

BOOSTER PARENT CLUB MEETING



TUESDAY, SEPTEMBER 28, 2021

6PM

Coral Reef Senior High

Principal: Nicole Berge MacInnes

Activities Director: Rebecca Santalo

Treasurer: Kandi Bowles

ALL REQUIRED PAPERWORK MUST BE SUBMITTED BY OCTOBER 8TH, 2021

- **COMPLETE BOOSTER APPLICATION**
- **COPY OF UPDATED BY-LAWS**
- **UPDATED PROOF OF INSURANCE**
- **LIST OF BOOSTER CLUB OFFICERS WITH EMAIL AND BOOSTER CLUB MEMBERS WITH EMAIL**
- **COPY TAX ID**
- **STATE OF FLORIDA INCORPORATION CERTIFICATE (SUNBIZ.ORG)**
- **MINUTES FROM 1ST MEETING. INCLUDE AGENDA (EACH MONTH SUBMIT MEETING MINUTES AND AGENDA)**



CORAL REEF WEBSITE

HTTP://CRHS.DADESCHOOLS.NET/ ACTIVITES

1. CLICK ON ACTIVITIES
2. CLICK ON PARENT BOOSTERS
3. LINK FOR ...
 - ACTIVITY AND FUNDRAISER APPLICATION
 - FUNDRAISER FORMS
 - BOOSTER GUIDELINES
 - BOOSTER INFORMATION
 - MEETING REQUEST FORM



INCORPORATED ORGANIZATION



- A Booster Club is comprised mainly of a group of parents/guardians and/or other interested adult community members who come together to form an organization to enhance and support a school program, activity, or athletic team through fundraising activities and services.
- For legal purposes, a Booster Club should be a formally incorporated entity by filing its articles of incorporation with the Florida Secretary of State office.
- A Booster Club must have approved bylaws and a Statement of Purpose.
- Must show proof of a 501 (c) certificate showing the club is non-profit

Booster Information

NAMING YOUR BOOSTER CLUB

CANNOT USE THE SCHOOLS
NAME AS PART OF THEIR
OFFICIAL NAME

CAN USE CUDAS, REEF, CR, ETC....

WHO CAN BE A MEMBER

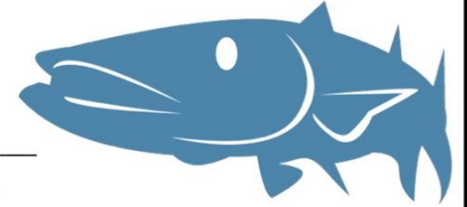
PARENTS, GUARDIANS OR
INTERESTED ADULTS THAT
SUPPORT THE GROUP

EXECUTIVE BOARD: CANNOT BE A
SCHOOL EMPLOYEE. BOARD IS
VOTED ON BY THE BOOSTER
MEMBERS

BOOSTER CLUB APPLICATION:

2021-2022

CUDA Booster Club Information Sheet



Name of Booster Club _____

Group/Team allied to _____

Name of Advisor/Coach _____

Cell Phone _____

Email Address _____

Booster Club Mailing Address:

Booster President Name _____

Title _____

Cell phone _____

Email _____

Booster Treasurer Name _____

Title _____

Cell phone _____

Email _____

(Attach list of other Officers and their information to this sheet)

Booster Club Goals for the Year:



BY-LAWS

The booster club must have approved by-laws or a statement of purpose. Each booster club must submit its by-laws to the Activities Director for review and approval per Board Policy 9211 - Parent Organizations, Booster Clubs, and Other Fund-Raising Activities.

Southmoore Cheer Booster Club Constitution and Bylaws

Article I - Organization

This organization shall be a non-profit, unincorporated association.
The name of the organization shall be:

Southmoore Cheer Booster Club

Physical address:
Southmoore High School
2901 S Santa Fe Ave
Moore, OK 73160

Article II - Purpose

The purpose of the Southmoore Cheer Booster Club is to promote and support the Southmoore High School cheerleading program which includes Varsity, Junior Varsity, and the Mascot and to develop a sense of good sportsmanship, unity among spirit leaders and all respect.

Article III - Membership

1. The membership of this organization is mandatory to all parents interested in promoting, supporting or participating in the activities related to cheerleading.
2. Program fees are to be set up by the School Coach and the Booster Club President.
3. It is the duty of every member to conduct themselves in accordance with the by-laws of this organization and in a manner that will bring positive outcome to the organization, the school, and the participating students.

