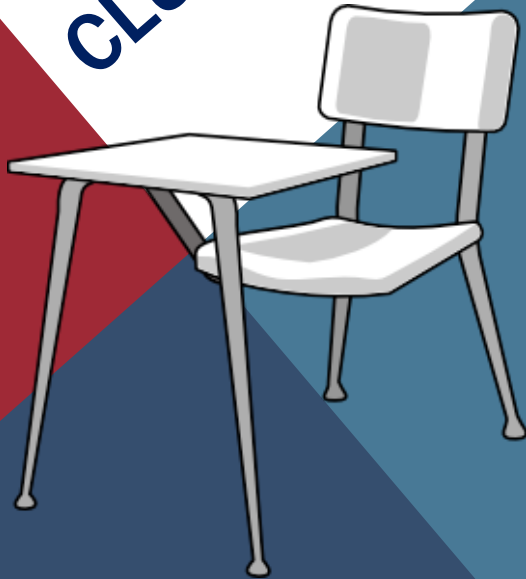


**SCHOOL WIDE BOOSTER
CLUBS**



BOOSTER CLUB PURPOSE



- 1) 'THE RHS BOOSTER CLUB HAS BEEN ESTABLISHED FOR THE PURPOSE OF PROMOTING, SUPPORTING, AND IMPROVING ALL ACTIVITIES AT RICHFIELD HIGH SCHOOL'
 - 2) 'THE OBJECTIVE OF THIS CLUB IS TO IMPROVE COMMUNITY RELATIONS WITH ALL ACTIVITIES AT RICHFIELD HIGH SCHOOL'
 - 3) 'ALL BUSINESS CONDUCTED BY THE BOARD SHALL BE BY VOTE OF THE MAJORITY OF THE VOTING MEMBERS'
- A. THE BOOSTER BOARD IS TO AVOID PREFERENCES TO INDIVIDUAL SPORTS, CLUBS, PROGRAMS OR INDIVIDUALS



RICHFIELD HIGH SCHOOL BOOSTER CLUB

1) BOOSTER CLUB BOARD PRESIDENCY

- A. ELECTED OFFICERS--PRESIDENT-ELECT/PRESIDENT/PAST PRESIDENT
- B. APPOINTED OFFICERS--SECRETARY/TREASURER/BUSINESS LIAISONS
- C. INDIVIDUAL PROGRAMS EACH HAVE A BOOSTER PARENT WHO THE BOOSTER CLUB BOARD WORKS THROUGH
- D. SCHOOL ADMINISTRATION SELECTS PRESIDENT-ELECT AND APPOINTED OFFICERS
- 1. EMPHASIS ON SELECTING PEOPLE FROM A VARIETY OF BACKGROUNDS (MUSIC, DRAMA, SPORTS, ETC.)

MEETINGS

1) HELD MONTHLY FROM AUGUST-MAY

- A. BOOSTER PRESIDENT IS RESPONSIBLE FOR AGENDA
- B. ATHLETIC ADMINISTRATOR BRINGS PROGRAM REQUESTS TO THE MEETING—(COACHES/ADVISORS CAN'T CONTACT BOOSTER BOARD WITH REQUESTS)
 - 1. SCHOOL ADMINISTRATION DETERMINES IF REQUESTS WILL BE TAKEN TO THE MEETING
- C. REQUESTS ARE APPROVED BY MAJORITY VOTE
 - 1. ADMINISTRATION MUST BE INVOLVED IN VOTE
 - 2. IMMEDIATE REQUESTS THAT CAN'T WAIT UNTIL THE NEXT MEETING ARE DONE BY PHONE/E-MAIL AND THEY ARE TO BE FACILITATED BY SCHOOL ADMINISTRATION
- D. THE AUGUST MEETING AGENDA INCLUDES A REVIEW OF PURPOSE OF THE BOOSTER CLUB



