



# Booster Club Handbook

**2023-2024**

*Distributed to Officers at Annual Booster Club Meeting*

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## Head Coaches Directory

Athletic Director [Ormond.Moore@cobbk12.org](mailto:Ormond.Moore@cobbk12.org)

Assistant Athletic Director [Lasonia.White@cobbk12.org](mailto:Lasonia.White@cobbk12.org)

Athletic Coordinator [Hollis.Bethea@cobbk12.org](mailto:Hollis.Bethea@cobbk12.org)

### FALL SPORTS

Football	<a href="mailto:Thomas.Hanson@cobbk12.org">Thomas.Hanson@cobbk12.org</a>
Cross Country	<a href="mailto:Andrele.Kelly@cobbk12.org">Andrele.Kelly@cobbk12.org</a>
Fast-Pitch Softball	<a href="mailto:Tammy.Hawkins@cobbk12.org">Tammy.Hawkins@cobbk12.org</a>
Volleyball	<a href="mailto:Angela.Fry@cobbk12.org">Angela.Fry@cobbk12.org</a>
Cheerleading	<a href="mailto:Zonesian.Freeman@cobbk12.org">Zonesian.Freeman@cobbk12.org</a>
Flag Football	<a href="mailto:Robert.Byrd3@cobbk12.org">Robert.Byrd3@cobbk12.org</a>

### WINTER SPORTS

Boys Basketball	<a href="mailto:Hollis.Bethea@cobbk12.org">Hollis.Bethea@cobbk12.org</a>
Girls Basketball	<a href="mailto:Lasonia.White@cobbk12.org">Lasonia.White@cobbk12.org</a>
Rifle Team	<a href="mailto:Andre.Nettles@cobbk12.org">Andre.Nettles@cobbk12.org</a>
Swimming	<a href="mailto:Glenn.Price@cobbk12.org">Glenn.Price@cobbk12.org</a>
Wrestling	<a href="mailto:Angela.Fry@Cobbk12.org">Angela.Fry@Cobbk12.org</a>

### SPRING SPORTS

Baseball	<a href="mailto:Ricardo.Anderson@cobbk12.org">Ricardo.Anderson@cobbk12.org</a>
Golf	<a href="mailto:Hollis.Bethea@cobbk12.org">Hollis.Bethea@cobbk12.org</a>
Boys Soccer	<a href="mailto:Robert.Byrd3@cobbk12.org">Robert.Byrd3@cobbk12.org</a>
Girls Soccer	<a href="mailto:Mandrell.Perryman@cobbk12.org">Mandrell.Perryman@cobbk12.org</a>
Girls Tennis	<a href="mailto:Dwymeshia.McConn@cobbk12.org">Dwymeshia.McConn@cobbk12.org</a>
Boys Tennis	<a href="mailto:Taunisha.McNeill@cobbk12.org">Taunisha.McNeill@cobbk12.org</a>
Boys Track	TBD
Girls Track	<a href="mailto:Andrele.Kelly@cobbk12.org">Andrele.Kelly@cobbk12.org</a>



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The information provided on this page is to explain in a transparent manner the funding of the Athletic Programs at South Cobb High School. The information below does NOT apply to the Fine Arts Booster clubs (except for transporting the band to athletic events). Please let the South Cobb Administration know of any questions or concerns.

## Athletic Budget Development Process

<b>Spring</b>	The Athletic Director meets with Head Coaches and determines any additional financial needs. Principal, Athletic Director and School Bookkeeper look at athletic revenues and the previous year's athletic expenditures.
<b>Summer</b>	Athletic Director provides budget to Head Coaches
<b>Summer-Fall</b>	Head Coaches work with Booster Clubs to determine financial needs and how those needs are going to be met.
<b>Notes</b>	Budgets are revised based on actual revenues.

