

# Cambria Heights Boosters Handbook



## **SEXUAL HARASSMENT**

Sexual harassment is the act of discriminating against someone because of that person's sex or gender. It is behavior or words that: are directed at a person because of his or her sex; or unwanted, unwelcome, and uninvited; cause a person to feel uncomfortable or offended; create an environment that makes learning difficult; and may be repeated or may be very offensive on a one-time basis.

Sexual harassment is illegal in schools and in the work place because this behavior violates federal and state laws. Students who violate this sexual harassment policy will be disciplined by the administration and will be subject to receiving detention, in-school or out-of-school suspensions.

If a student feels that an employee, teacher, support staff, sponsor, or coach is sexually harassing them, he/she should report it to the administration.

# CAMBRIA HEIGHTS SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL-RELATED GROUPS/  
BOOSTERS/SUPPORT/  
PTO ORGANIZATIONS

ADOPTED: July 22, 2003

REVISED: November 14, 2006

	915. SCHOOL-RELATED GROUPS/BOOSTERS/SUPPORT/ PTO ORGANIZATIONS
1. Purpose	<p>The Cambria Heights School District Board recognizes and appreciates the cooperation, encouragement and support given by booster/support/PTO organizations to various extracurricular activities operating in its schools. The Board further recognizes that the purpose of such groups is to assist and support, but not to direct nor supplant activities, music programs, curricular or athletic programs. It is necessary that all district-operated activities remain at the school level and under the control, direction and supervision of the Board through its professional employees.</p> <p>The ultimate goal of both the support groups and Board is to provide the best curricular and extracurricular programs to the students of the Cambria Heights School District.</p>
2. Authority	<p>Being the elected and responsible body for directing all education and extracurricular programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster/support/PTO groups.</p>
3. Guidelines	<p><u>Organization</u></p> <p>To facilitate communications between the booster groups and the school district, to make clear to all concerned the purposes of the booster organizations, and to meet legal and insurance requirements, the Board requires from each group a list of current officials, their phone numbers and addresses and a current statement of objectives or bylaws of the group. This is to be submitted at the start of each school year. Lists of officers are to be submitted to the Board Secretary annually; objectives and bylaws should only be submitted when changed or amended.</p>

<p>Pol. 229</p>	<p><u>Fundraising</u></p> <p>Fundraising activities shall be requested in writing to the building principal or designee via a Fundraising Activity Form, reviewed and approved at the building level, and conforming to district guidelines. No student time during the school day shall be allowed for fundraising activities for any booster/support organization.</p> <p>Student solicitation within the community for any booster/support organization shall be monitored. Any exception to the above guidelines needs approval of the building principal.</p>
<p>Pol. 707</p>	<p><u>Insurance</u></p> <p>School-related organizations should ensure that all proper licenses have been procured for proposed fundraising and activities. Proper documentation to this effect must be sent to the Superintendent or Business Manger and kept on file. Such documentation must also be submitted with the Use of Facilities Form.</p> <p>Boosters/Support organizations may not need to maintain insurance coverage in as much as they are covered by the district's policies. The determination of this coverage is the responsibility of the Superintendent or designee.</p>
<p>SC 440.1, 623</p>	<p><u>Reporting</u></p> <p>Each booster/support group shall name an FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of the annual audit/treasurer's report shall be submitted to the school principal and Board Treasurer at the end of each fiscal year. An annual audit will be conducted by the school district.</p>
<p>SC 775 Pol. 707</p>	<p><u>Use Of Facilities</u></p> <p>Booster organizations requesting use of facilities and/or services shall initiate those requests with the building principal and in compliance with the district's policy on facility usage (Policy 707). No activity shall be permitted without such approval. Note insurance certificate requirements if events involve outside vendors or performance groups.</p> <p><u>Special Recognition Events</u></p> <p>A booster organization planning a recognition event shall request permission of the building principal to conduct such event and shall clear the date for the event with the principal.</p>