Article III - Officers

1. The Officers shall consist of President, Vice-President, Secretary, and Co-Treasurers.
2. The duties of the Officers shall be as follows:
 - a) All Officers will attend Executive Committee meetings and chair one committee.
 - b) **President** - The President shall be the chief executive officer of this organization and have general supervision, direction and control of the business affairs of this organization. The President shall assist the School Coach, and act as a liaison between the School Coach and the members of this organization.

- **Communicate with School Coach**

Revised 2/19/15

Copy of SunBiz.org

- Proof that you have incorporated your Booster Club as a not for profit
- You must renew every year. Copy on file must be updated for the year

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DIVISION of CORPORATIONS
an official State of Florida website

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Detail by Entity Name
Florida Profit Corporation
U.S. NATIONAL TELECOM, INC.

Filing Information

Document Number	P99000039897
FEI/EIN Number	59-3721695
Date Filed	05/03/1999
State	FL
Status	INACTIVE
Last Event	PENDING REINSTATEMENT
Event Date Filed	05/31/2017

Principal Address

201 SOUTH BISCAYNE BLVD.
28TH FLOOR
MIAMI, FL 33131



INSURANCE

- Each booster club shall purchase liability insurance to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school support entity per Board Policy 9211 - Parent Organizations, Booster Clubs, and Other Fund-Raising Activities.
- The evidence of insurance must be Commercial General Liability Insurance with limits of \$300,000 per occurrence.

BOOSTER MEETINGS & ACTIVITIES:

MEETINGS

- BOOSTER MEETINGS ENCOURAGED TO BE DONE VIRTUAL. ONLY 1ST MEETING SHOULD BE DONE IN PERSON
- IF MEETING IN PERSON, YOU DO NOT HAVE TO MEET ON CORAL REEF CAMPUS, CAN BE AT OTHER LOCATION
- IF YOU WOULD LIKE TO HOST YOUR 1ST BOOSTER MEETING ON CAMPUS, PLEASE SUBMIT A MEETING REQUEST FORM FOR APPROVAL. FORM IS FOUND ON THE SCHOOL WEBSITE

Approval of Booster Activity

All decisions of the day-to-day operations of the school group are the sole responsibility of the faculty advisor under the supervision of the principal

FUNDRAISING THROUGH BOOSTER ORGANIZED ACTIVITIES

- ALL BOOSTER CLUB ACTIVITIES AND FUNDRAISERS ARE TO BE APPROVED BY THE FACULTY ADVISOR/COACH, ACTIVITIES DIRECTOR (AND ATHLETIC DIRECTOR, WHEN APPLICABLE) AND PLACED ON THE CALENDAR.
- THE PARENT THAT OVERSEES THE BOOSTER MUST COMPLETE ALL NECESSARY PAPERWORK AND SUBMITS IT FOR APPROVAL TO THE ACTIVITIES DIRECTOR.
- SPONSOR MUST VERIFY AND SIGN ALL PAPERWORK
- THE PRINCIPAL OF THE SCHOOL HAS THE OVERALL RESPONSIBILITY FOR APPROVING FUNDRAISING ACTIVITIES AND THE CONTROL OF ALL ACTIVITIES IN ACCORDANCE WITH STATE REGULATIONS AND BOARD RULES.
- FUNDRAISERS WILL NOT BE APPROVED UNTIL ALL REQUIRED BOOSTER PAPERWORK HAS BEEN SUBMITTED AND APPROVED (INFO SHEET, BYLAWS, 501 FORM, ETC..)



FUNDRAISING



- *FM 6570 – SALES ON SCHOOL GROUNDS*
- *FM 6571 – SALES OFF-CAMPUS (TURN IN 20 WORKING DAYS IN ADVANCE).*
- *FORMS ARE ACCESSIBLE THROUGH THE CRHS ACTIVITIES WEB PAGE OR ON DADE COUNTY SCHOOL WEBSITE. THEY MUST BE TYPED AND TURNED IN WITH AN ORIGINAL SIGNATURE.*
- *ONLY EVENTS FOR ONE MONTH ALLOWED ON EACH FUNDRAISER FORM*
- *TYPE AND FILL OUT EVERYTHING OR THE FORM WILL BE RETURNED*
- *FUNDRAISERS THAT GO ON ALL YEAR LONG MUST SUBMIT A NEW FORM EACH MONTH.*



