

Agenda in Brief  
Wyoming Area School District  
Work Session of the Wyoming Area Board of Education  
20 Memorial Street, Exeter, Pennsylvania, 18643  
Tuesday, March 18, 2014, 7:00 p.m.

Agenda

Communications Report

New Business

Finance Report

Education Report

Activities Report

Building Report

Policy Report

Open Discussion

Adjournment

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Communications Report

1. Luzerne Intermediate Unit #18 submitting their minutes of regular meeting of January 22, 2014.
2. John Orleski and Joe Rossi, Mini Motors/AAMCO in Wyoming, introducing their business for Total Car Care.
3. Rita Mauriello, Reading Consultant, requesting permission to attend the Pennsylvania Association for Federal Coordinators Conference, in Champion, PA.
4. Ashley Aritz, Social Studies Teacher, requesting permission to attend the Junior Achievement in Pittston, along with students, regular education and learning support teachers.
5. Roseann Ambrusco, Cross Country Parents Association, requesting permission to hold a car wash/coin drop.
6. Libby Krokos, Director of Special Education, Luzerne Intermediate Unit, requesting permission to use five classrooms at JFK Elementary School for the Extended School Year Program.
7. Christopher Hizynski, Secondary Center Teacher, requesting to attend Ellis Island with junior class and teachers.
8. Danielle Janeski, Secretary of the Wyoming Area Field Hockey Parents Association, requesting permission to use the Secondary Center cafeteria for "Meet the Warriors."
9. Mary Pagliante, Spotlight Dance Studio, requesting permission to rent the Secondary Center auditorium for a dance recital.
10. Michael Ferrara, Wyoming Area Girls Basketball Parents Association, requesting permission to hold a "coin drop" fundraiser.
11. Mike Romanowski, Secondary Center Teacher, requesting permission to attend Marywood Math Contest, along with approximately twenty to twenty five students.

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12. Sherry Dougherty, Secretary of Wyoming Area Baseball Parents Association, to use the Secondary Center cafeteria for "Meet the Warriors."
13. Jim Belles, National Honor Society Advisor, requesting permission to use the Secondary Center auditorium and cafeteria for the National Honor Society Induction.
14. Susan Sherinsky, Cleaning Person at JFK, submitting her letter of intent to retire.
15. Danielle Janeski, Secretary of the Wyoming Area Field Hockey Parents Association, to use the Field Hockey Field or Secondary Center gym, (in case of inclement weather), for Warrior in Training Elementary Summer Camp.
16. Ann Agolino, Level I Secretary, requesting permission to take a medical leave of absence.
17. Barbara Anzalone of Northeast Pennsylvania Academy of Dancing, requesting permission to rent the Secondary Center auditorium for a dance recital.
18. Shea Riley, Music Teacher, and Joyce Becker, Elementary Music Teacher, requesting permission to attend the PMEA Band Fest at Blue Ridge High School, along with ten students.
19. Anne Wall, Science Teacher, requesting permission to attend the Science Iditarod at Bloomsburg University, along with sixteen students and Gordon Williams, Science Teacher.
20. Juel Ann Klepadlo, Key Club Advisor, requesting permission to use the Secondary Center cafeteria for Parent Appreciation Dinner.
21. Robbie Switzer requesting permission to use the Secondary Center parking lot as a departure/drop off point to attend a lacrosse game.
22. Lisa Day and Chris Hizynski, Secondary Center Social Studies Teachers, requesting permission to attend the National History Bowl Competition in Washington D.C., along with ten students.

Summary of Applications Received

Elementary – 1

Cleaning Personnel – 7

Special Education Teacher's Aide - 4

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Finance Report

1. Received the following checks:

Berkheimer Tax Administrator

Earned Income Tax	276,097.94
Local Service Tax	5,521.00
Per Capita Tax	1,009.20
Delinquent Per Capita	<u>3,604.54</u>
Total:	286,232.68

State & Federal Subsidy Payments

Social Security	44,895.00
Basic Education Funding	1,089,598.00
Transportation Adjustment	<u>.03</u>
Total:	1,134,493.03