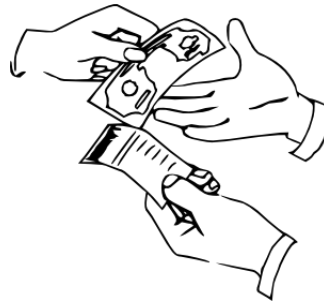
FUNDING/ACCOUNT BALANCE



- 1) WITH MOST REQUESTS THE BOOSTER BOARD FUNDS HALF OF THE REQUEST AND REQUIRES THE PROGRAM OR CLUB TO FUND THE OTHER HALF**
 - **A. HELPS ASSESS NEEDS/WANTS**
- **2) THE BOOSTER CLUB DOESN'T PROVIDE FUNDS FOR UNIFORMS**
- **3) REQUEST RECORD IS KEPT SO THAT THE SAME PROGRAMS AREN'T ALWAYS SUBMITTING REQUESTS**
- 4) TREASURER PROVIDES AND DISCUSSES ACCOUNT BALANCE AT MONTHLY MEETING**
 - A. GOAL TO MAINTAIN AND END OF YEAR ACCOUNT BALANCE OF \$10-15,000**

FISCAL RESPONSIBILITY

- 1) PURCHASING REQUIRES A “PRIOR-APPROVED” PURCHASE ORDER WITH 2 SIGNATURES ONE OF WHICH MUST BE A SCHOOL ADMINISTRATOR SIGNATURE
- 2) BOOSTER MEMBERS MUST AVOID CONFLICT OF INTEREST IN SIGNING PO'S



COORDINATION

1) SCHEDULE GROUPS TO WORK CONCESSIONS



■ A. ORDER AND STOCK CONCESSIONS

2) FACILITATE AWARDING OF STUDENT AND TEACHER OF THE MONTH

A. \$50 AWARDED, PICTURE AND ARTICLE IN LOCAL PAPER, PICTURE POSTED IN THE OFFICE

3) GOALS/PROJECTS

4) HELP AS NEEDED WITH TICKET TAKING, CHAPERONING, FEEDING TEAMS, ETC.



Admit One

FUNDING SOURCES

1) BOOSTER CLUB PASSES

2) BUSINESS BANNERS IN GYMS AND PLAYING FIELDS

3) CONCESSIONS

- A. EACH SCHOOL GROUP THAT WORKS A GAME/EVENT IS PAID A MINIMUM OF \$100




4) OTHER

- A. GOLF TOURNAMENTS, AUCTION, RAFFLES, TAILGATE PARTIES, ETC.




BUSINESS CONTACTING

- 1) SCHOOL SENDS ONE-TIME BUSINESS DONATION LETTER IN AUGUST (PER DISTRICT FUNDRAISING POLICY)**
 - 2) SCHOOL SENDS ONE-TIME PARENT DONATION LETTER IN AUGUST (PER DISTRICT FUNDRAISING POLICY)**
 - 3) BOOSTER CLUB ISN'T BOUND BY DISTRICT POLICY AND CAN CONTACT BUSINESS COMMUNITY AS OFTEN AS NEEDED**
- 

EXAMPLES OF COMPLETED PROJECTS/ CONTRIBUTIONS

- 1) PRESS BOX AT THE FOOTBALL FIELD
 - 2) NEW CONCESSION BUILDING WITH BATHROOMS AT FOOTBALL FIELD
 - 3) AUDITORIUM RENOVATION/IMPROVEMENTS
 - 4) \$30,000 TO PURCHASE TWO NEW MOBILE COMPUTER LABS
 - 5) 'GONE BUT NOT FORGOTTEN' SCHOLARSHIP PROJECT—RAISED OVER \$80,000 IN SCHOLARSHIP MONEY FOR GRADUATING SENIORS
 - 6) FUND SOME FRESHMAN PROGRAMS
 - 7) PROVIDE FUNDING FOR STATE CHAMPIONSHIP TEAMS AWARDS BANQUETS
 - 8) WITH DISTRICT CUTBACKS THEY HAVE HELPED PREVENT CONTEST LIMITATIONS/LOSS OF PROGRAMS BY CONTRIBUTING TO TRANSPORTATION FUNDING
 - 9) PROVIDED FUNDS FOR SCHOOL TO PURCHASE PIANO AND OTHER MUSIC EQUIPMENT
 - 10) PURCHASED A DIGITAL SIGN FOR OUR CAMPUS AND PURCHASED AN ADDITIONAL DIGITAL SIGN TO LOCATE IN CITY CENTER AREA OF COMMUNITY
- 

