

Oxford High School Booster Club

Guidelines for Arts, Athletics & Activities Support Groups

The Oxford High School administration realizes the interest and enthusiasm that exists among OHS parents for the arts, activities and athletic programs. When individual support groups exist, the following are guidelines for activities as specified in the by-laws of the Oxford High School Booster Club:

(for the purposes of this document the term *ADVISOR* shall be used for coaches, moderators, and directors)

- Organize banquets and dinners
- Create memorabilia (memory books, photos, and DVD's)
- Organize and fund spirit-enhancing activities
- Receive approval from the advisor for any correspondence sent to parents requesting donations
- Fundraising activities must be approved in advance by the Booster Club
- Develop a forecast of activities and/or expenditures and submit to the Booster Club
- Complete the end-of-the-year financial report form as provided by the Booster Club
- Under no circumstances pay or supplement an advisor's salary
- The **purchase of basic uniforms or equipment** will occur only with the approval of the high school principal

Oxford Board Policies Regarding Accounts and Donations

Advisor Positions

1. The only authorized advisor positions are those that are approved by the Board of Education.
2. Any advisor position not included in the Board of Education budget must be approved by the Oxford High School Principal. Compensation for these additional positions may be provided by the Oxford Booster Club.
3. No private donations may be used to fund any additional advisor positions (as per #2 above).

Support Accounts

1. Individual accounts will exist provided they are approved by the Booster Club and funds are maintained through the Booster Club account.
2. Donations and/or money remaining from banquets shall be put into these accounts.
3. All expenditures from these accounts are to be approved by the Booster Club
4. A full accounting will be reported to the Booster Club and reviewed by the principal

Acceptance of Gifts

Any gifts to a group or individual must follow all Board of Education guidelines, as well as be approved by the principal. **Advisors may receive end-of-the-year gifts from their students, not to exceed \$150 in total value from any one group. Exceptions to this policy will be made at the principal's discretion.**

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