

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

SECTION 26 – BOOSTER (PARENT) ORGANIZATIONS

Booster (parent) organizations are separate entities from the District and it is ultimately the responsibility of each club to be in compliance with all District policies, UIL guidelines, and applicable laws and regulations in cooperation with the organization or activity they support. The purpose of this section of the Administrators Operating Guide is to outline the District guidelines applicable to District employees and administrators as they interact with such organizations. General guidance for the organizations themselves may be found in the [PTA & Booster Club Guidelines](#) located on the District's website.

- (1) The campus principal or department director shall ensure that all organizations recognized by the administrator are listed on the campus/department website. This will provide a location where community members may go to determine the legitimacy of organizations seeking to raise funds in support of the District's students and activities.
- (2) Every Booster Organization shall be assigned to an administrator at the level of principal, assistant principal, or director. Campus principals and department directors shall make such assignments and give notice of the assigned administrator to both the organization and the employee being assigned the responsibility.
- (3) The assigned administrator shall be responsible for the following:
 - a. Maintaining current information about the organization including, but not limited to, the following: PTA and Booster Club Information Sheet (updated at least annually to ensure contact information remains current), financial procedures, and bylaws.
 - b. Ensuring that the campus sponsor for whichever student organization or activity is supported attends the booster organization meetings.
 - c. Maintaining a copy of the organization's most recent self-audit and ensuring that one is provided annually in accordance with Board Policy GE(Local).
 - d. Reviewing the organization's budgets and expenses to ensure they are aligned with UIL rules, board policies and District procedures.
 - e. Reviewing minutes of meetings held by the booster organization to ensure that such minutes are signed by the appropriate organization officers and include evidence that the organization is 1) conducting its meetings in accordance with Roberts Rules of Order, 2) providing financial activity reports at each meeting, 3) securing member approval of their activities, and 4) approving the minutes of each meeting at a subsequent meeting.