



## Portland Public Schools

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**TO:** All Booster Groups  
High School Coaches  
High School Co-Curricular Directors  
High School Administrators

**FROM:** Mary Jo O'Connor *MJO*

**DATE:** September 13, 2007

**RE:** Booster Group Guidelines

This is to remind you that Portland Public Schools has established Booster Group Guidelines to be used by all booster groups associated with Portland Public Schools.

As some of you know, these guidelines were developed as a result of many intense discussions and meetings with booster groups, coaches, the high school Co-Curricular Directors, Principals, central office staff and our attorneys. The process involved looking at three submitted guidelines, discussing the pros and cons, looking at the requirements in the eyes of the law and the feasibility of Booster Groups complying with the guidelines. The end result was consensus to move forward with the guidelines developed by our attorney at Drummond, Woodsum and MacMahon. Those guidelines are attached.

It is our expectation that Booster Groups will adhere to the guidelines. Non-compliance by any booster group will result in non-recognition as an affiliate of the Portland Public School Department. Coaches and School Department employees will not be permitted to accept – or to permit their teams to accept – anything of value from a booster club that is not recognized.

Please understand that these guidelines were not developed to discourage the forming of or hard work done by booster organizations. Portland Public Schools recognizes the great contributions made by these groups and the many benefits our students receive from these and it is our expectation that these guidelines will ensure compliance with laws that prohibit the use of these funds for our students.

## **BOOSTER CLUBS**

The School Committee recognizes and appreciates the support provided by booster clubs for our co-curricular programs. The purpose of booster clubs is to enhance our co-curricular programs with funding, volunteers and moral support of our students. All co-curricular programs and activities remain under the control and direction of the Portland School Department and its administrators. In addition, as a public institution, the Portland School Department must also ensure compliance with state and federal laws pertaining to equal opportunity and treatment of students. All booster clubs must be approved by the school principal and are required to comply with all School Committee policies as well as the School Department's Booster Club Guidelines.

Cross Reference: AC – Nondiscrimination/Equal Opportunity and Affirmative Action

Portland Public Schools Co-Curricular Handbook

Adopted: November 1, 2006

# Booster Guidelines

## INTRODUCTION

The Portland School Department recognizes and appreciates the support provided by Booster Clubs for our athletic programs. The purpose of Booster Clubs is to enhance these programs with funding, volunteers and moral support of our students and this must be done in a way that supports equal opportunity and treatment of all students. In order to ensure that our programs for male and female athletes are provided with equal resources, the Portland School Department will require that:

- Booster Clubs be organized by sport, rather than gender specific team;
- Expenditures be made by Booster Clubs so that all participants in the sport, regardless of gender, receive an equivalent share; and
- All Booster Clubs will provide to Portland Schools administration initial information and complete financial information.

Recognizing that these are new requirements that may require reorganization of existing clubs, the School Department has established the timeline set forth below to phase-in these requirements.

## DEFINITIONS

Initial Information means:

- Name, address and telephone number of Booster Club president;
- Name, address and telephone number of Booster Club treasurer;
- Name(s) of financial institution, account number(s) and authorized signatory of any bank account(s) held by the Booster Club;
- Current balance in any bank account(s) held by the Booster Club;
- A copy of the most recent statement for any bank account(s) held by the Booster Club.
- Initial Information is due to the school's Co-Curricular Director by season as follows:

Fall - September 1<sup>st</sup>

Winter - December 15<sup>th</sup>

Spring - April 1<sup>st</sup>

Complete Financial Information means:

- A complete accounting of all funds expended by the Booster Club during the applicable season;
- Copies of all bank account statements for any bank account(s) held by the Booster Club for the previous 12 months.
- Financial Information is due to the school's Co-Curricular Director by season as follows:

Fall - December 31<sup>st</sup>

Winter - March 31<sup>st</sup>

Spring - June 30<sup>th</sup>

## TIMELINE

### **Fall 2007 Season**

Booster Clubs supporting athletic teams beginning with the Fall 2007 season, and for every Fall season thereafter, will be required to be organized by sport and not by gender specific team. There may thus be only one combined Booster Club (boys and girls) for each sport as follows:

- Cross Country
- Soccer
- Football/Field Hockey
- Golf
- Cheering

### **Winter 2007 Season**

Booster Clubs supporting athletic teams beginning with the Winter 2007 season, and for every Winter season thereafter, will be required to be organized by sport and not by gender specific team. There may be only one combined Booster Club (boys and girls) for each sport as follows:

- Basketball
- Ice Hockey
- Indoor Track
- Wrestling
- Nordic Skiing

### **Spring 2008 Season**

Booster Clubs supporting athletic teams beginning with the Spring 2008 season, and for every Spring season thereafter, will be required to be organized by sport and not by gender specific team. There may thus be only one combined Booster Club (boys and girls) for each sport as follows:

- Outdoor Track
- Baseball/Softball
- Lacrosse
- Tennis