

## Booster Club Guidelines

Parents, guardians and members of the community who have organized booster clubs for the purpose of supporting a specific program should be aware of the following:

Booster Clubs must follow the criteria below, aligned to Board Policy 1222 - Relationship with Booster Organizations.

- Membership in the organization must be voluntary.
- Submit required documents in advance to the Superintendent of Schools or designee for prior approval. (Any time the booster club uses the name of the school district, or any language suggesting that the district has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or designee.)
- Seek advance approval for any use of school facilities and/or equipment, following the policy and procedures outlined in policy 1500, Public Use of School Facilities and its accompanying regulation.
- Avoid interference with the decision-making of any student group.
- Booster clubs are independent organizations and need to be run and operated separate from district employees, including the Coach or leader of the student organization.
- Understand and respect the authority of district employees in the administration of their duties.
- Assume all responsibility for their organization, including but not limited to, financial accounting, chaperones, transportation and the provision of adequate insurance coverage, as appropriate.

## Booster Club Annual Registration Form

WCSD recognizes the need for community support in conducting an athletic or music program. We also realize that as seasons conclude, new officers are elected for the following year. As a way to provide all Booster Club officers with necessary information, Booster Club registration forms must be on file at the beginning of each school year.

The Booster Club registration form asks for contact information, philosophy of the club and major goals the club will work toward.

### Resources for Booster Clubs

Visit [bit.ly/wcsdboosterclubs](http://bit.ly/wcsdboosterclubs)

### Forms and Policies

- Booster Club Registration Form
- Fundraising Form
- Facility Use Request Procedure
- BOE Policy 1800 - (Donations, Gifts, and Grants to the District)

### WE ARE HERE TO HELP

Contact Information:

**Assistant Superintendent: Dr. Michelle Cardwell**  
michelle.cardwell@wcsdny.org  
845-298-5000 x40142

**District Clerk: Alberta Pedro**  
alberta.pedro@wcsdny.org  
845-298-5000 x40145

**Director of Fine and Performing Arts: Bonnie King**  
bonnie.king@wcsdny.org  
845-298-5000 x40160

**Director of Athletics: Kurt Jesman**  
kurt.jesman@wcsdny.org  
845-298-5000 x30095

**Athletics Website:**

<https://www.wappingersschools.org/Page/22453>



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## BOOSTER CLUBS

*Protocols and Guidelines*

THE MISSION  
of the

**WAPPINGERS CENTRAL SCHOOL DISTRICT**  
IS TO **EMPOWER** ALL OF OUR STUDENTS  
WITH THE COMPETENCIES AND CONFIDENCE  
TO **CHALLENGE** THEMSELVES,  
TO PURSUE THEIR PASSIONS, AND TO REALIZE  
THEIR POTENTIAL WHILE **GROWING** AS  
RESPONSIBLE MEMBERS  
OF THEIR COMMUNITY.

Wappingers Central School District is fortunate to have very generous and active Booster Clubs that support our District programs. All advisors and/or coaches are welcome to attend any Booster Club meeting. If a coach or advisor has any request of the Booster Club, it should be discussed with the advisor of the activity and/or the high school head coach of their sport and the school athletic director, if applicable. **Booster clubs are not permitted to provide additional compensation to coaches or advisors in addition to the coach's or advisor's seasonal salary.**

## Frequently Asked Questions

**Q: What are the steps to hold a fundraiser?**

**A:** All booster club fundraisers must go through an approval process, 3 weeks prior to the event date, to make sure it adheres to district policy and that no conflicts exist. The fundraising form must be completed and returned to the building principal. Requesters will be notified by the building principal regarding status of the form.

**Q: Our booster club wants to use our fundraising proceeds to purchase equipment, supplies and clothing for our team. How do we do that?**

**A:** All Booster Club donations, including equipment, materials and supplies for our teams, must be made in writing to the Board who accepts on behalf of the school district by official action/resolution approved by a majority of the Board. This should occur prior to ordering such equipment, materials and supplies. In the area of sports equipment, materials, or supplies, our athletic logo and school colors identify our District. Accordingly, all purchases must be reviewed by the athletic director prior to purchasing to ensure the proper school colors are used and the athletic logo is properly sized and displayed on the clothing.

**Q: How do I make a donation?**

**A:** As stated in BOE Policy 1800 and regulation 1800-R, offers of gifts/grants/donations must be made in writing to the Board of Education who accepts on behalf of the school district by official action/resolution approved by a majority of the board.

**Q: What happens when the Board accepts my donation?**

**A:** All gifts/grants/donations will become property of the District.

## ATHLETIC CAMPS

Any group meeting for a sport outside the defined sports season would be considered an athletic camp if both of the following criteria are met:

1. Coaches provide athletic instruction to kids
2. Fees are collected from participants

Athletic camps cannot be advertised as a school District sponsored activity. Coaches, who receive a District stipend, may be paid a reasonable rate by the booster club for coaching an athletic camp.

Camp sponsors will rent the school facilities and the WCSD facilities fee schedule will apply. See Facilities Use Form and Policy 1500-E.2

High schools shall not recognize or advertise youth sports camps or teams as "feeder programs" for high school athletic teams. High school coaches may choose to participate in youth athletic camps, coach travel/club teams, or provide instruction to youth athletic programs but the high school coach's participation in no way indicates that youth participation is a prerequisite for selection to high school teams.

Booster clubs may consider advertising their athletic camp through the Continuing Education Office by March of each year. They can be reached at 845-298-5000 ext. 40130.

## COLLECTION OF MONEY

1. Money (cash or check) collected from students for a Booster Club sponsored event should go directly to a Booster Club Officer. Coaches are not permitted to collect money on behalf of a Booster Club.
2. The District will designate a time, place, and manner for fund-raising activities during a District sponsored event.

## FOOD PERMITS

### Information from The Department of Health

#### No Food Permit Needed:

Temperature stable, pre packaged food.  
For example: pop tarts, candy, hostess snacks, snack-bag 'chips', snack crackers.

Temperature stable home-baked good (brownies, cupcakes, cookies).

NOTE: Items that include cream cheese, sour cream, ricotta filling, etc. should not be made or sold - due to the storage temperature required.

#### Temporary Food Permit Needed:

Any food that needs to be kept hot or cold.  
For example: pizza, hamburgers, hot dogs, sandwiches, ziti, meatballs, etc. Only food from a licensed approved source (i.e. restaurant, deli, catering facility) is permitted by the DOH. Hot and Cold food should NOT be made at home and served.

#### Permits:

One Temporary Food Permit can be used for 14 consecutive events. For example, one permit would be allowed for 14 football games in a season. There is a fee of \$30.00 for one permit. In some cases this fee can be waived if the group is tax exempt. For additional information contact the Department of Health at 845-838-4801.