



ATHLETIC BOOSTER CLUB REGULATIONS

1. Booster clubs are expected to observe and follow all UIL Booster Club Guidelines and the HISD Booster Club Requirements and Operational Guidelines.
2. An Annual HISD district meeting will be held for booster club officers. The president, another officer or representative must attend this meeting.
3. Booster clubs will have a corporate book where your articles, by-laws, state and federal registration forms as well as minutes and financial statements are kept.
4. Booster clubs will have written by-laws on file with the athletic office. Meeting minutes are to be sent to the athletic office in a timely manner. Athletic office will keep on file.
5. Booster clubs must keep compliant with state and federal guidelines such as but not limited to annual renewal fees and updated information.
6. Booster clubs must become a Public 501(C)(3) tax exempt organization. Booster clubs may not use the HISD sales tax permit for any reason.
7. Becoming an incorporated entity is highly suggested for your Booster club.
8. Booster clubs will have accounting policies and procedures in place – establishing an accounting system that will properly track receivables and payables as well as the handling of funds.
9. For accountability purposes, there should be at least two people involved with collecting and depositing of funds in addition to the treasurer, who will be responsible for verifying the account and depositing the funds.
10. Coaches should not handle money associated with booster club activities.
11. Transparency should be a goal of our athletic booster clubs. Officers should be elected by the membership. The election process should be clearly outlined in the by-laws, and the election outcomes should be communicated to the Athletic Director and the campus Principal.
12. HISD employees should not serve in a booster club role connected with booster club financial operations. HISD employees must obtain principal approval prior to serving as an officer/board member of a booster club.
13. Athletic booster club funds are not to be used to support athletic camps, clinics and/or private instruction or any activity outside of the school. (League, 2017)
14. Booster club meetings will be planned throughout the academic year. The meetings will be published seventy-two (72) hours prior. The club meetings will be publicized for all to attend.
15. The head coach or an assistance coach appointed by the head coach, should attend every booster club meeting in an advisory capacity.
16. Booster Club fundraisers are approved through the Athletic Office. The fundraisers are to be planned for the academic year and follow the HISD structure for reporting/summary of the fundraisers. No fundraiser will be allowed to take place until approved in writing.
17. Booster clubs can raise funds to provide items such as team programs, team posters, and end of season banquet and / or scholarships for graduating seniors.

18. Booster clubs are encouraged to work with the coach and sport program for concession sales at HISD facilities, spirit wear sales, and/or sports clinics organized by the coaches. Questions about these fundraisers should be directed to the athletic office.
19. Scholarships should be awarded through the College and Career Department. Criteria for the scholarships should be reviewed by the campus administration not the Athletic Department.
20. Booster club funds should rarely be used for the purchase of athletic equipment or supplies. This type of purchase should only occur after receiving approval from the Athletic Director. On the rare occasion Booster Club funds are approved for the purchase of athletic equipment or supplies, the funds will be made available for spending in this manner.
 - a. The Booster Club will submit a check made payable to Huntsville Athletics
 - b. Athletic Director will assist and approve of purchase with sport program Head Coach
21. Booster clubs cannot provide gifts to students, including awards. (League, 2017)
22. Booster clubs may seek guidance from the head coach and must obtain final approval from campus administration on all decisions directly impacting students or campus or district programs. (League, 2017)
23. Booster clubs do not have authority to direct the duties of a coach/school employee. Scheduling of contests, scheduling of practices, program rules and expectations, and all of their program related criteria are under the jurisdiction of the local school administration. (League, 2017)