<u>Where Does it Come From?</u>	<u>Where Does it Go?</u>
CCSD Provides:	Coaching Stipends Some money for security Some money for Ambulance Some money for Maintenance Some money for Transportation
Primarily through Sports Pass Sales and Event Ticket Revenue, South Cobb provides:	Event Security Athletic Training Supplies Transportation GHSA, GADA, Region Dues Signing Ceremonies Homecoming Ceremonies Senior Night Ceremonies Game Officials Gate Workers Hospitality Technology/scoreboards Athletic Letters/Awards
Primarily through Booster Clubs	Uniforms/Equipment/Maintenance Venue upgrades and improvements Community Coaching Certification Pregame meals/snacks Banquets



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## Booster Club Guidelines

Booster clubs are an integral and important part of South Cobb High School. The time and financial support provided by the Boosters helps to enable South Cobb's students to have the opportunity for success.

The *Cobb County School District* has an established *Board Administrative Rule (LEC-R)* that governs high school booster clubs. Please be sure to read this policy (which is included in this notebook). In addition, the *CCSD Athletic Handbook* includes a section that discusses booster clubs. This information is also included in this notebook and should be read by all booster club members and officers. CCSD also has created a resource guide that can be found at the following link:

[http://www.cobbk12.org/centraloffice/studentssupport/CCSD\\_Booster\\_Resource\\_Guide.pdf](http://www.cobbk12.org/centraloffice/studentssupport/CCSD_Booster_Resource_Guide.pdf)

***South Cobb High School Booster Clubs are encouraged to do the following:***

- Provide financial support to South Cobb High School students and organizations
- Keep an open and honest communication with coaches, teachers, the Principal, and the Athletic Director
- Make sure the lines of communication are open between the booster club members and the Booster Club leadership
- Support the student-athletes and student-artists of South Cobb High School
- Demonstrate support for all South Cobb High School sports and activities
- Increase the visibility of your sport and/or event and the accomplishments of the student-athlete or student-artist
- Support the coaches, directors, and their staffs
- Build and maintain informative websites
- Provide a positive role model for all South Cobb High School students

***South Cobb High School Booster Clubs operate under the direction and authority of the South Cobb High School Administration. Please keep the following in mind:***

- While the focus, vision, and direction of the booster club should be a partnership between the booster club and the head coach/director, **this responsibility rests with the Head Coach/Director.**
- The Head Coach/Director can request a review and or revision of the booster club by-laws at any time.
- South Cobb High School administrators are not involved in the day-to-day operations of the booster club **unless a booster club decision is in gross violation** of South Cobb High School Policy, Cobb County School District Policy or Board Administrative Rules, Region Policy, GHSA Policy, or presents the possibility of being detrimental to the mission and goals of South Cobb High School.
- Any events hosted or directed by a South Cobb High School Booster Club are technically official school events. This includes banquets, tournaments, and camps.
- Official Booster Club meetings will be held at South Cobb High School on a regular weekday selected by the booster club. The South Cobb High School principal (or his/her designee) may elect to attend and or participate as he or she sees fit.
- Each booster club must be represented at any Booster Club informational meetings called by the South Cobb High School Principal or his/her designee.



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## CCSD Board Rule LEC-R Highlights

### ***Board Administrative Rule LEC-R Highlights:***

- The primary purpose of a booster club is to “support the high school and its programs.”
- Booster Club officials shall not have facility keys and/or alarm codes.
- The Principal of South Cobb High School has the authority to disband any booster club that grossly violates any CCSD Board Administrative Rule
- Booster Clubs must have a copy of the club’s Constitution and By-Laws on file at SCHS.
- Booster Clubs shall submit a proposed budget, monthly bank statements, and an end of year budget showing the actual disbursement of funds. **(End of year budget is due June 1, 2024).**
- All booster club donations or gifts become the property of South Cobb High School.
- The Principal has the authority to request an audit of the financial records of any South Cobb High School Booster Club.