Local Realty Transfer Taxes

Luzerne County	5,320.23
Wyoming County	<u>715.07</u>
Total:	6,035.30

Miscellaneous

Use of Auditorium- Fortis Institute	500.00
Right to Know Request Payment	<u>2.21</u>
Total:	502.21

2. Discuss to approve the March payment of \$93,647.93 to the Luzerne Intermediate Unit in accordance with the terms of the approved contract agreement for programs and services for the 2013-2014 school year.
3. Discuss to approve the March payment of \$32,160.00 to the West Side Career and Technology Center for the 2013-2014 school year.
4. Discuss to approve the Memorandum of Agreement between Wyoming Area School District and the Luzerne Intermediate Unit for the Department of Education Project MOM/Young Fatherhood Initiative grant at a cost of \$930.28 for the period July 1, 2013 through June 30, 2014.

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5. Discuss to approve the payment of \$1,000.00 to the Luzerne Intermediate Unit for the Michael M. Ostrowski Performing Arts Institute (PAI) Memorial Scholarship, which sponsors two students to attend PAI on a full performance grant. This is one of the premier summer arts programs in the country held at Wyoming Seminary.
6. Discuss to approve the Single Audit Report for the fiscal year ended June 30, 2013 as prepared by the independent auditing firm of Rainey and Rainey, CPA.
7. Discuss to approve the Final Tax Collector Report of the tax collectors at Wyoming Area School District for the year ended December 31, 2012 as prepared by the independent auditing firm of Rainey and Rainey, CPA.

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Education Report

1. Reporting as per Federal Regulations Requirement that the District's Federal Programs (Title I, Title II, and Drugs and Alcohol) have been planned for the 2013-2014 school year. Anyone desiring information regarding these programs, contact Janet Serino, Assistant Superintendent, at the District's Business Office.
2. Discuss to approve the request of Rita Mauriello, Reading Consultant, to attend the Annual Pennsylvania Association for Federal Coordinators Conference (PAFPC), Sunday, April 27<sup>th</sup> To Wednesday, April 30, 2014. Cost of registration, lodging and mileage reimbursement to be funded from Title I funds.
3. Discuss to approve the revised professional substitute list for the 2013-2014 school year.
4. Discuss to approve the 2014-2015 district calendar per appendix A.
5. Discuss to approve to authorize the advertisement of Director of Curriculum and Instruction.

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Activities Report

1. Discuss to approve the following assistant coaches and volunteers for the 2014 spring season:

Brian Reese	Assistant Boys Volleyball Coach	2,163.00
Matthew Klus	Volunteer Baseball coach	
Trent Grove	Volunteer Baseball coach	

2. Discuss to approve the appointment of Ted Kross as Assistant Softball Coach for the 2014 spring season at a salary of \$2,163.00 retroactive to March 14, 2014.
3. Discuss to approve the request of Ashley Aritz, Social Studies Teacher, to attend the Junior Achievement in Pittston, along with 176 students, regular education teachers and learning support teachers. Six teachers will attend on Monday, April 14<sup>th</sup> and six teachers to attend on April 15, 2014. Registration is \$880.00 (5.00 per student) and bussing \$580.00 (total for two busses for two days).
4. Discuss to approve Roseann Ambruso, Cross Country Parents, to hold a car wash at Valero and coin drop at Gerrity's in West Pittston on Saturday, August 9, 2014, from 9:00 a.m. to 2:00 p.m.
5. Discuss to approve the request of Christopher Hizynski, Secondary Center Teacher, to attend Ellis Island with the entire junior class and seven teachers on Wednesday, May 21, 2014. The junior class will fund their own bussing.
6. Discuss to approve the request of Michael Ferrara, Vice President of the Wyoming Area Girls Basketball Parents Association, to hold a coin drop fundraiser on Saturday, March 29, 2014, from 10:00 a.m. to 2:00 p.m., at the corner of Wyoming and Boston Avenue and the Midway Shopping Center. Rain date is April 5<sup>th</sup>.
7. Discuss to approve the request of Mike Romanowski, Secondary Center Teacher, to attend the Marywood Math Contest, along with approximately twenty to twenty five students, Saturday, March 29, 2014, 10:00 a.m. to 11:00 a.m. Total cost of transportation is \$175.00 (Pace bus). Students will cover their own registration of \$4.00.

