

BARTLETT HIGH SCHOOL BOOSTER CLUB
Procedures & Policies Governing Its Method of Operation
Exceptions may be made by a 2/3rds super-majority vote of the Board of Directors

BOOSTER CLUB REVENUE

DUES. 100% of the Booster Club dues/membership fees

INTEREST. 100% of the interest paid on Booster Club Bank accounts

FUNDRAISER. From time to time the BHS Booster Club may sponsor a Fundraising event. 100% of the net proceeds of that event would be retained by the BHS Booster Club.

APPAREL. 95% of the profit resulting from the sale of BHS Apparel and goods (see separate operations guidelines). 5% of the profit to the Activity represented by the Chair of the Apparel Committee.

ADVERTISING on FENCES, etc. 66 2/3% of the net proceeds from the sale of advertising banners, signs, etc. displayed on Bartlett High School property. 33- 1/3% to the Activity selling the advertising goods (see separate operations guidelines)

CONCESSIONS: (See Addendum to BHS Booster Club Rules and Regulations – adopted May 2002)

ACTIVITY FUNDRAISING. 10% of all net fundraising by individual Booster Activities. Cash donations to an Activity are considered a zero cost fundraiser for purposes of assessing the 10%. Likewise, donations of goods or services for the benefit of the Activity are considered a zero cost fundraiser with income the fair market value of the in-kind donation. (Exception: donating a prize to be used for an Activity's fundraiser is not subject to the 10% in-kind assessment, because the 10% will be collected as the net proceeds of the fundraiser)

BOOSTER CLUB EXPENDITURES

BHS BOOSTER CLUB OPERATING EXPENSES. This consists of supplies, postage, fees, insurance, etc. required for the continuing operation of the Booster Club. Single expenditures up to \$100 can be approved by a majority of the Booster Club Officers. Expenses over \$100 must be approved by the Booster Club Directors.

BOOSTER CLUB SCHOLARSHIPS. At the June Booster Club meeting, the Scholarship Committee will submit a recommendation for the next year's scholarship awards to the Board. The number and amount of the scholarships approved by the Board will determine the dedicated funds required for the next fiscal year.

BOOSTER CLUB MEMORIALS. The BHS Booster Club, with the approval of the Directors, may memorialize a recently deceased individual, who had made a significant contribution to BHS. The individual may have been a student, parent, coach, member of the faculty or staff, or a community member. The memorial will consist of a tree to be planted on the grounds at a location determined by the principal of BHS. Additionally, a plaque naming the memorialized individual shall be imbedded in the ground near the base of the tree. Total cost is not to exceed \$200.

VARSITY-SENIOR AWARDS. The BHS Booster Club may wish to host an awards dinner (or similar gathering) honoring Varsity letter recipients and/or graduating seniors receiving recognition for their exceptional performance in a BHS Booster Club recognized Activity. A Committee of the Booster Club will plan the event and obtain approval for expenditures by the BHS Booster Club Directors no later than the regular June meeting.

PURCHASES BENEFITTING SEVERAL ACTIVITIES. Any BHS Booster Club Director or Officer, or an Activity Sponsor may suggest a purchase which would benefit a number of Activities. The purchase must be approved by the BHS Booster Club Directors and not exceed the discretionary expenditure balance for the current quarter (see separate Treasurer's Method of Operation guidelines.)

BOOSTER CLUB EXPENDITURES (continued)

EXPENDITURES ON BEHALF OF ACTIVITY BOOSTER CLUBS. Expenditures by an Activity Booster Club will be made by a check issued by the BHS Booster Club.

1. Proper documentation:

- a. All expenditures will be supported by a check request. Such requests and be presented to the Treasurer in duplicate if manually prepared or via the Main Booster Web Site Officer functions, Check Request. (automatic duplication)
- b. Invoices and supporting documentation will be presented with the manual Check Request or with 30 days if using the Web Site request system.

2. Activity Booster Club has a sufficient fund balance:

- a. Expenditures of \$500.00 or less will be made by the BHS Booster Club Treasurer at the request of the President or BHS Booster Club Representative without further approvals.
- b. Expenditures over \$500.00 require approval of the BHS Booster Club Directors before the check will be issued.

3. Activity Booster Club does not have sufficient funds to pay for an expenditure:

- a. **LOANS for FUNDRAISERS.** With the approval of the BHS Booster Club Directors, no more than \$2,500.00 may be advanced to an Activity Booster Club. That advance allows expenses or purchases for a planned fundraising activity to be made. The advance will result in a negative balance in the Activity Booster Club's fund, with the income from the fundraiser offsetting that negative balance.
- b. **GRANT or LOAN to the ACTIVITY.** For the timely completion of a project or purchase, an Activity Booster Club may request a Grant or Loan from the BHS Booster Club. The Grant or Loan must:
 - i. Be approved by the BHS Booster Club Directors.
 - ii. Cover no more than the difference between the purchase price and the Activity Booster Club's fund balance (i.e., the Activity must expend all of its funds before requesting a grant or loan)
 - iii. Not exceed 25% of the total purchase price.
 - iv. Not exceed the discretionary expenditure balance for the current quarter (see separate Treasurer's Method of Operation guidelines.)
 - v. Loans will result in a negative balance in the Activity Booster Club's fund, with future fundraising income offsetting that negative balance.

