

Booster Club Director Frequently Asked Questions

What is the purpose of Main Boosters?

- Support-
The purpose of Bartlett High School Booster Club is to support and promote booster activity groups at Bartlett High School (BHS) by uniting students, parents, coaches, faculty, staff, and community in a way that enhances the sharing of school spirit and provides moral as well as financial support.
Main Boosters shall recognize and work in conjunction with individual booster activity groups to assure compliance with the Bartlett High School Booster Bylaws.
- Financial clearing house-
BHS Main Boosters handle the financial accounts for participating activities. This allows for proper tax filing and 501 (C3) tax exempt access for groups.
Using Main Boosters as your activity's financial clearing house comes with compliance rules that will be covered in further topics.
- Liaison with school-
Main Boosters have very few rules on what activities can do and how they do it. Most of the rules governing activities are School District U-46 rules. Main Booster helps activities be aware of these rules. Most District rules we operate under can be found in District Policy #8.090 [School Board Policy for Booster Groups](#)
- Special projects-
Main Boosters directly run few activities. We normally are responsible for:
 - Two or Three fundraisers
 - The Booster Scholarship
 - The Booster Awards
 - Special projects the board elects to take on.

When are Booster Meetings?

- Main Boosters normally meet the the 4th Monday of the month at 7pm in room A130 (near the cafeteria)
- Individual booster activity-Each activity schedules their own monthly meeting and they have the ability to post the time and place to the Main Booster website.

Where can I find most of the rules?

- Bhsboosters.org has tabs with most information listed
- By laws are under the "Documents" tab.
- Check Requests and Deposits are under the "Financial" tab.

I can not find any rules or policies covering something my activity wants to do. Now what?

- Make sure you communicate your plan to an appropriate school representative (ie Coach, Sponsor, Athletic Director or Activities Director) in writing.
 - IHSA activities are the responsibility of the Athletic Director
 - Non-IHSA activities are the responsibility of the Activities Director.
- Make the Main Booster President aware of the event during the early planning stages of the event.

What can I put on the Main Booster website and how?

- Each Activity can have their own page on the Main Booster site free of charge. The content of that page is up to each activity as long as it is in compliance with U-46 rules.
- To add content to your page you contact the Communications Committee Chair

Can my activity make our own website/social media?

- Yes, an activity can make their own website and/or social media platform. These sites will still need to conform with School District policies and rules. If you create your own page, Main Boosters can “link it” through our page.

Who can be a club member?

- To be a voting member in an activity, families must purchase a membership to Main Boosters (available on the website).
- To be a voting member of an activity families must have a student in that activity.
- Any one that does not have a student in the activity or does not have a paid membership to Main Boosters should vote on issues at individual booster activities. They can assist the activity in other ways, but they may not hold a position or vote.
- To be a Main Boosters you do not need a child in an activity, but you do need to purchase a membership.

What positions should each club have?

- President-Must be a voting member (see above) and each activity must fill this position
- Director-Must be a voting member, can be the same person as the President. The Director is the activity’s liaison to Main Boosters and should attend each Main Booster meeting to represent the activity.
- Other board positions are optional as decided by the activity. If no other positions are elected, the President will fulfill all the responsibilities.

When are club elections?

- Activities shall hold elections at their May meeting each year, unless;
 - The activity votes to enact a self selected election date that better corresponds with that activity’s calendar. This self selected date must be consistent from year to year and communicated to Main Boosters.

Financials- These steps are very important to protect Main Booster’s 503 c 3 tax status and our liability insurance.

How do we request money reimbursement?

- First-Check totals that are \$1,500 or more need to be approved via vote of members at the activity level and then also approved by vote at the Main Booster Club level.
- Complete all required fields in the online check request found at www.bhsboosters.org under “Financials” tab.
- Submissions must be made by club President or Treasurer.
- Scanned copies of receipts may be emailed to treasurer@bhsboosters.org.
- Checks normally take 7 days to process, please remember that when processing payment for vendors.

How do we deposit money into our club account?

- Complete the online PDF deposit slip found at www.bhsboosters.com under the “Documents” tab.
- Deposits can be made in person at Harris bank. Indicate the deposit is for Bartlett High School Booster Club account ending 7702. After making the deposit send a copy of the deposit slip (and paper copy if you did not use online form) to the Main Booster Treasurer for proper recording.

Other Financial uses:

- Clubs running Booster events (defined later) can use the Main Booster Tax exempt ID
- Clubs can use the Main Booster Costco Card for access to warehouse/bulk items. You can get the card from the Treasurer or the Concessions Committee Chair.
- Clubs can use “house” accounts for some concessions vendors (explained in concessions section)

Ways Main Boosters can help receive payments to clubs.

- If your activity is looking for a way to receive on-line payments for an event, speak with the Main Booster Treasurer, they can give you our options.

What is considered a “Booster” Event vs team event vs school event?