### ***South Cobb High School Booster Clubs are NOT involved in the following:***

- Hiring or dismissing South Cobb High School Coaches, Teachers, and/or Community Coaches
- Setting entry fees for games or other events
- Paying for academic tutoring for any South Cobb High School student or student-athlete
- Directing employees of the Cobb County School District
- Contacting the Georgia High School Association, Region Officials, or the Cobb County School District as an organization without the permission of the South Cobb Administration.
- Reporting or directing game officials or event judges.
- Providing awards to coaches, students, or student-athletes without the approval of the South Cobb High School administration and/or Head Coach
- Negotiating a supplement of the salary of any coach or teacher employed by the Cobb County School District
- Game, Event, and/or Practice Scheduling
- Playing time decisions and/or other issues regarding students
- Directing purchasing decisions made by South Cobb High School Coaches and Teachers using South Cobb High School/CCSD funds
- Conducting formal and informal investigations of other high school athletes or athletic programs or fine arts programs

### **South Cobb High School Facility Use**

As you are aware, South Cobb High School buildings and the accompanying facilities are being used almost 24 hours a day, seven days a week. Unfortunately, there have been several occasions where more than one group has signed up to use a space at the same time.



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Another problem in previous years has been the security of the building. Some groups, including some of the Junior South Cobb teams, have used the building and not made provisions for securing the buildings/facilities on those evenings.

- In order to schedule a portion of the building for an event, please follow the CCSD guidelines. You must complete the Facility Use form located on Cobb Facility Use Website. All events will be paid to the district and THEN the district will reimburse the school quarterly.
- If an outside group will be using the facilities through your booster club, they must provide \$1Million liability insurance policy.

The Athletic Director will email you when your event has been scheduled. Please do not assume that your event is scheduled unless you receive verification from The Athletic Director. Coaches may also check the master facilities calendar via Outlook to see that the event is scheduled.

In most cases, facilities will be assigned on a first-come-first-serve basis, but academic purposes will take precedent over other uses (i.e., conducting SAT review class will take precedence over meetings).

**The South Cobb Administration reserves the right to move, re-schedule, or cancel any meeting held on campus.**

For events on the evening or weekend, the South Cobb Administration may require custodial support and/or security. If so, your club will be billed for these expenses through the facility use office. Your group may also incur a restocking fee for custodial supplies.

For groups/clubs that are NOT part of South Cobb High School or supervised by a booster club and South Cobb employee (coach), these events MUST be approved by the district before being approved by the local school administration.

## Junior/Middle School/Youth Sports Programs

The Cobb County School District does not fund or support Middle School or Youth Sports (“Feeder”) Programs. The South Cobb Administration realizes that, for High School programs to be competitive, Feeder programs are essential to teaching the sport to younger athletes, developing important life skills such as teamwork and sportsmanship, and building a sense of community among South Cobb athletes of all ages.

While the South Cobb Administration does not supervise the Feeder programs, the Feeder programs do use the South Cobb name and facilities. For that reason, it is important that they are operated correctly. Please adhere to the following requirements:

1. South Cobb Feeder programs MUST operate under the direct control of a South Cobb Booster Club. It is strongly recommended that the Director (s) of any feeder program are included on the



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Booster Clubs Board as a liaison. Feeder programs not operating under the direct control of a South Cobb Booster Club **will NOT be allowed** to use the South Cobb name or any South Cobb/CCSD equipment or facilities.

2. The Head Coach of a Sport is in control of the Feeder program. Any issues, questions, or concerns, regarding Feeder programs brought to the South Cobb administration will be directed to the appropriate head coach.
3. Feeder programs must coordinate the use of any South Cobb facilities through the school administration and/or the Head Coach.
4. **South Cobb High School programs shall always be given priority in using South Cobb facilities, field space, or equipment.** Feeder program games, events, practices, and meetings may be rescheduled or relocated to accommodate any high school function.
5. Feeder programs must also go through the District's Facility Use Office to use any facilities. Additionally, they may be charged for custodial assistance and/or security.
6. Failure to follow Administration guidelines or directives, or if the Feeder Program fails to maintain good relations with the South Cobb Administration, may result in the Feeder programs not being allowed to use the South Cobb High School name, any South Cobb or CCSD equipment, or South Cobb or CCSD facilities.

