

Subject: PLD institutional control info

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In order for Paul Laurence Dunbar to maintain institutional control in the area of athletics, we have made the following adjustments to educate our coaches and boosters as well as to monitor our spending.

1) PLD along with all other FCPS high schools now have mandatory Booster Club training sessions throughout the year that are attended by the head coach and booster club president of the booster club. Trainings are led by Mr. Don Adkins, District Athletic Director of FCPS.

2) Booster Club agreements are required to be on file at the school for all active booster club groups that support athletic programs.

3) Any and all donations have to be approved by the gender equity committee, Athletic Director, and Principal then after in-school approval, will be sent to the Superintendent for final approval before any monies are awarded to any athletic program from outside of school.

4) All purchase orders are approved by the Principal before any order is processed through the school bookkeeper.

5) Booster club contact information is updated yearly and kept on file by our bookkeeper at Paul Laurence Dunbar for any questions directly impacting fundraising and expenditures.

6) Any major purchase by any athletic program has to be approved by Title IX/ Gender Equity and the Principal before purchase.