- A Booster event is one in which the activity’s boosters plan, manage and facilitate financial payments for the event. These booster events can use Main Booster tax exempt ID.
- A Booster event will also be any event that a booster activity brings to the School as an idea for participation. The School may approve the event, but that does not make it a school event. Example: If your activity has an idea for an event at the school involving an outside organization, and your activity begins the process of getting that event to come to our school, it is your event to manage.
- A Team or School event is organized by the Coach or Staff and financial payments are handled by anyone other than Main Boosters. Booster members are welcome to assist

at the direction of the U-46 employee running the event, but these do not qualify as Booster events.

- Some events are managed by both the staff and the boosters, in those cases the event will be considered a booster event only if payments are done through the boosters financial account.

Tips for conducting fundraisers

- No fundraiser can be mandatory.
- What can we sell-Use good taste, when in doubt ask a school representative (preferably in writing).
- What can it say- It cannot have “adult or vice topic” like bars or alcoholic beverage companies on it.
- Who do we tell-Fundraisers are not approved by Main Boosters but we do encourage clubs to make us aware of what you are doing so we can be sure it does not conflict with other groups and district rules are followed.

Sponsorship rules

- What can we sell: Banners, website spots...but they must be specific to your group. For example, do not promise a sponsor their banner will hang in the gym all season if you did not clear that with all of the other groups that use the gym. If Volleyball sells a banner to a pizza place that did not donate to Basketball, Basketball may want a different banner up during their events.
- What can it say-It cannot have “adult or vice topic” like bars or alcoholic beverage companies on it.
- Who do we tell-Always keep the school and Main Boosters in the know. If you are selling something that will require display on school grounds you must clear it with the school first.
- District rules on advertising can be found in District Policy 8.090 [District Rules for Advertising](#)

Gift rules

- IHSA does not allow gifts to students by Boosters exceeding \$75
- IHSA does not allow state championship rings or trophies that exceed \$200

Concessions

- Who gets to run concessions at an event?
Traditionally the activity that the event is for gets the first opportunity to run concessions at that event. If an event has participation of more than one activity, the groups can work together on concessions.
- The DuPage County Health Department is very active in inspecting our concessions. Anytime an activity wants to run concessions we must follow the proper permitting

process and food safety rules. Health Department rules:

<https://www.dupagehealth.org/temporary-food-service>

- The County Health Department permitting process in some instances takes 30 days. Please plan in advance.

Logistics of the concessions tent-

- Main Boosters owns a health department approved “food” tent that is available for activities to use. The tent weights approximately 100 pounds and requires 4-6 people about 30 minutes to put up. The tent can be used “off site” or at a specific Health Department approved location in the activities complex.
- Use of the tent must be cleared at least 2 weeks in advance of the planned event with the Main Booster President or Treasurer.

Logistics of indoor concessions

In addition to the County Health Department, the BHS Cafeteria Manager very carefully inspects the condition of this area. Please coordinate with School Staff to be sure we follow all District health and safety rules when running the indoor concessions.

Specific vendors

Main Boosters would like groups to consider the partnerships that businesses in our community have provided our group when picking vendors. Example: It may be seen as inappropriate to put pizza from a different restaurant in a warmer provided by one of their competitors. Please speak with the Main Booster President to find out who has helped our organization and how before selecting vendors.

Vendor accounts

Main Boosters has accounts with a few suppliers to create ease of ordering, discounted prices and combined payments. Please discuss these options with the Main Booster Treasurer when planning concessions for the season.

- Pasta Mia provides us with the ability to buy pizza on credit. Clubs that use that service will submit the receipt given to them at their event along with a Booster Check request to the Treasurer within 7 days of the event for payment.

Handling of money

Deposits of concessions money will be deposited within 2 business days of the event they are raised at.

Storage on-site at the School

- The School has allowed us use of a “cage” in the athletic tunnel. Activities can use this area to securely store products for their concessions. Careful labeling and teamwork is needed because all activities use the same storage area.
- Keys for the cage are kept with the Main Booster President, Treasurer and Concession Chairperson.

How can I help with Main Boosters?

- Run for Office: Main Booster Executive Board election are held every year in the Spring. The nomination process is easy and outlined in the By Laws
- Committee help: Main Boosters does not have a “workforce.” There are only 5 people on Main Boosters. Most of our work is done by committee. If we do not have people volunteer, much of that work will go undone. You can join a committee by emailing your interest to president@bhsbooster.org or telling us at a meeting. Committees include:
 - Concessions
 - Fundraising
 - Scholarship
 - Spiritwear
 - Activities Complex
 - Membership
 - Communications
 - Wall of Fame/Recognition
 - Booster Awards Night

My activity has an innovative idea that is not covered here, any advice?

- Main Boosters encourages activities to be innovative and try new things. If your activity is considering a new fundraiser, event or celebration please get permission from the school, keep your coach/sponsor informed and let Main Boosters know what you are doing so we can make sure no one inadvertently violates district rules or our 501 c 3 tax status.