**SCHOOL-ALLIED ORGANIZATION
FUND-RAISING ACTIVITY APPLICATION
FOR FUND-RAISERS CONDUCTED ON SCHOOL GROUNDS**

Application Date: _____

On behalf of the _____ for _____
School-allied Organization's Name School Name

we are requesting authorization from the school administration to conduct the following fund-raising activity(ies) on school grounds:

Activity Description	Items to be sold (if applicable)	Activity Date(s)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

The purpose of these activities is to: _____

Our organization acknowledges and agrees to observe all applicable School Board Rules and guidelines for school-allied organizations, as specified in Section IV - Chapter 12 of the Manual of Internal Fund Accounting for Elementary and Secondary Schools, that include, but are not limited to, the following:

1. No employee of the school where this school-allied organization is chartered can handle money or merchandise for any activities of this organization.
2. Fund-raising activities by school-allied organizations cannot be conducted during instructional class time.
3. Students actively participating in the fund-raising activities (i.e. selling merchandise, washing cars, etc.) for school-allied organizations must have adequate adult supervision.
4. Merchandise purchased for fund-raisers can only be shipped to the school if advance authorization is obtained from the principal.
5. The School Board's sales tax exemption number cannot be used by school-allied organizations. Applicable sales taxes must be paid on items purchased for re-sale.
6. Roadside and/or median solicitation of funds is strictly prohibited (School Board Rule 8Gx13- 1C-1.10).

Organization's Officer _____ Date _____

Principal _____ Date _____

Activities Director (if applicable) _____ Date _____



**SCHOOL-ALLIED ORGANIZATION
FUND-RAISING ACTIVITY APPLICATION
FOR FUND-RAISERS CONDUCTED IN THE COMMUNITY**

Application Date: _____

On behalf of the _____ for _____
School-allied Organization's Name School Organization is allied with

we are requesting authorization from the school administration and the REGIONAL Center Assistant Superintendent to conduct the following fund-raising activity(ies) in the community:

Activity Description	Items to be sold (if applicable)	Activity Date(s)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

The purpose of these activities is to: _____

Our organization acknowledges and agrees to observe all applicable School Board Rules and guidelines for school-allied organizations, as specified in Section IV - Chapter 12 of the Manual of Internal Fund Accounting for Elementary and Secondary Schools, that include, but are not limited to, the following:

1. No employee of the school where this school-allied organization is chartered can handle money or merchandise for any activities of this organization.
2. Fund-raising activities by school-allied organizations cannot be conducted during instructional class time.
3. Students actively participating in the fund-raising activities (i.e. selling merchandise, washing cars, etc.) for school-allied organizations must have adequate adult supervision.
4. Merchandise purchased for fund-raisers can only be shipped to the school if advance authorization is obtained from the principal.
5. The School Board's sales tax exemption number cannot be used by school-allied organizations. Applicable sales taxes must be paid on items purchased for re-sale.
6. Roadside and/or median solicitation of funds is strictly prohibited (School Board Rule 8Gx13- 1C-1.10).

Organization's Officer _____ Date _____

Principal _____ Date _____

Activities Director (if applicable) _____ Date _____

REGIONAL Center _____ Asst. Supt. _____ Date _____

FUNDRAISING ACTIVITY ON CAMPUS

● FORM MUST BE TYPED

● MUST BE SUBMITTED WITH FORM 6570/6571

● EVERYTHING MUST BE FILLED OUT OR IT WILL BE RETURNED

● ATTACH FLYER USING TO PROMOTE THE FUNDRAISER

● INCLUDE MEMO WITH ITEMIZED LIST OF WHAT YOU ARE FUNDRAISING FOR.

EXAMPLE: **Practice uniforms \$7000**

Practice Equipment \$1200

Bus/Transportation \$800



SCHOOL-ALLIED ORGANIZATION
FUND-RAISING ACTIVITY APPLICATION
CORAL REEF HIGH SCHOOL
BOOSTER CLUB EVENT REQUEST

Application Date:	
Name of Booster Club	
Description of Event	
Event Date:	
Time - From:	To:
Location address	
Name of Staff member supervising event	
THIS SECTION MUST BE FILLED OUT IF MORE THAN 15 STUDENTS WILL BE ATTENDING EVENT	
Name of staff supervising event	Name of parents supervising event
You may attach additional names if needed.	
Expected number of participants	
Is money being collected through booster for this event yes____ no____	
Dates money will be collected	
If money is not being collected, how will the event be funded?	
Description of event	

Crowdfunding Verbage Required:

Cuda Zone Inc (Football Booster) – Verbage for Snapraise

Cudanation, thank you for taking the time to view our fundraiser information. We appreciate your support this year for all our football athletes. We hope you can donate and spread the word to your friends and family. Our Cuda team is lucky to have such great family, friends and fans.