## **Coca-Cola/Concession Stands**

South Cobb High School has a contractual relationship with Coca-Cola. The benefits of this agreement include:

- Numerous free goods adorned with the "PowerAde" logo including squeeze bottles, towels, and coolers.
- Financial contribution to South Cobb High School.
- Free product samples to be used at principal's discretion.

Our contract states that all South Cobb High School organizations must exclusively use only Coca-Cola products.

This means:

- No items can be used or displayed that have the logos of any direct competitors (including Pepsi, Aquafina, Gatorade, Store Brand drinks)
- All booster clubs and concession stands can ONLY use and display Coke products, including theatre concession stand.



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- All Coke products can/should be purchased directly from our Coke representative.
- Please make sure that there are no Non-Coke products in any South Cobb coolers, concession stands or display coolers.

Booster clubs can buy in bulk and share product between clubs. In addition, booster clubs may decide to sell/donate a surplus of product to another booster club.

## Concession Stand Revenue Procedures

In accordance with Cobb County School Board Administrative Rule DK-R (contained in the appendix for this Handbook), the South Cobb High School principal has elected to allow South Cobb Booster clubs to use game concession stands as a fund-raiser activity.

- All receipts from the concession stand must be collected and recorded in the Booster Club's financial records.
- All concession invoices must be paid directly by the Booster Club.

## Excerpts from Cobb County School District Guidelines for Interscholastic High School Athletics and Activities

The full document can be obtained at:

[https://sbcobbstor.blob.core.windows.net/media/WWWCobb/frf/5/CCSD\\_Booster\\_Resource\\_Guide.pdf](https://sbcobbstor.blob.core.windows.net/media/WWWCobb/frf/5/CCSD_Booster_Resource_Guide.pdf)

### **BOOSTER CLUBS AND FUNDRAISING**

Booster clubs are an important part of the athletic and extracurricular program in the Cobb County School District. Booster clubs play an important role in supporting, encouraging, and in advancing these programs. The following rules and regulations are basic and broad guidelines for the establishment and operation of all booster clubs that support Cobb County Schools. The principal of each individual school must approve all booster clubs, and questions about individual booster clubs will be addressed to the administration of each school. (Refer to Cobb Education Policy LEC-R)

- Booster clubs are independent parent/guardian organizations and are not sponsored by the schools.
- Booster clubs exist only to support the school and its program.
- A copy of each booster club's constitution, by-laws, and annual budget must be submitted to the principal/athletic director before club activities each year. Each booster club will have a written philosophy with clear-cut objectives to be carried out by the club.





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- Each booster club will have in its constitution procedures for an annual audit.
- The principal has the right and the authority to audit booster club financial records.
- Each booster club will develop an annual budget with input from the coach or sponsor and submit it to the principal for approval prior to the start of the season. A final annual financial report will be submitted to the principal at the conclusion of the season.
- The booster clubs should provide a copy of their treasurer's report at each meeting.
- The principal or his/her designated representative will approve all booster club meeting dates, the meeting site, and the time of the meeting.
- All fundraisers and projects conducted by a booster club **must have PRIOR written approval** of the principal or his/her designee. Booster clubs must follow all Cobb County School District guidelines pertaining to fundraising activities and facilities usage. The Georgia Sales and Use Tax Regulations Prohibit Booster Clubs Access to the School's Sales Tax Exemption Form. For purposes of this rule, any structure built by the booster club must have prior approval. ***A structure is defined as any permanent item built on campus that does not move.***
- Booster clubs must abide by all guidelines, rules, and policies set forth by Cobb County Board of Education, State Board of Education, Georgia High School Association and all local, state, and federal laws. ***(Cobb County Education Policy LEC-R).*** All gifts or donations given to the school by the booster club will be accepted by the principal with a signed statement indicating that they will become the property of the school.
- Principals or designees should attend all Booster Club meetings and assure that coaches or sponsors attend all club meetings and club sponsored activities.
- Booster clubs must comply with CCSD Guidelines pertaining to Construction of Improvements to Facilities on District Property (Cobb County Education Policy FEAE-R). The principal has the discretion to disband any booster club, if he/she determines the guidelines above are not being followed (Cobb County Education Policy LEC-R).

