

Creating a Successful Partnership

This document has been created to set guidelines for communication between Barnum Booster Clubs and Barnum High School Athletics and Activities. It is a tool for creating positive relationships, clarifying rules, procedures and responsibilities, and setting the stage for successful partnerships.

Barnum Booster Clubs play a key role in supporting Barnum Athletics and Activities in many ways. Parents, without your help we would not be able to provide quality programs for all Barnum students. Thank you for your time, energy and support!

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 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 support is much like emotional or psychological parental support, but is given in a collective manner.

It is the charge of the Barnum Athletic Director and Barnum High School Principal to ensure that booster clubs operate within their defined parameters.

Getting Started

1. Define your mission: your mission statement should define why you exist, who you support and your core priorities and activities.
2. Each booster club should elect or appoint officers: president, treasurer and secretary.
3. Prior to the first practice of each season, club presidents must inform the principal and A.D. of the names and contact information (address, phone and email) of each club officer.
4. Booster club meetings should follow a set agenda each meeting, i.e. Welcome / Minutes from past meeting / Treasurer Report / Old Business / New Business.
5. All the areas discussed in this brochure are required and mandatory.

Fundraisers

Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs. Student participation on a team and/or playing time cannot be affected in any way by the amount of money raised by a participant.

Advertising

The Barnum Athletic Director (A.D.) and High School Principal must pre-approve all advertisements placed in printed programs, on fliers, marketing pieces and clothing, or anywhere on school grounds. Please fax or email a copy of proposed ads to: 218-389-3259 or dduesler@isd91.org.

The Barnum Athletic Director and Principal reserve the right to pull programs/materials that have not been approved or are not consistent with district values.

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 ISD 91
- Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic.

Captains Practices

- No coaches - paid or volunteer - may supervise captain's practices.
- Captains' practices may be scheduled up to two weeks before the start of the season.
- Adult supervision is required at captains' practices, but student participation cannot be mandated or required.

Parents

Thank you for your support!

Barnum High School Athletics & Activities



Booster Club Guidelines

Guidelines and Procedures
required by
Barnum Public Schools
for Barnum Booster Clubs

Barnum High School Principal
Jodiann Fanth

Barnum High School Athletics /
Activities Director
Dave Duesler

Booster Clubs CAN:

- Volunteer time and raise money.
- Contribute funds to better enhance the team or organization's performance.
- Print promotional items like team schedules, programs, clothing and yearbooks (subject to approval by the head coach and A.D.).
- Provide additional funding for coaches, staff and event workers.
- Organize team events, such as team meals.
- Listen to 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 this brochure.

Booster Clubs CANNOT:

- 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 in this brochure.

Legal Compliance

Each club will remain in good standing with State and Federal Laws to be recognized as a "Booster Club" by the district. To remain in good standing each Club will do the following:

1. Obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax).
2. 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:
 - a. Become Incorporated in the State of Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a nonprofit corporation
 - b. Register with the State Attorney General's Office as a charitable organization.
 - c. Request recognition from the IRS as an exempt organization by filing Form 102 (501(3)c).
 - d. 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. May also be required to file a Minnesota M4NP – depending on income and revenue sources – see a tax professional.
3. 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.
4. Provide the district (Principal /A.D.) with a copy of the appropriate annual tax / reporting returns filed with the appropriate Federal and State agencies.
5. Actively seek to become a non-profit organization (501(c)3).

Finances

1. The Treasurer's report should contain all transactions that took place prior to the meeting.
2. The finances 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. Barnum Public Schools has the right to request booster tax statements, receipts, expenditures, and balances.

Purchasing of Equipment

Booster clubs wishing to purchase athletic equipment for their teams must go through the head coach and the athletic director for approval. Booster clubs will 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 athletic director have approved an equipment request, the booster club will donate the funds to the school district, specifying its purpose. The athletic director will then complete a purchase order to initiate the order. All equipment and supplies must be shipped to the school district address. Booster clubs will not order materials directly or have materials shipped to a home.

Barnum Public Schools 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 A.D. The A.D. will bill booster clubs for any bus transportation that exceeds the district budget.

The A.D. will bill booster clubs for any fees for tournaments or games that exceed the given district budget.

The district may bill the booster club for supplies/equipment that exceeds the district budget. All donations must be turned into the district office prior to ordering.