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8. Discuss to approve the request of Shea Riley, Music Teacher, to attend the PMEA Band Fest at Blue Ridge High School, along with six students, on Friday, April 4, 2014. Total cost of registration is \$180.00. Total cost of transportation \$275.00 (drop off only). Joyce Becker, Elementary Music Teacher, is also attending with four Jazz students at a total cost of registration \$120.00. They will share a Pace bus.
9. Discuss to approve the request of Anne Wall, Science Teacher, requesting permission to attend Science Iditarod at Bloomsburg University, along with Gordon Williams, Science Teacher, and sixteen students on Friday, April 4, 2014. Total cost of registration \$240.00. Total cost for transportation is \$295.00 (Pace bus round trip).
10. Discuss to approve the request of Lisa Day and Chris Hizynski, Social Studies Teachers, to attend the National History Bowl competition, along with ten students, in Washington D.C., Friday, April 25<sup>th</sup> to Sunday, April 27, 2014. Total cost of registration \$1,110.00, Lodging \$1,789.92, Transportation \$300.00 (van from e-z rental).



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Building Report

1. Discuss to approve the request of Libby Krokos, Director of Special Education, Luzerne Intermediate Unit, to use five classrooms at JFK Elementary School for the Extended School Year Program, starting July 8<sup>th</sup> through August 14, 2014, Tuesday, Wednesday and Thursday, 9:00 a.m. to 12:00 p.m., pending approval by the building principal.
2. Discuss to approve the request of Danielle Janeski, Secretary of the Wyoming Area Field Hockey Parents Association, to use the Secondary Center cafeteria (no kitchen) for "Meet the Warriors" on Thursday, August 28, 2014, starting at 7:00 p.m., with set up at 6:00 p.m., pending approval by the building principal and food service director. A fee of \$25.00 per hour may be charged if a custodian's services are needed.
3. Discuss to approve the request of Mary Pagliante, Spotlight Dance Studio, to rent the Secondary Center auditorium, stage, lights, music rooms, lobby, at \$500.00 for a dance recital on Saturday, June 21, 2014, 1:00 p.m. to 9:00 p.m., with the show at 5:30 p.m., pending approval by the building principal. A fee of \$25.00 per hour may be charged to the organization if a custodian's services are needed.
4. Discuss to approve the request of Sherry Dougherty, Secretary of the Wyoming Area Baseball Parents Association, to use the Secondary Center cafeteria (no kitchen) for "Meet the Warriors" on Sunday, March 30, 2014, 8:00 a.m. to 2:00 p.m., pending approval by the building principal and food service director. A fee of \$25.00 per hour may be charged to the organization if a custodian's services are needed.
5. Discuss to approve the request of Jim Belles, National Honor Society Advisor, to use the Secondary Center auditorium and cafeteria for the National Honor Society Induction on Wednesday, March 26, 2014, from 7:00 p.m. to 8:00 p.m., pending approval by the building principal and food service director.
6. Accept, with regret, Susan Sherinsky's letter of intent to retire as cleaning person retroactive to Wednesday, March 7, 2014.

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7. Discuss to approve the request of Danielle Janeski, Secretary of the Wyoming Area Field Hockey Parents Association, to use the Field Hockey Field or Secondary Center gym, (in case of inclement weather) for Warrior in Training Elementary Summer Camp, Monday through Friday, July 7<sup>th</sup> to July 11, 2014, 9:00 a.m. to 12:00 p.m., pending approval by the building principal and athletic director. A fee of \$25.00 per hour may be charged to the organization if a custodian's services are needed.
8. Discuss to approve the request of Ann Agolino, Level I Secretary, to take a medical leave of absence effective Monday, April 7, 2014, until further notice.
9. Discuss to approve the revised support personnel substitute list for the 2013-2014 school year.
10. Discuss to approve the request of Barbara Anzalone of the Northeast Pennsylvania Academy of Dancing, to rent the Secondary Center auditorium at \$500.00 for a dance recital on Saturday, July 12, 2014, from 5:00 p.m. to 9:00 p.m. (show time is 7:00 p.m.) Friday, July 11<sup>th</sup> is requested for rehearsal from 5:00 p.m. to 9:00 p.m., pending approval by the building principal. A fee of \$25.00 per hour may be charged to the organization if a custodian's services are needed.
11. Discuss to approve the request of Juel Ann Klepadlo, Key Club Advisor, to use the Secondary Center cafeteria (no kitchen) for Parent Appreciation Dinner on Tuesday, April 1, 2014, 6:00 p.m. to 9:00 p.m., pending approval by the building principal and food service director. A \$25.00 per hour fee may be charged if a custodian's services are needed.
12. Discuss to approve the request of Robbie Switzer to use the Secondary Center parking lot adjacent to the cafeteria as a departure/drop off point to attend a Notre Dame vs Syracuse Men's lacrosse game on Saturday, March 29, 2014. They will leave at 7:30 a.m. and return approximately 5:00 p.m. This event will fund the Wyoming Area Lacrosse next year.