	<p>To avoid conflicting events and demands on students and school district personnel, each booster/support group shall submit a proposed schedule of events to the building principal by July 1<sup>st</sup> of each school year. Adjustments will be allowed with valid reason.</p>
<p>SC 775 Pol. 707</p>	<p><u>Concessions</u></p> <p>Booster/Support organizations involved in concessions at school events shall follow district guidelines for use of facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission.</p>
<p>SC 508</p>	<p><u>Instructional Staff</u></p> <p>Any monies maintaining the support staff of an instruction program or any program of either school athletic, music or other program shall be funded through school district funds and the district shall make direct payments in accordance with School Code and Board policy. All personnel shall be approved by the Board. Appropriate clearances may be required for any person working with students.</p>
	<p><u>Expenditures For Equipment, Supplies, Etc.</u></p> <p>Expenditures by school-related group/booster/support/PTO organizations shall spend their revenues on costs and materials related to the objectives and bylaws for that organization. Occasional purchase of necessary equipment, materials or uniforms for a program shall have prior written approval of the principal. No direct payments outside P.I.A.A. guidance may be made to student athletes for attendance at tournaments, camps, or the like.</p> <p>All funds/revenues related to a specific school-related group/booster/support/PTO organization will remain in an account for specific purpose(s) of that organization. All equipment purchased by a school-related group/booster/support/PTO organization will remain the property of Cambria Heights School District.</p>
	<p><u>Exclusion From Liability</u></p> <p>The Board does not assume any financial responsibility for a booster group and excludes itself from any liability a booster/support group may incur.</p>

<p>10 P.S. Sec. 162.1 et seq</p>	<p><u>Compliance</u></p> <p>Should any situation emerge between a booster/support organization and the administration regarding the management of any school-related activity, the Superintendent shall resolve the issue within these established guidelines and Board policy. No booster/support organization shall engage in any activity outside these guidelines.</p> <p>Further, in conducting activities, booster/support organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable.</p>
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# **Booster Club Budget Form**

**School** \_\_\_\_\_

**Year** \_\_\_\_\_

**Booster Club** \_\_\_\_\_

**Sport** \_\_\_\_\_

**Beginning Balance:**

**\$ -**

## **PROPOSED ANNUAL BUDGET**

### **Income**

Entry Fees		\$ -
Camps		
Dues		
Donations		
Sponsorships		
Concessions		
Program/Ad Sales		
Fund Raisers**		
T-Shirts		
Car Wash		
<b>TOTAL INCOME</b>		<b>\$ -</b>

### **Expenses**

Entry Fees		\$ -
Camps		
Uniforms		
Equipment		
Supplies		
Banquet		
Awards		
Printing		
Fund Raising Expenses		
T-Shirts		
Car Wash		
<b>TOTAL EXPENSES</b>		<b>\$ -</b>
<b>Budget Year Net Activity</b>		<b>\$ -</b>
<b>Ending Balance:</b>		<b>\$ -</b>

\_\_\_\_\_  
Booster Club Officer

\_\_\_\_\_  
Date Budget Approved

**\*\* Principal must approve all fund raisers**

**Cambria Heights School District**  
**426 Glendale Lake Road**  
**Patton, PA 16668**  
**Phone: (814) 674-6072**  
**Fax: (814) 674-6076**

### REQUEST TO SPONSOR A FUNDRAISING ACTIVITY

This form must be completed and submitted to the Main Office for approval by the Athletic Director and Building Principal before your group completes any plans for fundraising activities. (Not necessary to complete for dances). Any item being screened (T-shirts, etc.) must be approved by the Athletic Director and Superintendent.

Name of Group: \_\_\_\_\_

Description of Fundraising Activity: \_\_\_\_\_

Specific Reason for Project:

Rationale of how this request is consistent with the Cambria Heights School District's Nutrition Policy (if applicable): \_\_\_\_\_

Estimated Sales: \$ \_\_\_\_\_ Estimated Profit: \$ \_\_\_\_\_

Estimated Expense: \$ \_\_\_\_\_

Dates of Activity – Expected starting and completion dates: \_\_\_\_\_

**All fundraising activities require signatures of all officers.**

President _____	_____	_____
Name	Signature	Phone number
Vice-Pres _____	_____	_____
Name	Signature	Phone number
Treasurer _____	_____	_____
Name	Signature	Phone number
Secretary _____	_____	_____
Name	Signature	Phone number

Signature of Advisor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Vendor: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

(Indicates Approval)

Date Approved: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**FUNDRAISING ACTIVITIES SHOULD NOT START UNTIL A COPY OF THIS FORM IS SIGNED BY THE PRINCIPAL & SUPERINTENDENT AND RETURNED TO THE ADVISOR OF THE GROUP.**



**CAMBRIA HEIGHTS SCHOOL DISTRICT**

426 Glendale Lake Road

Patton, PA 16668

**APPLICATION FOR USE OF FACILITIES**

Name of Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Home Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_ Contact Phone \_\_\_\_\_

Event Title/Description: \_\_\_\_\_

Dates of Use: \_\_\_\_\_ State Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Will a fee be charged? **Y / N** Amount: \$ \_\_\_\_\_