## Fundraising/Logos/Spirit Sales

Fundraising Activities may be conducted by the school itself, by a school support organization, and/or organizations within the school.

Fundraising activities must comply with all Board Policies and District Rules including Cobb County Education Policy JHA-R

**All fundraising activities MUST have approval of the local school principal or his/her designee.**

Regardless of whether the school or booster club is receiving the collected funds, and regardless of the policy at other schools, ALL fundraising activities done by South Cobb clubs, sports, or support organizations must be approved by the principal or his/her designee.

- Schools are prohibited from conducting door to door fundraising by students in activities sponsored by the school in which students would be selling items or soliciting advertisements, contributions, pledges, or orders.



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- Fundraising activities may not involve any student during instructional time.
- Students will NOT be required to participate in fundraising activities in order to participate in extracurricular activities.
- South Cobb High School fundraisers will comply with CCSD Board Rule JHA-R.
- The Principal and his/her designee always maintains the ability to cancel, move, or post-pone a fundraising activity.
- All items sold in any type of fundraiser associated with South Cobb High School require the permission of the Principal or his/her designee.
- South Cobb clubs, sports, and activities are **forbidden** from selling or conducting fund-raisers at an event that is not their own without the permission of the Principal.
- **South Cobb High School has recently gone through the process of updating our brand and logos through VIP Branding. Consequently, all South Cobb logos, word marks, and identifiers are copyrighted. In using South Cobb logos or identifiers, colors, proportions, and layouts cannot be altered. The South Cobb Administration reserves the right to forbid the sale of any Spirit Wear that does not conform to our Branding Guide.**

## Athletic Passes/Tickets/Pay to Play

- Cobb County Athletic Passes/Employee ID Badge: Only the bearer of this pass/badge will be admitted to high school games held within Cobb County (unless other arrangements are made through the region). Passes/Badges are not valid at region or state playoff contests. Photo I.D. may be requested. This includes Lifetime passes issued to Cobb County retired teachers, Senior Citizen passes, and one year passes issued to people who have provided an outside service to the County. Children not in school are admitted free of charge to non-GHSA events.
- Georgia High School Association (GHSA) Pass: Only the bearer of this pass PLUS one will be admitted. Must have a photo ID for state tournament level events.
- South Cobb High School Athletic Season Pass: For a fee, South Cobb sells sports passes to individuals for all HOME sporting events via GoFan. These passes are NOT valid at other schools, other events not sports related at South Cobb (ie...drama plays, concerts) or for GHSA playoff events. South Cobb HS Sports Passes can be invalidated, without refund, by the South Cobb Administration if the passes are transferred to other parties or abused without refund.
- Event Pass Lists: Those persons whose names appear on a list that has been approved in advance by the principal or his/her designee may be admitted free of charge for regular season events. Pass lists should only include individuals that are actively volunteering for that event unless prior approval is obtained. (Region and State Competitions and some other events are not South Cobb or CCSD events and passes will not be honored.)



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- Ticket Prices: Prices for regular season games and region contests are determined by the region. Ticket prices for state level contests and competitions are determined by GHSA.

