



Annville-Cleona School District

Policy 915 Compliance Form

Name of Organization: _____ Date: _____

Board Policy 915, School Organizations and Groups, establishes guidelines for all school related and school sponsored organizations. By my signature below, I am acknowledging receipt of Policy 915 and the intent of my organization to comply with guidelines related to:

Organization: _____ (Initial)

- Constitution and bylaws
- Listing all officers and updated contact information

Fundraising: _____ (Initial)

- Written request submitted **PRIOR** to any fundraising activity begins
- Limit of (2) two fundraisers involving students
- No mandatory participation in fundraising activities by students or parents
- All fundraising must be outside of instructional day
- Completed documentation of fundraising expenses and profits included with all financial reports

Financial Record Keeping and Reporting: _____ (Initial)

- Recommended that Treasurer is bonded
- Recommended group obtains Employer Identification Number and 501 C3
- Financial report submitted by August 1 (proposed budget and previous years documents)
- Annual audit of financial records

Use of Facilities: _____ (Initial)

- Online requests must be submitted 40 days prior to any booster club event using school district facilities

Camps / Tournaments / Special Events _____ (Initial)

- Must adhere to all PIAA guidelines and policies
- Must be cleared with Athletic Director & Superintendent
- If club intends on contributing toward camp fees for students, prior approval of Athletic Director and Superintendent is needed

Expenditures for Equipment, Supplies, Etc. _____ (Initial)

- All donations / purchases must follow school district policies and procedures
- All donations / purchases must adhere to PIAA policies and guidelines
- Written approval of Superintendent or designee for all donations / purchases related to teams
- Review of any proposed agreement or contract by School District Administration
- Must comply with Title IX reporting and requirements

Name of Booster Club President: _____ Signature: _____

School District Representative: _____ Signature: _____