when the president is unavailable. Booster clubs may donate funds to a school or to the school district. When these funds are deposited in a school or school district account, the booster club relinquishes all control over these funds;

12. All gifts given to the school by a booster club will be accepted by the principal, with a signed statement, a copy of which shall be given to the booster club, indicating that the gift has become the property of the DeKalb County School District, with the school becoming the custodian of the gift;
13. No member of the school or school district's faculty, administration or staff may hold any office in a booster club, appear on a signature card for any booster club bank account, or sign checks for a booster club. Any financial obligation incurred by a booster club shall be solely that of the booster club;
14. All questions by booster club members concerning booster club policy of the DeKalb County School District should be directed to the principal, his/her designated representative, or to the designee of the superintendent; and,
15. The superintendent, at his/her sole discretion, may dissolve any booster club that does not adhere to these guidelines, including, but not limited to, those that exhibit serious financial irregularities. The assets of the dissolved booster club will be disbursed in accordance with the bylaws of the booster club and the laws of the State of Georgia. If the booster club has no bylaws, then, upon dissolution, its assets will become the property of the school district.