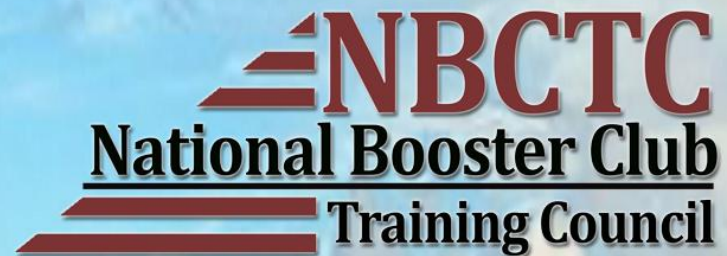


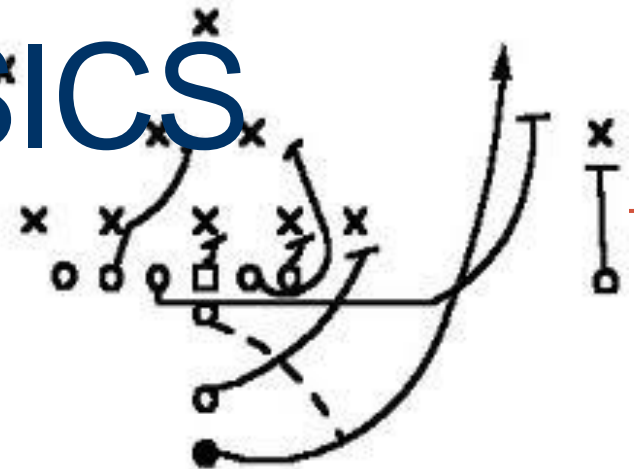
# Booster Summit

*“Training & Guidance to help Bridge the Gap between Good Intentions and Real World Results”*



# BOOSTER BASICS

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**boost-er** *n.*

1. One that boosts, as:
  - a. A device for increasing power or effectiveness.
  - b. An enthusiastic promoter, as of a sports team or school.

**Session 1**

# Basic Training

## A Booster Club Fact

Establishing a compliant, well organized booster club really comes down to – G.E.T.S.



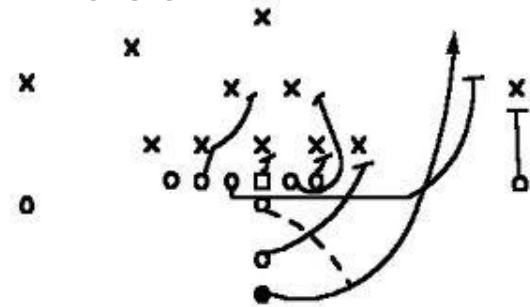
**Guidance**  
**Education**  
**Training**  
**Support**



# Basic Training

## The Booster Club Challenge

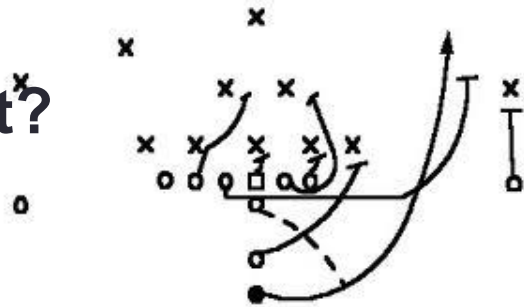
- Not properly structured
- The struggle to get parents involved
- Moderate fundraising success – with no plan of action
- They are not communicating with their supporters, and
- They lack a mentoring system for continued growth



# Basic Training

## The Corporate Structure

- We're a booster club – so we're tax exempt charity  
Right?
  - 501(c)(3) tax exemption is not issued because you received an EIN (SS-4)
  - Tax exemption is not issued by the Secretary of State or Corporation Commission
  - Tax exemption or 501(c)(3) status is issued by the IRS
- Not sure if your group is tax exempt?
  - [www.irs.gov](http://www.irs.gov)
  - 877-829-5500

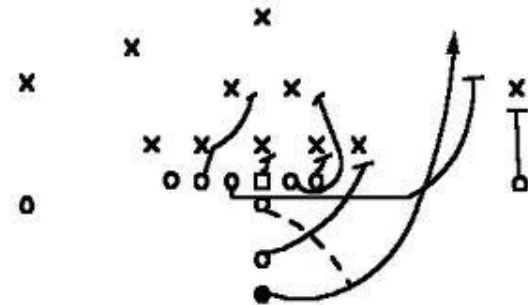


Booster Basics!

# Basic Training

## Filing a Tax Return

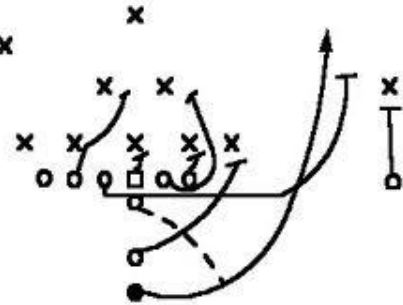
- Our 501(c)(3) tax exempt booster club only had \$4,000 in revenues so we don't need to file a tax return.
  - False!
  - For booster clubs with less than \$25,000 in gross receipts they file a 990-EZ.
  - How many have had their charter revoked for not filing a tax form?



