1. **Purpose**

These standards ensure equity and consistency in the form and function of music booster clubs across the school system.  Music Booster Clubs are of great potential benefit to the goals of the school and an interscholastic music program. Music Booster Clubs will work collaboratively with the school’s administration and music director to ensure fundraising activities correlate with the goals of the school and music program. Music Booster Clubs must operate within Title IX and AACPS parameters, and provide benefits in a legal, positive, and equitable manner.

**B. Definitions**

*Music Booster Clubs* are organized groups of adults who provide financial and/or non-financial support for school music programs and operate on a year-round and sustained basis. Music Booster Clubs are a separate organization outside the school system. Effective September 2020 for new schools or newly created music booster groups within existing schools there may be only one Music Booster Club per building, which is designated as the official interface with the Administration. Schools that have multiple established music booster organizations prior to September 2020 will be allowed to continue under this model of operation at the discretion of the Principal.

*Specific Music Support Groups* may exist and operate under the umbrella and direction of the Music Booster Club.

*Benefits* are any service, goods, or monies donated from the Music Booster Club. All benefits must be accepted by the Principal or Principal’s designee and recorded for accounting and Title IX purposes. Regardless of the source, when those benefits are donated from the Music Booster Club or Specific Music Group and accepted by the school administration, those benefits become property of AACPS.

*Outside Community Groups* are independent organizations existing separately from AACPS and the Music Booster Clubs. Advanced written permission from the school Administration must be obtained before an outside group may fundraise in the name of an AACPS school or school team or use AACPS property. Permission will only be granted for fundraising endeavors which have a defined purpose, a timeline for disbursement of any benefits and do not conflict with school or booster fundraising activities. Benefits may only be made directly to the Boosters or the Administration, never directly to a director or a music ensemble.

*Music Fundraisers* involve both students participating in the music program and adults connected to specific music program or ensemble. These fundraisers must follow all BOE policies and music regulations. These activities are not under the direction of the Music Booster Clubs but operate at the discretion of the school’s Principal and/or designee. All funds must be deposited into a designated music fundraiser account.

*Liability Insurance* is a policy that protects the Music Booster Club, its directors, and its support group for activities outside of AACPS events and property, in the event harm or injury occurs to participants.

**C. Authority to Function**

The Music Booster Club must have the approval of the Principal or designee in order to function.  The Music Booster Club must develop and present to the Principal or designee, approved bylaws that establish the structure, purpose, election process, financial accounting, and operating guidelines of the group.  It is strongly recommended that a representative of the school administration or a designee attends all formal meetings. An individual, organization or specific music support group may not raise funds on AACPS property or in the name of a school, a school team, or the school district, unless they receive advanced permission from the Music Booster Club and Principal or designee. Upon learning about possible guideline violations, the Principal may choose to initiate an investigation. The Principal has the authority to suspend or disband the relationship their school has with a booster club for guideline violations. A booster club that no longer has a relationship with a school may not use the school name or mascot in any future operations.

**D. Annual Requirements**

It is expected that the Music Booster Club president will meet with the Music Chair /Lead teacher and Principal, Assistant Principal, or Principal’s designee at least once per year. The booster club president shall submit the most current versions of the following documentation for review by September 30th:

* A meeting calendar for the upcoming school year
* A copy of the approved bylaws
* A valid copy of their 501(c)(3) determination letter from the IRS
* A filed copy of IRS Form 990, 990-EZ, or 990-N
* A copy of their certificate of liability insurance
* Year End Financial Statements
* A draft schedule of planned fundraising events for the coming school year
* A support plan of anticipated benefits donated by the Music Booster Club and
their Specific Music Support Group

Upon receipt of all documentation, the Principal or designee will draft an authorization letter and send it to the Music Booster Club. This letter will state that, as a result of meeting the annual requirements, the Music Booster Club is authorized to exist and function in partnership with the school for the upcoming school year. Copies of this letter will be kept on file at the school and at the Music Office at the BOE (2644 Riva Rd, Annapolis, MD 21401).

Additionally, it is expected that Music Booster Club presidents will attend an annual county-wide meeting with the Office of Music, Office of Athletics, Athletic Club Booster Presidents, and School Administration to review current guidelines/expectations, share best practices, and participate in Q&A (to be scheduled in October).

**E. Meetings, Communication, And Advocating**

* Music Booster Clubs are expected to meet a minimum of four times during the school year at the school (or virtually). Officer elections, bylaw changes, and financial decisions must be voted on at one of those meetings held at the school (or virtually), with school staff representation (in accordance with bylaws). The meeting calendar must be shared with the Music Department Chair/Lead Teacher or designee and Principal, and made available to all music teachers, student musicians, and families.
* A meeting calendar, with at least 2 weeks notice for each meeting, must be shared with all stakeholders.
* The meeting calendar and subsequent meeting minutes should be published on school and music related websites.
* The Music Booster Club is expected to be present at the Back to School nights to encourage membership.