***South Cobb High School does not refund the cost of game/event tickets. In case of inclement weather, attendees should save their ticket stub for use at next scheduled event for that sport.***

## Cost to the Participant

- South Cobb High School and the Cobb County School District will not support any aspect of any program which could be construed as “pay to play” for the athlete or his/her family.
- The financial cost to the participant of a performance type activity should be held to a minimum. ***No student should be discouraged from participating in an activity which is sponsored by the Cobb County School District because of any personal financial obligation associated with that activity.***
- If there is a cost for participation, then the amount should be communicated to all parents before the first practice or tryout.
- If funds are not available in the local school budget to fully finance an activity, then the school should limit the expenditure rather than cause a hardship on an individual who wishes to participate.
- Athletes may be held out of a sport until they have met their school financial obligations from a previous sport. Example: Not allowed to run track until they turned in their basketball uniform.
- **Students cannot be denied an extra-curricular activity because they have not paid booster dues.**
- Please do NOT send any documents that state or imply that any booster club fee is required for participation.

## CCSD Board Administrative Rule IDF-R

Parents of all students that participate in extracurricular activities should be familiar with Cobb County Board of Education Rule IDF-R. The rule can be found at <http://www.cobbk12.org/centraloffice/adminrules/l/IDF-R.pdf>

*The purpose of the policy is as follows:*

Participation in interscholastic/extracurricular activities in Cobb County School District schools is a privilege. Students participating in these activities are considered to be school leaders. They are role models who represent their school and more importantly, depict its character. With leadership comes additional responsibility and student participants must adhere to high standards of conduct. When students violate these high standards, the District may withdraw the privilege to participate in interscholastic/extracurricular activities. The purpose of this code of conduct is to establish a minimum expectation of behavior.

*Parents, students, and coaches should be aware of the following:*

The Policy states: ***“Parents/guardians and/or students must report any arrest of a student or behavior in which law enforcement is involved to their high school administration or coach within two weeks (14 calendar days) of the arrest or behavior. The two week time frame includes weekends, school holidays and summer vacation. Failure to report arrest or behavior will result in the student’s consequences for the***



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*behavior in question being doubled and possible additional consequences for failure to report he behavior.”*

Section B of this rule on Alcohol/Illegal Drugs/Inhalants portion of the policy does NOT require an arrest or charge. It says clearly that such use or possession by extracurricular participants is banned regardless of whether students are on or off campus or whether or not students are at a school-sponsored event. This means that if there are Facebook or Instagram pictures of extracurricular students using these items, or if there is a party at a local subdivision that does not involve the police, this policy is in play for all students that participate in an extra-curricular sport or activity.

If there is an arrest or charge (felony or misdemeanor), Sections D and E of this Rule apply.

***Parents, students, and Cobb County School District employees are required to inform the local school administration about any behavior issues that fall within the scope of this policy.*** Even if it is just a rumor, please let us now. It is the **administration’s responsibility** to investigate and determine if there is something that warrants disciplinary action under this policy or any other. **Booster clubs will NOT investigate in any form or fashion any student conduct that relates to possible school discipline.**

Please pay particular attention to Section F7. ***This gives the Principal some leeway to include other acts that may not be delineated in this policy but reflects in “a negative manner on the school, athletic program, or activity.”*** For example, damage to property, using a fake ID, harassment, school disciplinary problems, etc.

Per Board Rule South Cobb will honor any extracurricular suspensions imposed by other public or private schools if a student currently under suspension transfers to South Cobb.

As with any other rules or policies, please ask the appropriate coach, director, or administrator if you have any questions.

## **Guidelines and Expectations for Parent and Spectator Conduct**

South Cobb High School strives to have the support of our parents and friends at athletic and student events. The teachers, administrators, and especially the students, appreciate this support.

However, it is important to note that participating and attending events at South Cobb is a privilege. As such, there are certain expectations in place for all visitors to South Cobb events.