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Policy Report

1. Discuss to approve the first reading of policy #916 Booster Organizations.

SECTION: COMMUNITY

TITLE: BOOSTER ORGANIZATIONS

# WYOMING AREA SCHOOL DISTRICT

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

916. BOOSTER ORGANIZATIONS	
1. Purpose	The Board recognizes the existence and appreciates the efforts of the various community-based Booster/Support Clubs at work in the school community. The Board and Administration area also fully cognizant that without the countless hours members of these groups give to their respective organizations, district programs, athletic and nonathletic, would suffer. Collaboratively, these activities should be consistent with the philosophy and objectives of the District and its Board policies. In this regard, equity principles and compliance benchmarks described in Title IX law must be used to guide fundraising.
2. Definition	A <b>Booster/Support Club</b> is defined as any parental (i.e. P.T.A.) or community support group that provides services, awards, funds and/or equipment for School District sponsored programs. These programs shall include, but are not necessarily limited to, athletic and nonathletic as well as interscholastic and extracurricular programs.
3. Authority	<p>Booster/Support Clubs shall annually place on record a list of officers and contacts with the Board Secretary or designee. This list shall include all officers by name and address or names of contact persons who will represent the interests of their organization. Any change of officers or contact persons after July 1 shall immediately be reported, in writing, to the Athletic Director who will forward the changes to the Board.</p> <p>The Board wishes to further provide Booster/Support Clubs the opportunity to support local school programs, both athletic and nonathletic, however, the Board also acknowledges that these Booster/Support organizations must adhere to all Board, District and state-wide promulgated rules and policies. In order to maintain good standing with the Board, all Booster/Support organizations which are recognized by the Board shall adhere to the established guidelines. Failure to comply shall result in the loss of Board recognition and, subsequently, the right to utilize or access school facilities.</p>

<p>4. Guidelines</p>	<p><u>Finances</u></p> <p>The Board recognizes that the focus of each Booster/Support Club is student-centered and, thus, groups contribute in a material way through services, supplies, equipment or other to School District students. Often, this can have a direct result which lessens the financial burden to the District taxpayers; however, it is the school's responsibility to know what resources are coming into a program and to avoid any disparity that the resources may create. The Board specifically acknowledges that expenditure reports are necessary to ensure compliance with Title IX regulations.</p> <p>Each Booster/Support group or organization shall submit to the Board, on an annual basis, a comprehensive financial plan which shall, at a minimum, outline the proposed fundraising activities, the specific purpose of the fundraising activities, and any anticipated or recently completed major expenditures for the time period. The Board shall coordinate the proposed fundraising and expenditures so that the Administration and Board can oversee the comprehensive fundraising plan for all organizations so as to avoid duplication of effort and improper activities. For purposes of this policy <b>annual basis</b> shall mean and require that the organization submit their financial report and fundraising plan one (1) month before the defined fall, winter or spring seasons began. All summer fundraisers must be approved at the May Board meeting. This timeframe permits the Board to approve such reports.</p> <p>The Board shall expect all Booster/Support Clubs to notify them through the Athletic Director of anticipated fundraisers annually.</p> <p>Each Booster/Support group shall name an FDIC insured depository bank into which <b>all</b> proceeds and receipt shall be deposited. Booster/Support groups must follow appropriate accounting practices in maintaining and disbursing funds.</p> <p>Booster/Support groups shall not use the District tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.</p>
<p>Pol. ____</p>	<p>All contributions of supplies and equipment must go through the Athletic Director and the School Board before purchasing so as to ensure compliance with Title IX regulations. All contributions of</p>

