

Bartlett High School Booster Club

Check Request Procedure

The Bartlett High School Booster Club check request process consists of a multi stepped procedure with varying levels of approval required depending on the disbursement amount. This document is in addition to the requirements noted in the Bartlett High School Booster Club Bylaws in Article VI – Funds. (see addendum 1)

Individual activity groups are prohibited from maintaining any bank account at a club level. All funds are to be deposited to the booster club account as directed by the Treasurer of the booster club.

Check Request Procedure

1. Initial check request originates at the activity club level
2. Check request is validated, and approval requirements are completed at the club level
 - a. Checks \$500 and over require vote of approval by all activity club booster members in good standing
 - b. Request cannot be made by the same person the check is payable too
 - c. Documentation for the request must be presented at the time of the request
3. After meeting approval requirements at the activity club level
 - a. The check request form should be completed by either the activity club President or Treasurer. Submissions by anyone else will not be accepted
 - b. If amount is \$500 or above activity club President or Treasurer notifies Booster Club secretary that a vote for approval is required at the Booster Club level.
 - c. Activity Club representative motions for approval of the expense at the next scheduled Booster Club meeting
 - i. In the event a check is needed prior to the next scheduled Booster Club meeting an email vote may be requested by emailing the Booster Club President (include justification for email vote and supporting information for the request)
4. Check request form is available online from the BHS Booster Club website.
 - a. <https://www.bhsboosters.org/check-request>
 - b. See Appendix 2 for sample form
 - c. Complete all fields and submit the form
5. Check request form is received by Booster Club Treasurer
 - a. Treasurer validates all fields have been completed
 - b. Receipts have been received or will be delivered to treasurer
 - c. If amount is over \$500, Booster Club Treasurer will prepare check for the next Booster Club meeting
 - d. Check will be released after Treasurer has confirmed all requirements have been satisfied for the request.

ARTICLE VI – FUNDS

SECTION 1. DEPOSIT OF FUNDS.

All funds of the Main Booster Club (including individual activity groups) shall be deposited within seven business days after receipt in a qualified depository or depositories within the community of Bartlett under the name of Bartlett High School Booster Club as the Officers and Directors may designate by resolution. No funds should be deposited into a Bartlett High School account, a Bartlett High School coach's account, or an individual account. Funds (revenue) include but are not limited to:

- A. Dues. 100% of the Main Booster Club dues/membership fees
- B. Interest. 100% of the interest paid on Main Booster Club bank accounts
- C. Fundraisers. 100% of the net proceeds of a Main Booster Club fundraising event (not an individual activity group event) or buyout of an event will be retained by the Main Booster Club.

SECTION 2. DISBURSEMENTS.

Single disbursements for an individual activity group up to and including \$499.99 can be approved by a majority vote of that particular individual activity group.

Disbursements equal to and over \$500.00 must be approved by a majority vote of activity group membership and the Main Booster Club Directors.

Requests for disbursements should be submitted via the BHS Booster website.

- A. All original receipts must be received along with the completed check request form before a disbursement is completed.
- B. After proper documentation is submitted and verified by the Main Booster Club Treasurer, a disbursement will be made and will be available for pickup within seven business days.
- C. Disbursements shall be made by check and or Booster Debit Card. If the amount is over \$500.00, the check must be signed by two Main Board Directors. Checks for \$500.00 or less may be signed by one Board Officer if properly documented. If the Payee is a Board Officer, then 2 Board Officers other than the Payee must sign the check.
- D. When 2 signatures are required, the Treasurer and Assistant Treasurer will not be allowed to be the only two signatures. All signatories shall be required to be bonded and the cost, thereof, shall be borne by the Main Booster Club.

SECTION 3. EXPENDITURES.

Expenditures by an activity booster group will be made by a check or Debit Card issued by the Main Booster Club.

A. Main Booster Club Expenditures

1. Current standing and ongoing expenditures including but not restricted to supplies, postage, licenses, insurance, etc., required for the continuing operation of the Booster Club.
2. Expenditures over \$500.00 must be approved by the Main Booster Club Directors.

B. Proper documentation:

1. All expenditures will be supported by a check request submitted electronically using the Check Request Form found on the Booster website and sent to the Treasurer.
2. Invoices and supporting documentation should be e-mailed with the check request and original receipts received before receipt of the disbursement.
3. Email from the activity group officer requesting the disbursement certifying that the required approval from the activity group directors and or membership has been obtained.

C. Loans for Fundraisers. With the approval of the Main Booster Club Officers and Directors, no more than \$2,500.00 may be advanced to an activity group. The advance allows expenses or purchases for a planned fundraising activity to be made. The advance will result in a negative balance in the activity group's fund, with the income from the fundraiser offsetting that negative balance.

D. Loan to the Activity Group. For the timely completion of a project or purchase, an activity group may request a loan from the Main Booster Club. The loan must:

1. be approved by the Directors;
2. cover no more than the difference between the purchase price and the activity group's fund balance (i.e., the activity group must expend all of its funds before requesting a loan);
3. not exceed 50% of the total purchase price;
4. result in a negative balance in the activity group's fund, with future fundraising income offsetting that negative balance.
5. Term of loan will be determined by the directors at the time of loan approval.

Appendix 2 – Check Request Form

[Home](#)[Membership](#)[Financial](#)[Clubs & Teams](#)[Club News](#)[Events](#)[Donations](#)[Sponsors](#)

Check Request Guidelines:

- Be sure to complete all required fields before submitting form.
- Submissions must be made by club President or Treasurer.
- Check totals that are \$500 or more need to be approved via vote of members at the club/group level and then also approved by vote that the Booster Club level.
- Scanned copies of receipts may be emailed to treasurer@bhsboosters.org.

Club Check Request

Date

:

Address

Check off all of the approvals that have been completed for this request. Remember that all requests \$500 and over need both group level vote and Booster Club Director vote.

*** Select Approvals Completed**

Group Director Level (\$0.00 - \$499.99) Group Membership Vote (\$500 & Over) Booster Club Director Vote (\$500 & Over)

If request greater than \$500 enter date and vote result of the club membership to approve the payment.

Club Vote Date and Vote Result (i.e. 5 yes - 1 no)

Date Check Required By:


- *Check Delivery Options -

*** Receipts**

Have been emailed Will be emailed Will deliver copies to treasurer

Please review all information before submitting form.

Submit

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