School/Facility Requested

- ☐ HS Auditorium
- ☐ HS Commons
- ☐ HS Kitchen
- ☐ HS Room # \_\_\_\_\_
- ☐ HS Gym
- ☐ HS Soccer Field
- ☐ HS Softball Field
- ☐ HS Practice Fields
- ☐ MS Room # \_\_\_\_\_
- ☐ MS Gym
- ☐ ES Room # \_\_\_\_\_
- ☐ ES Gym
- ☐ Other \_\_\_\_\_

Equipment/Services Requested

- ☐ Overhead Projector
- ☐ TV
- ☐ VCR
- ☐ DVD Player
- ☐ Projection Screen
- ☐ Podium with Microphone
- ☐ Portable Microphone
- ☐ Tables - Approx. # \_\_\_\_\_
- ☐ Chairs - Approx. # \_\_\_\_\_
- ☐ Custodians  
*\*Needed when outside organizations are in the buildings.*
- ☐ Security

Outside Organizations Only:

Does your organization have liability insurance? \_\_\_\_Yes \_\_\_\_No

Company Name: \_\_\_\_\_ Policy No. \_\_\_\_\_

Are all of your participants Cambria Heights students? \_\_\_\_Yes \_\_\_\_No

I agree that we will obey the Building Rules. I understand that if I do not abide by the rules then our activity will be terminated. I also understand that our organization is responsible for all damages, theft and other abuses of all facilities and equipment that may take place while the facility is rented. I am responsible for putting the chairs and tables back where they were found, sweeping, mopping, and taking out any trash to the dumpster located at the end of the parking lot. I agree that if our organizations practice or event is canceled we must notify the school district building that has been requested. Failure to do so may terminate our use of the facilities. The below signed further agrees to protect, indemnify and save harmless the School District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Gym/Field Use Only)

## **Parent Guide for Extra-Curricular Activities**

The following guidelines serve as a framework for all parents whose child or children are participating in extra-curricular activities in the Cambria Heights School District:

- Conduct at all contests will reflect good sportsmanship.
- Cheering at games is to be positive and offer encouragement to all participants.
- Discussions with coaches and advisors are to be held in a professional manner.
- Discussions with coaches and advisors are not to take place in the presence of team members.
- Parental attendance at practices/rehearsals will be at the discretion of the coach/advisor. Any parent/guardian or fan removed from a contest or activity due to un-sportsman-like conduct or misconduct will not be permitted to attend home events or activities in that sport for the remainder of that sport's current season.

### **Parents will follow the chain of command when a concern arises**

#### **1. Head Coach/Advisor**



#### **2. Athletic Director**



#### **3. Principal**



#### **4. Superintendent**



#### **5. Board of School Directors**

## **Parent/Coaches Guide for Communication**

### **Parent/Coach Relationship**

Both parenting and coaching are extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **Communication You Should Expect From Your Child's Coach**

- ❖ Philosophy of the coach
- ❖ Expectations the coach has for your child and all players on the squad
- ❖ Locations and times of all practices and contests
- ❖ Team requirements, fees, special equipment, off-season conditioning
- ❖ Procedure should your child be injured during participation
- ❖ Requirements to earn a letter

### **Communication Coaches Expect From Parents**

- ❖ Concerns expressed directly to the coach
- ❖ Notification of any schedule conflicts well in advance
- ❖ Specific concerns in regard to a coach's philosophy and/or expectations

As your children become involved in the programs at Cambria Heights High School & Middle School they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

### **Appropriate Concerns to Discuss With Coaches**

- ❖ The treatment of your child, mentally and physically
- ❖ Ways to help your child improve
- ❖ Concerns about your child's behavior

### **Issues Not Appropriate To Discuss With Coaches**

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other areas, such as those listed below, must be left to the discretion of the coach.

- ❖ Playing time
- ❖ Team strategy
- ❖ Play calling
- ❖ Other students

### **Procedures You Should Follow If You Have A Concern To Discuss With A Coach**

- ❖ Call to schedule an appointment with the coach.
- ❖ You may call the Athletic Director to schedule a meeting with the coach.
- ❖ The Cambria Heights Athletic Offices telephone numbers are:

Athletic Director	674-3601 ext. 3004
High School	674-3601
Middle School	674-5054

Do not confront a coach before or after a contest or practice, as these can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