<p>Pol. ____, ____</p>	<p>supplies and equipment become property of the Wyoming Area School District and subject to related District policies. When using existing supplies and equipment, it must be restored to its original status.</p> <p>Proposed improvements to the District buildings and grounds being made by the Booster/Support organization must have the approval of the Director of Operations and Maintenance and the principal receiving the contribution. Consultants to the Booster/Support groups for various projects (i.e., construction) should not be engaged without School Board approval.</p> <p>Carryover funds should be encouraged for long-term success of the club.</p> <p><u>Annual Reports</u></p> <p>On an annual basis, each organization shall submit a post-season fundraising financial report to the Board and confirm that its finances are in good standing and have been reviewed and submitted by the Treasurer. The letter must be signed by both the Booster-Support group President and Treasurer. The financial report should be submitted within a month after their respective banquet or not later than the last day of school for that school year. This report must be submitted within a timeframe designated by the Board. The group or organization shall submit on an annual basis to the Board a listing of all officers by name and address or names of contact persons who will represent the interests of their organization. Any change of officers or contact persons after July 1 shall immediately be reported, in writing, to the Athletic Director, who will forward the changes to the Board. Failure to submit the report will result in the suspension of the Booster/Support Club's recognition.</p> <p><u>Concessions</u></p> <p>Booster/Support organizations involved in concessions at school events shall follow District guidelines for use of, and payment for, facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission. Booster/Support organizations involved in concessions at school events shall follow District guidelines and are encouraged to follow the District Student Wellness Policy.</p> <p><u>Involvement With District</u></p> <p>Any and all purchases of equipment, materials or instruction for a program or organization shall have the prior written approval of the District Athletic Director or Curriculum Director and the Superintendent. No direct payments, outside P.I.A.A. guidelines, shall</p>
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<p>Pol. _____</p>	<p>be made to any student athlete or other participant for attendance at tournaments, camps, or the like, without the expressed written consent of the Athletic Director and Superintendent.</p> <p>Only those Booster/Support groups or other support organizations that have specifically and directly received recognition by the Board shall be eligible to be associated with the respective District activity which it supports. All unrecognized Booster/Support groups shall be denied the use of school facilities and equipment unless they have properly submitted a third-party request for use of the rental of the facilities and equipment.</p> <p>The head coach or club advisor should have an active role in his/her respective Booster/Support organization and the decision-making process of the Booster/Support Club. He/she should be involved in the structure of the organization's agenda for meetings and actively participate in the meeting. If the head coach/advisor cannot attend, a representative from the coaching/curriculum staff should attend. At the first meeting of the athletic season or school year, the head coach, club advisor or president shall be responsible for distributing copies of this policy and the Annual Requirement list to all officers of the organization.</p> <p><u>Requirements</u></p> <p>A Booster Group or Support Organization, in order to gain the recognition of the Board, must adhere to the following guidelines.</p> <p>The Booster Group or Support Organization must submit to the Board a set of bylaws or similar rules which govern the activities of the organization. The bylaws or similar rules must be consistent with the philosophy, mission and policies of the District. These bylaws must, at a minimum, contain the following elements:</p> <ol style="list-style-type: none"> <li>1. The official name of the organization or group.</li> <li>2. The group's purpose.</li> <li>3. The group's membership eligibility criteria.</li> <li>4. A specific statement that there shall be no discrimination.</li> <li>5. Dues, if any.</li> <li>6. Names and title of all club officers.</li> </ol>
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	<p>7. The duties of the officers.</p> <p>Concerns or issues of individual members of Booster Clubs, parental or other support groups regarding the team, athletic program or club should follow the chain of command indicated below:</p> <p>Step 1 – Coach/Club Advisor</p> <p>Step 2 – Athletic Director</p> <p>Step 3 – Building Principal</p> <p>Step 4 – Central Administrations</p> <p>Step 5 – Board of Education</p> <p>The group or organization must acknowledge that they shall not require mandatory participation by students in any fundraising activity as a condition of participation in the school-sponsored programs. Booster/Support Clubs are adult organizations, which sponsor fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours and are not to sell game of chance (i.e., 50-50, raffles, lotteries, etc.)</p> <p>The Booster/Support organization shall acknowledge that the club or organization is in compliance with all rules and regulations promulgated by the School Board, the P.I.A.A. and the laws of the Commonwealth of Pennsylvania.</p> <p>It is imperative for the Booster/Support organizations to communicate with the parents/guardians at the first possible opportunity, prior to tryouts, if possible. Letters should go home to parents/guardians explaining the fundraisers or Booster/Support organization's dues. Parents/guardians should be informed of the meeting dates, location and when fundraising agenda items will be discussed and/or voted on in the organization. If the majority of the membership is against a fundraiser, the organization should look at alternative ways to raise money. Booster/Support organizations may charge a fee in lieu of fundraising.</p> <p>The organizations shall prohibit the sale or consumption of alcoholic beverages and are to prohibit the use of any tobacco products at any and all functions on School District property or at any club or organization-sponsored function at which students are in attendance. This may include but not be limited to banquets, picnics and team get-togethers including those held beyond the school year.</p>
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	<p>They shall ensure that all gifts or awards not be given to students, directly or indirectly, without the approval of the Superintendent and/or the Board, as may be appropriate. Any and all awards, gifts or other items given to the participants of said programs must not violate the policies of the District, the P.I.A.A. or the N.C.A.A. This may include but not be limited to gifts of cash, gift cards or gift certificates.</p>
<p>10 P.S. Sec. 162.1 et seq. 10 P.S. Sec. 311 et seq.</p>	<p>In conducting its activities, all Booster/Support organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, the Pennsylvania Small Games of Chance Act or any other requirements established regarding fundraising. No Booster/Support Club shall engage in any activities outside the guidelines established by the P.I.A.A. or the state.</p> <p>Should the Board deem that the efforts or activities of any club are not in the best interest of the District and its students, the authorization to operate the club may be withdrawn.</p> <p>Booster/Support organizations do not have the authority to direct the duties of a School District employee and/or approved volunteers. The schedule of contests, rules for participation, methods for earning letters and all other criteria dealing with interschool programs are under the jurisdiction of the School District Administration.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Solicitation of Funds for Charitable Purposes Act – 10 P.S. Sec. 162.1 et seq.</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 162.1 et seq.</p> <p>Board Policy – ____, ____, ____</p>

