



## BUSINESS/NON-INSTRUCTIONAL OPERATIONS

3290

### Operation of Booster Clubs Organized for the Benefit of the Montville Public Schools

Booster clubs and other voluntary sports funding groups organized for the benefit of sports programs for the Montville Public Schools (“Booster Clubs”) are encouraged by the Montville Board of Education.

Parents/guardians and other interested community members who wish to establish/operate a Booster Club must adhere to the following guidelines:

1. Compliance with all Board of Education policies and procedures as well as applicable state and federal laws.
2. Completion and Submission of a School Recognition Form (attached as Appendix A).
3. Submission of an activity schedule to the Superintendent or his/her designee for prior approval.
4. Maintenance of non-profit status, and assumption of all financial and legal responsibility for the organization’s operations.
5. Membership must be voluntary and offered on a non-discriminatory basis.
6. Ensuring that the prior approval of the Superintendent or his/her designee is obtained when using the Montville Public Schools’ name or other identifying symbols such as logos or mascots. Permission to use the Montville Public Schools’ name or other identifying symbols such as logos or mascots may be rescinded at any time and does not constitute permission to act as a representative of the Board.
7. Compliance with Board policies and procedures for the use of school facilities and/or equipment, including procedures regarding appropriate insurance coverage.
8. The Booster Club shall have no authority to act on behalf of the Montville Public Schools with regard to contractual or other obligations. All written communications by the Booster Club and/or fundraising activities shall include clear notice to the public of the status of the Booster Club as a separate entity.

9. Any contribution of money, service or tangible property made by the Booster Club to the district shall be made in accordance with the Board Policy #1311.1, Promotion of Private Interests. Any solicitation of funds and/or specific fundraising initiatives by Booster Clubs shall be in accordance with Montville Board of Education policy.
10. The Booster Club shall provide the District with a copy of the rules and procedures (bylaws) under which the organization operates, which must be approved by the Superintendent or his/her designee. The bylaws shall include the rules of membership in the organization and must address the organization's fiscal year, organizational structure and the method used to elect officers.
11. The Montville Public Schools shall not be responsible for the Booster Club's business or the conduct of its members.

The Superintendent shall designate a staff member to serve as the liaison to Booster Clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues.

**APPENDIX A**

Official School Recognition Form  
For Booster Clubs Organizations Organized for the Benefit of the Montville Public  
Schools

Name of the Booster Club Organized for the Benefit of the Montville Public Schools

\_\_\_\_\_

School Year \_\_\_\_\_ Date \_\_\_\_\_

Please provide a brief description of the purpose and/or goal of the organization:

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Organization's/Club's Officers

President \_\_\_\_\_ Phone \_\_\_\_\_

Vice President \_\_\_\_\_ Phone \_\_\_\_\_

Secretary \_\_\_\_\_ Phone \_\_\_\_\_

Treasurer \_\_\_\_\_ Phone \_\_\_\_\_

Persons Filing Form (2 Names) \_\_\_\_\_

\_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

This form must be completed and filed with the Superintendent or his/her designee on a yearly basis no later than June 1st to be officially recognized for the following school year.