How are my donations used?

Donations will go towards Pre-game meals, practice uniforms, football equipment, end of year trophies and plaques.

Why are donations necessary?

Donations will allow us to provide the funding necessary to continue our programs success and give our students everything needed to create a strong and competitive football program.



Crowdfunding

Crowdfunding refers to the method through which the capital can be raised by the business through a large number of individuals beyond friends, family, relatives, and customers by posting the project details that the company is planning to start on the website of crowdfunding and other social media platforms.

WHAT WE CAN AND CANNOT DO

- ATTIRE BEING SOLD MUST HAVE SCHOOL NAME OR CUDAS OR REEF OR CRHS.... ON IT IF THEY ARE GOING TO BE APPROVED TO WEAR ON SPIRIT DAYS. CAN NOT JUST SAY HOSA OR IB..
- ATTIRE MUST FOLLOW SCHOOL CODE
- NO FOOD SOLD DURING LUNCHTIME
- AFTER SCHOOL FOOD SALES MUST FOLLOW APPROVED HEALTHY FOOD LIST, OR START AFTER 3:20PM
- NO CAR WASH OR PAN HANDLING
- CROWD FUNDING MUST INCLUDE COPY OF WEB PAGE AND CROWDFUNDING VERBAGE AND IT CANNOT SAY SCHOOL NAME OR SPONSOR NAME ON IT ANYWHERE.
- SIMILAR FUNDRAISERS WILL NOT BE APPROVED AT THE SAME TIME
- BOOSTER CLUB CAN CHARGE MEMBERSHIP DUES APPROVED BY THE PRINCIPAL AND IT MUST BE SPECIFIED IN THE BOOSTER BYLAWS

VOLUNTEERING

- VISIT THE CORAL REEF WEBSITE. CLICK ON PARENTS AND THEN VOLUNTEERING.
- FOLLOW THE INSTRUCTIONS TO REGISTER AS A VOLUNTEER.
- LEVEL 1 – GENERAL VOLUNTEER
- LEVEL 2 – ONLY FOR OVERNIGHT EVENTS (REQUIRES FINGERPRINTING AND A FEE).
- MUST BE DONE EVERY YEAR
- PLEASE LOG IN YOUR HOURS – BOOSTER PARENT SHOULD HAVE ALL HOURS ON RECORD
- PARENT HOURS CANNOT BE TRANSFERRED TO STUDENT

THE VOLUNTEER LIAISON AT CORAL REEF IS:

MS. MARGIE MAHNKE

MMAHNKE@DADESCHOOLS.NET

305-232-2044



FINANCES

- FUNDRAISING – CROWD FUNDING VERBAGE ATTACHED AND MEMO ATTACHED WITH LIST OF COSTS FOR THE YEAR (WHAT YOU'RE FUNDRAISING FOR)
- DONATIONS – MUST INCLUDE DONATION LETTER SIGNED BY BOOSTER OFFICERS AND SPECIFYING WHAT THE DONATION IS BEING USED FOR
- FIELD TRIPS – BOOSTER CANNOT PAY FOR FIELD TRIP BUT CAN DO A DONATION TO THE SCHOOL FOR THE FIELD TRIP
- END-OF-YEAR BANQUETS – ALL FINANCES MUST GO THROUGH SCHOOL – INCLUDING AWARDS
- COLLECTIONS – SPONSOR CANNOT HANDLE ANY MONEY FROM BOOSTER COLLECTION
- TAX EXEMPTION – CANNOT USE SCHOOLS TAX EXEMPT
- SHIRTS – MUST BE APPROVED AND MUST HAVE CORAL REEF ON IT



SOCIAL MEDIA



- PLEASE SUBMIT ANY SOCIAL MEDIA YOUR BOOSTER CLUB HAS AND CONNECT WITH CRHS INSTAGRAM AND TWITTER
- SEND INFORMATION TO PTSA SOCIAL MEDIA FOR THEIR SUPPORT
- ANY QUESTIONS PLEASE CONTACT ACTIVITIES OFFICE