Name of Booster Club, Parent's Association or PTA

No. 916

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ANNUAL REQUIREMENTS (attach to this form throughout the season as applicable)

Date of submission (or N/A at this time)

- A. \_\_\_\_\_ A set of bylaws or similar rules which govern activities which contain the following:
1. The official name of the organization or group
  2. The group's purpose
  3. The group's membership eligibility criteria
  4. A specific statement that there shall be no discrimination
  5. Dues, if any
  6. Name and titles of all club officers
  7. The duties of the officers
- B. \_\_\_\_\_ Fundraising plan one month before season begins
- C. \_\_\_\_\_ Financial report one month before season begins
- D. \_\_\_\_\_ Name of FDIC insured depository bank
- E. \_\_\_\_\_ Proposed improvements to district buildings and grounds for approval, if any
- F. \_\_\_\_\_ Post season fundraising financial report submitted by treasurer & signed by president and treasurer by last day of school
- G. \_\_\_\_\_ Summer fundraiser, if any – approval in May
- H. \_\_\_\_\_ Supply and equipment purchases reported to athletic director before purchasing, in any
- I. \_\_\_\_\_ Acknowledge in writing that no mandatory participation by students is required as a condition of participation
- J. \_\_\_\_\_ Acknowledge in writing that club or organization is in compliance with rules and regulations of school board, PIAA and/or laws of the Commonwealth of PA

- K. \_\_\_\_\_ Communicate with parents and coach prior to tryouts to inform of meeting dates, location and discussion and approval of fundraising by note of a majority of the membership
- L. \_\_\_\_\_ Obtain approval of superintendent for all gifts and awards given to students

Submit this form and attachments to:

Athletic clubs – Athletic Director

Parent clubs and organization – Superintendent's Office