Booster Summit

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

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

A Booster Club Fact

Guidance
Education
Training
Support
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
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
  - 877-829-5500
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?
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.
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
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
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
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.
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
By-Laws

- Your by-laws must be maintained
  - Reviewed annually by the officers – directors
  - Must address the organization's fiscal year, structure, and the method of electing officers
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.
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 ballet
- At no time should officers be appointed without input and approval of the membership
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
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
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

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
Questions & Answers