# Basic Training

## The Corporate Book

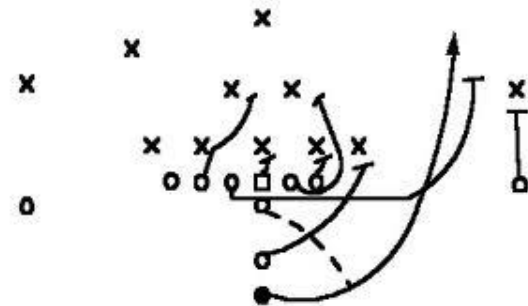
- Every booster club must have a corporate book
  - Articles of Incorporation
  - Bylaws
  - EIN
  - Banking Documents (signature cards)
  - Meeting Minutes
  - All Official Documents (tax returns, annual audits, mission statement, membership form)
- The Corporate Book should be brought to monthly meetings, kept in a secure location.



# Basic Training

## Committees

- **The Booster Club Executive Committee**
  - **President, VP(s), Secretary and Treasurer**
- **The Booster Club Board of Directors (Planning Board)**
  - **Executive Committee members, Administration, Past Officers, Community Leaders**
- **Standing Committees**
  - **Chair positions to oversee activities**





# Basic Training

## Committees

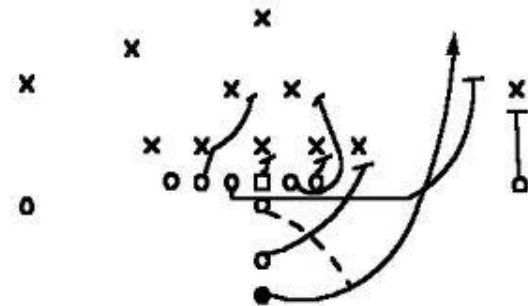
- **Two Standing Committees Often Overlooked by Booster Clubs**
  - Nominating Committee
    - Purpose – to recommend members for office in the coming year.
  - Audit Committee
    - Purpose – To conduct a yearly audit of the booster clubs financial activities



# Basic Training

## Committees

- **Audit Committee**
  - Audit performed by someone who is independent from day-to-day financial activities
  - Ideally performed by a group of 3 individuals
    - If membership size does not allow, 2 individuals is acceptable

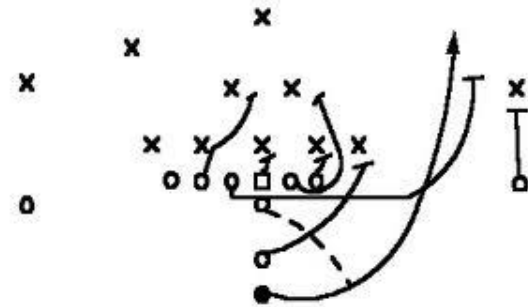


# Basic Training

## Committees

- **Audit Objectives**

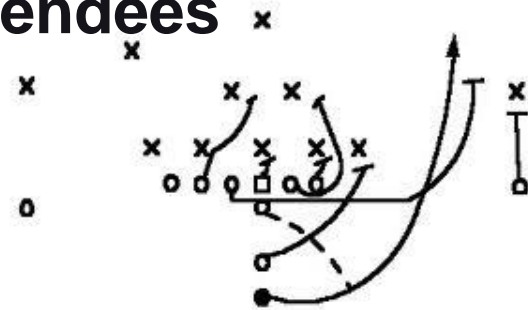
- Verify accuracy of the Treasurer's reports
- Ensure the club's cash balances are accurate
- Ensure that established procedures for handling funds have been followed
- Ensure that expenditures occurred in a manner consistent with the bylaws
- Ensure that all revenues have been appropriately received and recorded.



# Basic Training

## Standards for Meetings

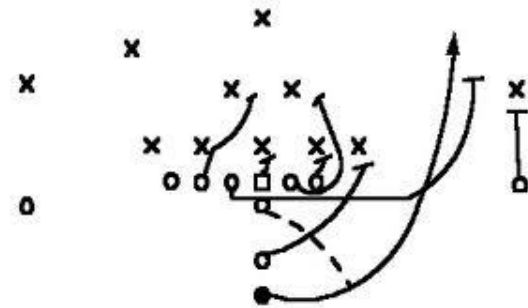
- Notice of all meetings published with minimum 72 hour notice to members & supporters
  - Unless otherwise stated in your bylaws its okay to send notices via email
  - Notices should include date, time, location and items to be discussed
- Have a printed agenda for meeting attendees
- Keep your meetings to a 1 hour limit