### **The Next Step**

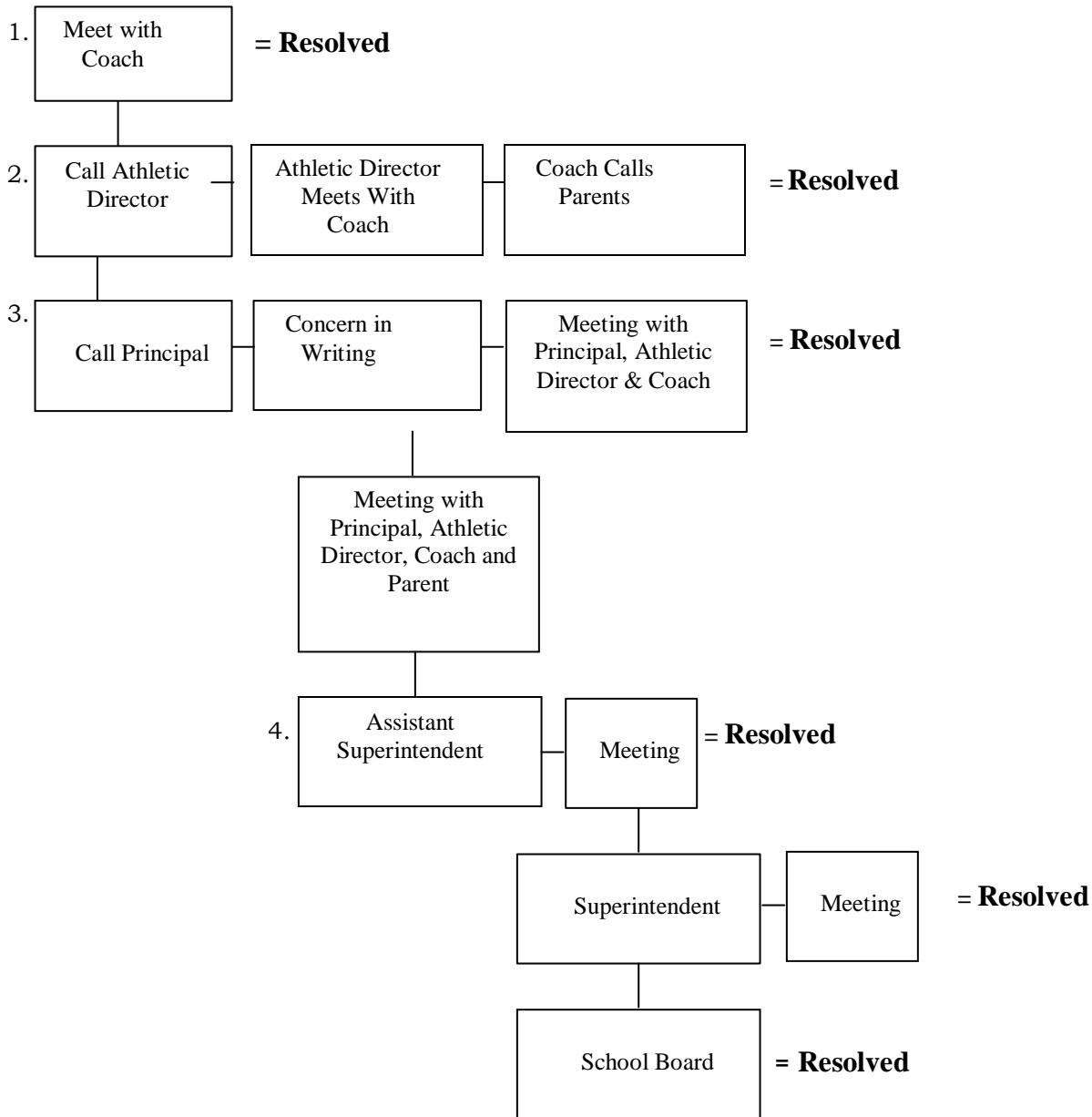
What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and better understanding.

The Cambria Heights School District, in conjunction with the extracurricular staff, will follow the six-step procedure listed below. The order of this line of communication must be followed if you elect to pursue any concern you may have with regard to the extracurricular program.

1. Head Coach/Advisor
2. Athletic Director
3. Building Principal
4. Superintendent
5. Board of School Directors

The information provided in this guide is intended to help you and your child have a rewarding and enjoyable athletic experience.

## Parental Conflict Resolution Flow Chart



- Talk with coach after practice or at a mutually agreed upon time
  - ❖ Do not talk to the coach after games
  - ❖ Do not call the coach at home
- Call the athletic director to voice the concern
  - ❖ Athletic director will meet with coach
  - ❖ Coach calls parent with resolution
- Call the principal to voice the concern
  - ❖ Provide details of the concern in writing
  - ❖ Meet with the principal, athletic director and coach
  - ❖ Meeting will be held with parent, principal, athletic director and coach