

Booster Club Organization Guidelines

Oak Forest High School

2020-2021

Booster Club Organization Guidelines

Parental support and hard work are an inspiration to sponsors, coaches, and administrators at Oak Forest High School. The co-curricular activity and athletic programs have flourished as a result of the community encouragement and financial assistance provided by our Booster Club organizations. This packet of Booster Club materials has been developed by the Oak Forest Administration and Activity/Athletic Programs to assist and to guide you toward a smooth and successful year. The following guidelines are necessary to create a cooperative effort for the benefit of all students and so that no organization infringes on another. It is also the intent of these guidelines to provide all Booster Clubs with the information necessary to aid them in following school, District 228, IHSA, and Illinois School Code regulations.

Your official liaison to the school is the head coach of your sport or head sponsor of your activity. This individual should be familiar with Oak Forest procedures and will be able to answer most of your questions. If, for any reason, you need further clarification or assistance, please feel free to contact the activity director for all activity concerns or athletic director for all athletic concerns.



This packet contains the following:

1. Procedures (pgs. 3-4)
2. Sport/Music/Academic Booster Club Fundraiser Request Forms (pgs. 5-6)
3. Membership Roster (pg. 7)
4. Bookkeeping Sample (pg. 8)
5. Sport Banquet Request Form (pg. 9)
6. Annual Summary Statement for Booster Organization (must be turned in at end of year with ledger book) (pg. 10)
7. Booster Club Officer Roster (must be turned in at the start of the school year) (pg. 11)
8. Signed receipt page for all Booster Club Officers (must be turned in upon receiving and reviewing guidelines) (pg. 12)

I. Meetings and Membership

- A. The head coach or faculty sponsor ***must be present*** at all meetings. Assistant coaches or sponsors are encouraged to attend.
- B. A ***list of officers*** for all co-curricular activities and booster clubs must be turned in at the start of each school year. (form attached)
- C. A Booster Club membership list must be submitted at the start of each activity or sport. (form attached)
- D. ***Agenda and/or minutes*** of all meetings must be turned in to the assistant principal or athletic director. (form attached)
- E. Officers and Duties:
 - 1. President: The president will be the principal executive officer of the club and will preside at all meetings of the club. He/she will appoint committees and co-sign all checks and/or approve expenditures of funds by the club.
 - 2. Vice-President: In the absence of the president or in the event of his/her inability or refusal to act, the vice-president will perform the duties of the president.
 - 3. Secretary: The secretary will take minutes at all meetings and report previous meeting notes. In the absence of the president and vice-president, their duties and responsibilities will be borne by the secretary.
 - 4. Treasurer: The treasurer will receive all monies due to the club and disburse the same by check to be ***countersigned by the president***. The treasurer will keep books and accounts of the club and make a report at regular meetings.

II. Approval and Restrictions for Fundraisers

- A. The head coach or sponsor informs the assistant principal and athletic director about fundraising plans in writing. (form attached)
- B. Legal fundraisers include membership dues, anything done or sold outside of school (ie. raffles, athons, etc.) and concessions. No soliciting door to door, outside of businesses, or tag days are allowed.
- C. Fundraising items should not be ordered and deposits should not be made out for banquets until final approval is given. (banquet form attached)
- D. Booster clubs should avoid candy sales because school clubs sell candy.
- E. Fines for fundraising should not be submitted to the main office or bookkeeper. Each booster club is responsible for outstanding fundraising money.

III. Awards for Student Participants

- A. Awards will not be given for simply being a member of a team or organization; only the school will award letters.
- B. The coach or sponsor must approve trophies awarded to participants.
- C. Any plaque or trophy recognizing outstanding accomplishments cannot exceed seventy-five dollars (IHSA policy).

IV. Financial Accounting Procedures

- A. The head coach is responsible for overseeing the financial accounting procedures of the booster club. Transactions may only take place when directed and/or approved by the head coach.
- B. The parents/members of the booster organizations must maintain the bank account in the name of the booster organization.
- C. Coaches/Sponsors are *not* to handle deposits or to write checks from booster accounts.
- D. **Guidelines** for entries in all accounts should include the following: (sample attached)
 - 1. All information must be specific.
 - 2. The source of deposit must be written out.
 - 3. The name of the person or company to whom the check is written and the reason for issuing the check must be indicated.
 - 4. The number of each check must be noted.
- E. **Receipts** for all accounts must be saved in the back of the account book.
- F. Large amounts of cash should never be retained to purchase supplies; all monies should be deposited and then checks should be written for proof of purchase.
- G. When money is counted, *two persons* should always be present. When checks are written, *both the president and treasurer must sign them*.
- H. **Account books** must be returned at the end of the school year with a **completed annual statement**. (form attached) The annual statement must be signed by the coach/sponsor to indicate both the coach/sponsor and bookkeeper agree to the balance; any discrepancies should be noted before signing.

