

BOOSTER CLUB HANDBOOK

Booster clubs offer a positive opportunity for parents to be involved with the athletic program. Booster clubs are to work in conjunction with, and be supportive of, the North Penn High School's athletic department, coaching staff and athletes. Booster club members are encouraged to provide and promote fan support and promote good sportsmanship for NPHS athletics. These clubs shall not seek to influence or direct the policies or procedures of the athletic department or coaches. This responsibility rests with the North Penn Board of School Directors and NPHS administration.

FUNDRAISING

North Penn High School's budget secretary oversees all transactions associated with the General Booster Account (Title IX Fund) and all Individual Team accounts. The Athletic Director must approve team fundraisers and purchases.

All teams are required to appoint a parent volunteer to North Penn High School's Booster club. The appointee or his/her representative is asked to attend all General Booster Club meetings. The appointee is responsible for completing the necessary forms associated with the individual team account. This includes completing the following forms:

1. Approval Form – Solicitation and Sales Form – Teams are required to submit a solicitation form for each fundraising event. This form shall be submitted to the athletic director.
2. Teams Account Deposit Form – A team must deposit all money raised through fundraisers into the team's individual account. All information requested on the deposit form must be completed. This form is located in the high school's budget office.
3. North Penn Teams' Booster Requisition Form – This form must be completed for all purchases and/or reimbursements. This form is located in the high school's budget office.
4. Gift to District Form – This form must be completed on equipment purchases greater than \$100.

PARENT MEETINGS

North Penn Booster clubs are allowed use of high school facilities for club meetings and other functions. Use of the facilities must be scheduled in advance through the athletic office.

CONCESSION STAND

Booster clubs running concession stands at school events must have approval from the athletic office in advance. The operators of the concession stands shall assist in keeping food and drinks out of restricted areas and keeping the area litter free. All organizations are responsible for proper clean-up after use. All food shall be appropriately stored or removed from the concession stand at the conclusion of the event.

FINANCIAL REPORTING

Teams that have applied for and received 501 (3) (c) status must forward a copy of the teams financial report, including all transactions, at the completion of each fiscal year (July 1 – June 30). Booster clubs receiving 501 (3) (c) status must provide the athletic office with a list of officers, their addresses and phone numbers. There will be a copy of the current club constitution and by-laws on file in the athletic office.

The officers of the booster club shall communicate the plans for their activities to the athletic director. This will ensure compliance with all policies and procedures, as well as allowing administration to respond in a knowledgeable way to any questions regarding their activities. A copy of the minutes from meetings shall be submitted to the athletic director. All proposed fundraising requests shall be submitted on the Solicitation and Sales Approval Form.

SENIOR NIGHT

Please contact the North Penn Athletic Office for more information.

**BOOSTER MEETING DATES
2019-20**

August 19, 2019	Informational – Trivia Knight
November 11, 2019	Trivia Knight/Harlem Wizards
January 6, 2020	Harlem Wizards
April 6, 2020	Harlem Wizards/Golf Outing
May 18,2020	Year in Review (Elections)

REQUIRED FORMS (FORMS LISTED ON ATHLETIC WEBSITE)

Solicitation Form:

Form must be completed and submitted to athletic office two weeks prior to the fundraising event.

Deposit Form:

Form must be completed when submitting a deposit to NPHS Budget Secretary.

Withdrawal Form:

Form must be completed and submitted to athletic office for approval

Gift to District Form:

Form must be submitting when purchasing a team item that is valued at \$100 or higher

Tax Exempt Form (W-9):

Form must be completed and submitted to vendor.

Senior Night Guidelines