

## RELATIONS WITH BOOSTER ORGANIZATIONS

### Financial Donations

1. Booster organizations may establish private booster fund accounts in local banks. It is required that an independent or internal audit occur annually and a copy of the audit be provided to the school.
2. Any money expended on school programs by booster organizations must be deposited in the appropriate school or Division account and will become the property of the Division.
3. Booster organization moneys deposited with the school will become a part of each school's monthly accounting.
4. Booster organizations are not allowed to issue personal cheques or cash to coaches or activity advisors for any purpose. The procedure in #2 must be followed in order to expend money on meals, lodging, transportation or other expense.
5. Booster organizations must have a designated school representative at each of their meetings. The school representative will be the Principal or his teacher/administrative representative and will serve as the liaison between the organization and the school.
6. Booster organization fund-raising projects must be approved first by the Principal or the activity/athletic director.
7. Since raffle license regulations are demanding and require a great deal of time to manage, it is suggested that booster organizations secure their own license.

### Building and Supply Donations

1. Booster organizations may purchase equipment or supplies to give or loan to a school for its use providing:
  - such items are approved by the Principal or designate; and
  - all purchases meet Division specifications prior to purchase.
2. The Division will reserve the right to accept or reject permanent ownership of any approved donated equipment from a booster organization.

— *Accomplish Anything* —

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