



Board of Trustees Policy

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| BOT Policy Name: University Athletics Booster Policy | | BOT Policy No.: BOTP-2005-18 |
| Initial Adoption Date: 10/06/2005 | | Revision Date(s): 08/11/22; TC-12/04/2025 |
| Responsible Unit: President/Intercollegiate Athletics | | Responsible Executive: Athletic Director |
| Authority | Sections 1004.28, Florida Statutes; Board of Governors Regulation 9.011; FAMU Regulation 11.001 | |
| Applicability | These provisions shall apply and be supplemental to BOTP-2018-01 (Direct Support Organizations) | |

I. Booster Organization(s)

- A. All athletic booster organizations or clubs associated with or connected with Florida A&M University (University) must be organized and operated within the purview of the University's Athletic Department.
- B. All booster organizations or clubs must be consolidated to have one accounting and organizational entity.

II. Finances

- A. All booster organizations or clubs' activities, i.e. concessions, parking, program sales, fundraising activities, etc., shall be conducted through the University's Athletic Department, to ensure adherence to the University's accounting policies and controls.
- B. All funds received and expended from booster accounts must be deposited into a University account and subject to accounting in the University's Controller/Budget Office.
- C. Booster membership dues and other non-donated booster funds are for the booster organizations' operational expenses.
- D. Operational funds of booster organizations may be received into and expended from a non-University-related banking institution and are subject to accounting by the organization's treasurer and financial secretary, and the Vice President of University/Executive Director of the FAMU Foundation, Inc./BOT Direct Support Organizations (DSO) Liaison. The funds and account are subject to annual audits and any other periodic audits as stated below in Section 5.

III. Fundraising Activities of Athletic Boosters

- A. All fundraising activities of athletic boosters must be approved by the President or the President's designee.
- B. Upon the conclusion of any fundraising activity, a post-activity report of the fundraising activity, including items sold/donated, list of participants, list of donors and amount of donations, etc., shall be provided to the President or the President's designee.
- C. A booster organization or club shall not engage in a fundraising event which does not have present an employee from the University's Athletic Department and the University's Office of Advancement.

- D. Athletic coaches or student-athletes participating in a fundraising event of a booster organization or club shall not be involved in the handling of any funds associated with the fundraising event.

IV. Appointment of Athletic Staff to Boosters' Executive Board

- A. The President shall appoint a senior athletics staff member, i.e. Athletics Director or an Assistant Director of Athletics, to serve as a member of the booster's executive board in an advisory or oversight capacity. The staff member's responsibility in this role shall include, but not be limited to:
1. Examining and authorizing all financial expenditures and monitoring booster expenditures for compliance with NCAA, SWAC and University regulations, rules and policies.
 2. Attending all booster executive meetings and reporting all financial activity to the Athletic Director and University Advancement officers.

V. Booster Audits

- A. In addition to the requirements of Regulation 11.001, all financial statements, reports and audits of the booster organization shall be submitted to the auditor performing an annual audit of the University's athletic financial audit, as required by the NCAA Constitution 6.2.3, as now or hereafter amended.
- B. Periodic spot-audits shall be conducted of the booster organization's financial activities by the University's Division of Audit and Office of Compliance and Ethics.
- C. Periodic audits of athletic donors shall be conducted by the University's Division of Audit to ensure proper accounting of all appropriate donated funds.

VI. Administrative Procedures

The President, or the President's designee, shall establish administrative procedures to implement this Policy.

Notation: This BOT Policy was adopted by the Board of Trustees as BOT Policy 2005-15. The Policy has been renumbered to avoid duplication in document numbering.

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| Attachment(s) | n/a |
| Related Resource(s) | n/a |