Your cooperation in implementing these procedures is necessary and appreciated. Please feel free to contact us if you desire further explanations. Thank you and best wishes for a successful year!

Mr. Ronald Towner and Mrs. Jane Dempsey

Oak Forest High School Sport Booster Club Fundraising

Sport: _____

Coach: _____

Dates Requested: _____

Fundraising Description (include product sold, type of a-thon, student participation required):

Projected Income: _____

Reason for Fundraiser (For what are the funds to be used?)

Athletic Director's Approval

Date

Assistant Athletic Director's Approval

Date

Assistant Principal's Approval

Date

Oak Forest High School Music Booster Club Fundraising

Activity (circle one): Band Choir Both

Sponsor: _____

Dates Requested: _____

Fundraising Description (include product sold, event, cost, student participation required):

Projected Income: _____

Reason for Fundraiser (For what are the funds to be used?)

Assistant Principal's Approval

Date

Athletic Director's Approval

Date

Assistant Athletic Director's Approval

Date

Booster Club Membership Roster 2020-2021

Booster Club Organization: _____

	Member's Name	Phone Number	Date Dues Paid (If Applicable)	Team/Activity Member's Son or Daughter's Name	Year of Graduation
--	---------------	--------------	--------------------------------	---	--------------------

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Sport Banquet Request Form

Do not finalize banquet until this form is approved and returned. Thank you.

Sport: _____ Date: _____

Date of Request: _____ Alternate Date: _____

Location: _____ Start Time: _____

Attach a *Use of Facility Form* if Oak Forest High School is the location. Submit to the Athletic Office thirty days in advance of date. Form must be approved and signed by the following:

Athletic Director _____ Date _____

Asst. Athletic Director _____ Date _____

Assistant Principal _____ Date _____

Form will be returned to the head coach’s mailbox in the Athletic Office upon approval.

The Central Administration has requested that you do the following things for your banquet.

1. Include the following listing in any program you might put together for the banquet:

- Superintendent Dr. Bill Kendall
- Board of Education
- Mrs. Kristine Resler, President
- Mr. Larry Canning, Vice-President
- Mrs. Kim Kampwirth, Secretary
- Mrs. Evelyn Gleason
- Mr. Mark Johnson
- Ms. Debi Stearns
- Mr. Terrence Whitcomb

2. An invitation for your banquet should be extended to members of the Board of Education and Superintendent. Drop off an invite in the athletic office and it will be forwarded to the administrative center. If they attend, the District will cover the cost of their meal. They should RSVP if they are attending.

Oak Forest High School Annual Summary Statement for Booster Clubs 2020-2021

Booster Club Organization: _____

	Officers	Address	Phone #
President:	_____	_____	_____
Vice-President:	_____	_____	_____
Secretary:	_____	_____	_____
Treasurer:	_____	_____	_____

Fundraising Activities	Date	Revenue
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Revenue	_____

Expenditures	Expenses
_____	_____
_____	_____
_____	_____
_____	_____
	Total Expenses

Beginning Date: _____ Beginning Balance: _____
Ending Date: _____ Ending Balance: _____

**Oak Forest High School
Booster Club Officer Information 2020-2021**

Booster Club Organization: _____

President's Name: _____

Address: _____ City: _____ State: _____

Phone: _____ E-Mail: _____

Vice-President's Name: _____

Address: _____ City: _____ State: _____

Phone: _____ E-Mail: _____

2nd Vice-President's Name (If Applicable):

Address: _____ City: _____ State: _____

Phone: _____ E-Mail: _____

Secretary's Name: _____

Address: _____ City: _____ State: _____

Phone: _____ E-Mail: _____

Treasurer's Name: _____

Address: _____ City: _____ State: _____

Phone: _____ E-Mail: _____

**Oak Forest High School
Receipt of Booster Club Guidelines 2020-2021**

This is to acknowledge receipt of the Booster Club Guidelines. I understand that it is my responsibility not only to read but to know the rules and regulations contained therein.

Name of Booster Club

Office Held

Print Name

Date

Signature

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