

BOOSTER CLUB

Document ID: 14.4.0.1

Document Owner: *Business Office*

Date Revised: 2/1/2019

Approval: *CFO*

Date Created: 6/1/2011

Framework

Booster club framework represents non-negotiable items for all booster club and support organizations.

Philosophy

- The group will brand itself as a spirit and logistical support organization
- While fundraising will be a vital resource for the group, the human resource will be the primary vehicle to support students
- The District will work with the booster club(s) board members to develop a procedure manual in accordance with District policy and club bylaws

Structure

- TEA and UIL designate the superintendent – and subsequently his designee (i.e. athletic director or band director) as the sole party responsible for the approval, design and oversight of support groups
- Executive Board members: club president, superintendent's designee, superintendent
- The group will organize these board officers through election on an annual basis: President, Vice-President, Secretary, Treasurer. Terms of service are 1 year, beginning June 1 of every year and ending May 31
- All Board officers must have at least one child as a resident student in West ISD
- Board officers may only hold one year of continuous service in the same position unless consent is gained by the superintendent if no other club member is available for a specific position
- All meetings will be open and public and must proceed following the Roberts Rules of Order in accordance with the Texas Open Meetings Act
- The Board will appoint "Team Leaders" (ex. Spirit team, logistics team, program team, etc.) of agreed upon sub-teams in support of the organization's work
- Leaders will form team membership through solicitation of volunteers within the group
- The group will designate individual sport "Contacts" for fundraising, rallying parents, and spirit purposes (ex. Football contact, softball contact, MS band contact, etc.) to maintain a school year long focus for our programs (Reference: baseball assignment of concession stand)

Finance

- Successful application and continuous compliance with the IRS, TEA, and Texas Administrative Code as a non-profit/tax exempt organization must be maintained
- Formation and a continuous standing of a finance committee to support and provide oversight of the organization's treasury. Must include: club Treasurer, West ISD CFO, 1 senior West ISD administrator, the superintendent's designee for the group (ex. AD or band director), and one club member. Finance

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committee meets once a month between monthly club meetings. It is the treasurer and president's responsibility to present to the committee.

- Annual financial audit and presentation of audit by booster club to members and District administration; the club may also be required to present to the West ISD Board of Trustees
- Any and all fundraising will begin with a numerical value placed at the starting point and an end value once the project is finished (ex. Ticket sales, concession start up \$\$, etc.)
- Selection of a bank depository that resources on-line banking. The West ISD CFO and superintendent's designee must be allowed 'read only' access
- The Booster Club's fiscal year will begin June 1 and end May 31 of each year
- All fundraising projects must received administrative approval prior to execution
- The booster club will follow UIL required controls; additional controls will be established and set forth by the West ISD CFO throughout the summer

Other

- Scholarship guidelines must be aligned with other scholarship opportunities afforded by WHS; however, students awarded scholarship must have participated in a sport their senior year
- All improved properties, equipment, and projects become property of West ISD once purchased or time they are completed
- The booster club is encouraged to utilize school facilities and catering services when executing approved events