BENEFITS

- 1) CONTINUITY
 - 2) SCHOOL WIDE SUPPORT
 - 3) COMMUNITY SUPPORT
 - 4) SCHOOL WIDE PROJECTS FUNDED
 - 5) EASIER TO AVOID PERSONAL AGENDAS/EXCESS MONEY TO SPECIFIC PROGRAMS
 - 6) INCREASED NUMBER OF INDIVIDUALS TO HELP
 - 7) BOOSTER CLUB PEOPLE CONTACT BUSINESS COMMUNITY INSTEAD OF STUDENTS
 - 8) BOOSTER CLUB DOESN'T DIMINISH OR HARM INDIVIDUAL PROGRAMS
FUNDRAISING EFFORTS
 - 9) INTERNAL CONTROLS
- 

CONTACT INFORMATION

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Medina City Schools Athletic Booster Club

Jeff Harrison
Athletic Director

harrisoj@mcsos.org

330-636-3226

@Medinaathletics

#WeRMedina #cultureofchampions

www.medinaathletics.com

Challenges & Benefits of a Booster Club

#1 One vs. Many

Medina Athletic Booster Club

“One Team One Dream”

- Booster Board: President, VP, Secretary, Treasurer
- Committees: Membership, Concessions, Spirit, Communication, Alumni
- 20% membership rate
- Revenue Generating Activities: Sponsorships, Concessions, Membership, Gold Cards, M.I.T., LAX tournament, Programs
- Individual team fundraisers – 5% goes to general fund
- Boosters currently purchase all cloth, coaches conferences, awards, wall of fame, and other items above and beyond.

Challenges & Benefits of a Booster Club

#2 Accounting Policies & Procedures



Booster General Fund vs. Team Bucket

Booster Bucket Balances

Boys Basketball Bucket

Booster Advertising Info

www.medinaathletics.com

Challenges & Benefits of a Booster Club

#3 501c3 Status

501c3 Status

Qualifying Purposes

In order to qualify for 501(c)(3) status, an entity must be organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or **educational purposes**, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals.

Compliance

Having 501(c)(3) status comes with compliance requirements, the most obvious of which is operating the organization within the IRS regulations. In addition, most organizations must file some version **of Form 990 with the IRS each year**. Additional compliance requirements exist at the state level.

Estimates show that only 12% of booster clubs have taken the steps to register and become tax exempt organizations, thus giving them and their organization the ability to legally promote and to gain donor contributions with a tax benefit.

Challenges & Benefits of a Booster Club

#4 Fundraising

Fundraising

Approval Process – Who, What, When, Where, and Why

IFAs are prohibited in charitable organizations
(including 501c(3)s, boosters, and schools)

The IRS sent out a memo in 2011 stating:

“If a booster club confers a benefit on a participant in return for their fundraising activities, such as crediting amounts raised by a participant toward that participant’s dues requirement, or by crediting amounts raised against the cost of a trip, the booster club is providing a private benefit to that participant. Consequently, such practices could result in the organization failing to be described in section 501(c)(3).”

Fundraising

Many forms of the prohibited actions:

- Money directly paying down an individual student's pay-to-play fees.
- Money directly paying down an individual student's trip fees for band trip.
- Student and parent's volunteer hours given to work at a concession stand directly decrease that student's pay-to-play fees.

Challenges & Benefits of a Booster Club

#5 Building Support

Building Support

F.U.N

Focused, Understand, Network

- Remember – parents aren't looking for a job
- Focus on growth – each bring 1
- Understand the mechanics – success breeds success
- Network for continued growth

Why do people get involved?

- Passion, Like those involved, calling

Top 2 reasons not involved

1. No Time
2. No Experience

Booster Do's -- Don'ts

The Top “15” Booster Club Mistakes – The Don'ts

Senior Parents running the Club	Isolating the Club
Conducting consecutive Fundraisers	Lack of Mission and Vision
Lack of Executive Board	Not gain 501c3 tax-exempt status
No accounting Policies and Procedures	Not keeping in contact with Alumni
Overstepping Boundaries	Not understanding Booster Club role
Not keeping club compliant	Not staying in tune with District policies
Not establishing a working relationship with school administrators and coaches	Lack of standard operating procedures
Not outlining job descriptions and areas of responsibilities	

Booster Do's -- Don'ts

Key Points for Building Successful Booster Clubs – The Do's

Strong leadership	Annual review and audits
Clearly defined policies, procedures and roles	Fun and inviting atmosphere
Built-in mentoring system	Well defined and thought through objectives
Consistent communication	Spreading the tasks

A booster club is a business and should be run just like you would any other company – with good leadership, strong organizational structure and a defined mission with goals and objectives

Benefits of a Booster Club