**F. The Role of The Music Department Chair/Lead Teacher**

The Music Department Chair/Lead Teacher or designee will serve as the liaison between the Music Boosters Club, the music teachers, and the school administration. The Music Department Chair/Lead Teacher or designee must attend all Music Booster Club meetings and ensure that both Music Booster Club bylaws and guidelines outlined in the music handbook are followed.

**G. Specific Music Support Groups**

With permission from the Music Booster Club and Principal, individual Specific Music Support Groups may exist under the umbrella and direction of the school’s Music Booster Club, as long as:

* All funds raised from these groups must be processed through the school’s Music Booster Club account or a pre-designated school account.
* The Music Booster Club will ensure that any fundraising events conducted by Specific Music Support Groups are covered by appropriate insurance protection.

**H. Parent/Community Volunteers**

Individuals volunteering through the Music Boosters will be required to:

Complete a Background check:  [https://www.aacps.org/chaperone](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.aacps.org%2Fchaperone&data=04%7C01%7Cjvaladie%40AACPS.org%7C5de1975dbad344075f1908d9f309abdc%7Cb7d27e93356b4ad88a7089c35df207c0%7C0%7C0%7C637808045135350784%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=dlb9WWmxzeDwsyL4O31FMs6aRx4WPwilKdZYMo%2BjHxY%3D&reserved=0)

Attend a volunteer orientation at the school

Complete the sexual harassment and child abuse module:  [https://www.aacps.org/Page/2179](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.aacps.org%2FPage%2F2179&data=04%7C01%7Cjvaladie%40AACPS.org%7C5de1975dbad344075f1908d9f309abdc%7Cb7d27e93356b4ad88a7089c35df207c0%7C0%7C0%7C637808045135350784%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=uLD62j1BZR0jtRcgT9d%2Bp8WazPSYEcHYept%2BAptlmoc%3D&reserved=0)

 **I. Student Volunteers**

Student volunteers assisting booster club members with fundraisers or other activities must do so under direct, in-person adult supervision at the site of the activity (such as in the concession stand.). A list of student volunteers (or eligible student volunteers) will need to be provided to the school athletic administration in advance of each such activity.

 **J. Financial Accounting**

All regularly scheduled Music Booster Club meetings should include a financial
report. The Music Booster Club must follow school and school system guidelines
and procedures. Please see the addendum entitled Fundraising Policy.

**K.   Hiring of Consultants or Contractors**

Music Booster Clubs may hire additional services to support the music program, which may include but is not limited to music arrangers, marching band drill writers, accompanists, or clinicians to come in and work with ensembles. However, music booster clubs may not offer additional compensation to a director or teacher receiving an extra duty contract related to the ensemble. For example, the individual receiving the Band Front extra duty contract may not receive additional compensation from the booster organization for teaching the band front or color guard. They may, however, receive compensation for a different task related to the band that does not fall within the scope of the extra duty contract.

Any individual hired by the booster organization to provide a service to the music program will be subject to AACPS regulations regarding fingerprinting and HB 486.

**L. Personal Effects**

Nominal awards or gifts may be purchased for teams or individuals, such as plaques or T-shirts, but such purchases must be made in an equitable manner for all music groups.  If the Music Booster Club decide to help defray the cost of team or seasonal banquets, such assistance must be made in an equitable manner for all student-musicians.

**M. Donations/Purchases**

Music Booster Club or individual benefits must be presented to the Principal or Principal’s designee.  Donations or payments may not be presented to a director or participant directly. Any purchases of equipment, instruments, music, uniforms, or other material items made by the Music Booster Club become the property of AACPS.

Addendum

FUNDRAISING POLICY (based upon AACPS Board Policy DCA/DCA-RA):

 The local participation of the school in fund raising projects, whether conducted by the total school or by student-musician organizations, will be governed by the following considerations:

A. The fund-raising projects will be planned in advance, and the number will be kept to a minimum, as determined by the Principal to meet the needs of the school.

 B. All fund-raising projects will be approved by the Principal. Three areas to be considered in the decision-making process are educational values for student-musicians, benefits for student-musicians and the safety of student-musicians.

C. Student-musicians will participate in fund raising activities on a voluntary basis. If the activities of the organization depend upon fund raising by all the student-musicians in the organization, all these student-musicians will be informed of the expectation to complete the fund-raising project in order to participate in the activity. An exception would be extenuating circumstances in the case of individual student-musician(s), as determined by the Music Department Chair/Lead Teacher and the Principal.

D. There will be no exploitation of student-musicians in fundraisers.

E. All music fundraisers must obtain approval through school administration. The program sponsoring each approved fundraiser must be clearly identified to the public.