1. Please cheer, clap, stomp, and get loud, when appropriate, to support the Eagles!
2. Profanity, taunts, derogatory terms, or comments deemed by the administration, faculty, or coaches to be considered as such, may result in removal from the event. A warning is NOT required.
3. While parents are encouraged to speak to coaches and teachers, immediately after an event or athletic contest may not be the best time. Parents are always encouraged to contact the teacher or coach to make an appointment to discuss any concerns.
4. Younger Eagles are always welcomed at South Cobb events. However, it is NOT the responsibility of the South Cobb Administration to supervise these students. Parents who



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drop their non-South Cobb students off at school events should not expect South Cobb Administration or faculty to supervise these students. Consequently, non-South Cobb students that violate South Cobb or District rules at South Cobb events may receive disciplinary consequences from their home school.

5. Attendance at practices is a privilege and a teacher, coach, or administrator may elect not to allow parents and/or spectators into a practice. A desire to close a practice or rehearsal should be communicated in advance.
6. Booster parents and adults who may be chaperoning an event, attending a practice, or electing to assist with supervising any South Cobb activity shall always defer to the directions of a South Cobb teacher, coach, or administrator.
7. While South Cobb High School is a public school, we are not open to the public! Failure to abide by these rules, any violation of School District Policy or State Law, or by acting in a manner that reflect poorly on South Cobb, may result in an adult or participant being banned from South Cobb events. This will be done in writing from South Cobb administration to the offending party. Serious offenses may result in a Criminal Trespass Warning, which is a legally binding document forbidding under penalty of law the offender for being on any Cobb County School District campus or at any District event.

As always, please ask a teacher, coach or administrator if you have any questions or concerns.

## Mandatory Reporting

- **Beginning July 1, 2012, parents and community members who volunteer to work with children in school functions and extracurricular activities must report suspected child abuse as required by Georgia law in O.C.G.A. 19-7-5.**
- **The State Law reads that “persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children. The laws go on to say that a person “should make an oral report as soon as possible to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such an agency, to an appropriate police authority or the district attorney. Program directors should have an address and phone**



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number for the reporting agency in their county or circuit and make this information available to mediators. Questions about the specific requirements of reporting should be referred to the reporting agency.”

- Regardless of the law, all of us have the responsibility of protecting children. IF you witness or suspect abuse, please contact law enforcement.

## Required Paperwork Deadlines

*Coaches should work closely with booster club officers to ensure that paperwork is submitted in timely manner.*

<b>Deadline Date</b>	<b>Document</b>	<b>Person Responsible</b>	<b>Notes</b>
1-Jun	Schedules Due	Head Coach	Fall Sports (Football due March 1)
1-Aug	Coach/Sponsor Checklist	Head Coach must sign	All Sports with booster clubs
1-Aug	Booster By-Laws	Head Coach/President	All Sports with booster clubs
1-Aug	Booster Club Fee Structure Sheet/Proposed Budget	Head Coach/President/Treasurer	All Fall sports with booster clubs



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1-Aug	Final Roster Due	Head Coach	Fall Sports
1-Sep	Emergency Action Plan	Head Coach	All Sports
1-Sep	Booster Club Fee Structure Sheet/Proposed Budget	Head Coach/President/Treasurer	All Winter sports with booster clubs
1-Sep	Schedules Due	Head Coach	Winter Sports
1-Nov	Final Roster Due	Head Coach	Winter Sports
1-Dec	Booster Club Fee Structure Sheet/Proposed Budget	Head Coach/President/Treasurer	All Spring sports with booster clubs
1-Dec	Schedules Due	Head Coach	Spring Sports
1-Jan	Final Budget (Actual Budget) Due	Treasurer	Fall Sports
1-Apr	Final Budget (Actual Budget) Due	Treasurer	Winter Sports
1-Jun	Final Budget (Actual Budget) Due	Treasurer	Spring Sports
1 week after meeting	Booster Club Meeting Minutes	Secretary	All Booster Clubs
5th day of each month	Bank Statements	Treasurer	All Booster Clubs; also provide copies of checks written