CAPITAL IMPROVEMENT FUND. At the regular May meeting the Ways & Means Committee Chair will recommend, and the BHS Booster Club Directors will approve an amount to be withdrawn from the BHS Booster Club Operating Account and be placed into a Capital Improvement Fund. This fund is to be used only for very large expenditures (\$25,000 or more) for the benefit of a number of Activities and participants.

A prioritized list of desired capital projects will be developed and maintained by the BHS Booster Club in conjunction with the Athletic Director. To expend money from this fund:

1. A motion to purchase a capital improvement must be made at a regular BHS Booster Club meeting by a BHS Booster Club Director.
2. The motion must be approved by 2/3rds of the BHS Booster Club Directors.
3. If the proposed capital expenditure exceeds the balance in the Capital Fund, a grant from the BHS Booster Club may be approved using the same guidelines as for a Grant to an Activity.

ACTIVITY BOOSTER CLUB FUNDRAISING

APPROVAL by BHS BOOSTER CLUB DIRECTORS. Each fundraiser by an Activity Booster Club must be approved, in advance, by the Directors. This is to assure that conflicts of dates and/or types of fundraisers are minimized.

PROHIBITED FUNDRAISERS. Because they would be in conflict with the BHS Booster Club Fundraisers, the sale of APPAREL is prohibited. Should the BHS Booster Club sponsor a major fundraising event, no individual Activity may sponsor a similar event for at least one year, without the approval of the Board.

1. An exception to the APPAREL prohibition is the sale of an item specific to the ACTIVITY and intended for sale to ACTIVITY participants, friends and relatives only.

Besides sponsoring its own fundraising events, an Activity Booster Club can raise money by:

1. Having an Apparel or Concession Committee Chair designate the Activity Booster Club as recipient of the Chair's share of net proceeds.
2. Selling advertising space on outdoor fences etc..

TREASURER'S METHOD of OPERATION GUIDELINES

1. The Treasurer will maintain the records, books, files, etc. necessary to justify all the receipts and disbursements of the BHS Booster Club Funds.
2. At each regular monthly Booster Club Meeting the Treasurer will present a report summarizing the current status and changes in Club Funds.
3. Annually, the Treasurer will submit the financial records of the Club to a disinterested outsider for an audit. The auditor will present his/her report to the Board of Directors.
4. In conjunction with the Ways & Means Committee, the Treasurer shall submit a budget for the current fiscal year for approval by the Directors no later than the regular August meeting.
5. At the beginning of each season (i.e. at the Regular Club Meetings of September, December, and March) the Ways and Means Committee will submit a "Discretionary Expenditure Amount Available" for approval by the Board of Directors. The amount will be determined by taking into account projected cash flow into the club; budgeted or otherwise committed funds (e.g., scholarships, award event, etc.); and the need to have discretionary funds available for succeeding seasons.
6. The Treasurer will keep the current Discretionary Expenditure Balance. The current balance is the approved seasonal funds available minus each discretionary expenditure approved by the Directors. (i.e. the Discretionary Balance Available is reduced when expenditures are approved and not when they are paid.)

In addition to the normal duties of a club treasurer, the BHS Booster Club Treasurer serves as the "Bank" for the Individual Activity Booster Clubs. To simplify audits of all the Individual Activity Booster Clubs are part of the BHS Booster Club, ***NO INDIVIDUAL ACTIVITY BOOSTER CLUB MAY HAVE A BANK ACCOUNT IN ITS OWN NAME.***

1. All receipts (i.e., receipts must not be used to pay fundraiser expenses) for an Individual Activity fundraiser should be "deposited" with the Treasurer as soon as possible: preferably within a week, no longer than a month. The Treasurer will issue a revenue receipt with each "deposit." Checks should be made payable to: **Bartlett High School Booster Club.**
2. Whenever possible, Individual Activity Booster Club expenses should be paid by the Treasurer directly to the vendor providing goods or services. The Check Request Form, along with the invoice should be submitted to the Treasurer.
3. Monthly, the Treasurer will prepare an Individual Activity Booster Club financial report including:
 - a) Period beginning balance, receipts during the period, expenses during the period, and ending balance.
 - b) A detailed transaction report showing all deposits, checks, club transfers and internal balance adjustments. (Internal adjustments include but are not limited to 10% donations and fund raising profit or 15% of concession profit.)