# Basic Training

## By-Laws

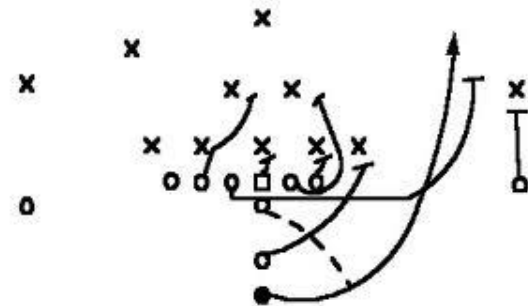
- **Your by-laws must be maintained**
  - Reviewed annually by the officers – directors
  - Must address the organizations fiscal year, structure and the method of electing officers



# Basic Training

## Membership

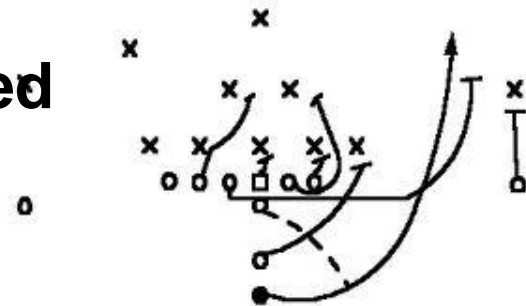
- **Your by-laws must clearly outline membership**
  - Only active members in good standing shall be permitted to hold office or vote on any matter of business of the booster club.
- **School based booster clubs cannot mandate that parents be members of the booster club.**



# Basic Training

## Election of Officers

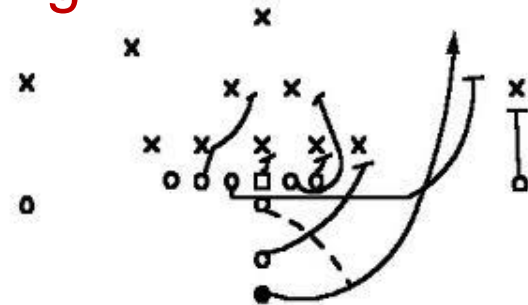
- Annually as described by your by-laws
- Should occur a few months prior to end of year
- Transfer of records and audit completed prior to end of term
- Officers may be elected in a variety of methods
  - **Simple majority**
  - **Secret ballot**
- At no time should officers be appointed without input and approval of the membership



# Basic Training

## Mission Statement

- **What is the mission statement?**
  - A mission statement is a formal short written statement of the purpose of a booster club.
  - The mission statement should:
    - Guide the actions of the organization
    - Spell out its overall goal, provide a sense of direction, and guide decision-making

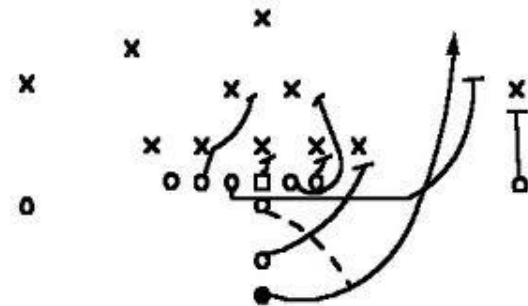




# Basic Training

## Mission Statement

- **The Mission Statements Importance**
  - **The Mission Statement should be a part of your marketing and recruitment campaigns.**
    - **Hand out at start of the year**
    - **Print on back of membership forms**
    - **Include on sponsorship forms**

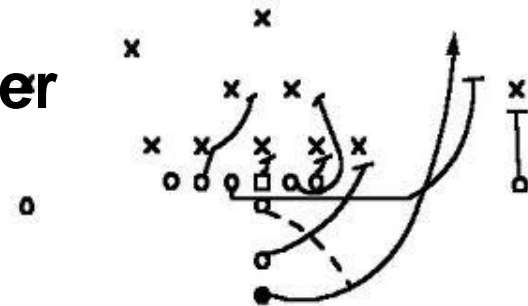


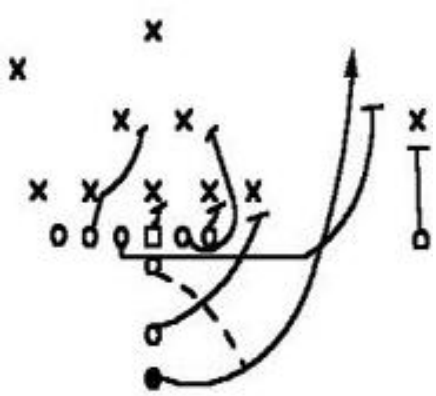
# Basic Training

## Booster Club Insurance

Does our booster club need insurance?

- Check with school district – are you covered
- Nationally less than 6% of districts cover booster clubs (independent parent groups)
- **General Liability Coverage**
  - \$1,000,000 per occurrence
  - \$2,000,000 aggregate
- If you have an affluent board – consider D&O Insurance





# Summary

Booster Basics!

## Basic Training

- **Covered – the need for training and ongoing guidance**
- **Addressed the challenges facing booster clubs**
- **Highlighted committees, meetings, by-laws, membership, elections and mission statements and insurance**

Booster Basics

# Basic Training

# Questions & Answers