

BOOSTER PARENT CLUB MEETING

2022-2023



NICOLE BERGE— PRINCIPAL

ALVARO MEJIA— ASSISTANT PRINCIPAL

REBECCA SANTALO – ACTIVITIES DIRECTOR

KANDI BOWLES- TREASURER



BOOSTER CLUB: SUPPORT AND ASSIST THE GROUP

NAMING YOUR BOOSTER CLUB

- CANNOT INCORPORATE THE SCHOOLS NAME AS PART OF THEIR OFFICIAL NAME

WHO CAN BE A MEMBER

- PARENTS, GUARDIANS OR INTERESTED ADULTS THAT SUPPORT THE GROUP

MEETINGS

- BOOSTER MEETINGS ON CAMPUS TBA.
- YOU DO NOT HAVE TO MEET ON CORAL REEF CAMPUS, CAN BE AT OTHER LOCATION OR BY ZOOM
- SUBMIT A MEETING REQUEST FORM FOR ON CAMPUS MEETING APPROVAL

COMMUNICATION WITH THE BOOSTER SPONSOR

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 . BOOSTER IS THERE TO ASSIST WITH THOSE DECISIONS

CHECKLIST

- APPLICATION
- CONSTITUTION/BYLAWS
- BOOSTER OFFICERS
- MEMBER ROSTER
- OFFICIAL MAILING ADDRESS
- COPY OF TAX EXEMPT
- MINUTES FOR MEETINGS – AFTER EVERY MEETING
- COPY OF BANK ACCOUNT INFO: NAME & ACCT
- INSURANCE/LIABILITY POLICY



BOOSTER CLUB CHECKLIST

Attended booster club orientation meeting sponsored by the school

Signature on file for receipt of Booster Club Guidelines

Constitution and/or Bylaws on file

Name of faculty liaison

Roster of Booster Club Officers, with addresses and phone numbers

A roster of members, with address and phone numbers

An official mailing address for Booster Club

Copy of tax exempt status if applicable

Copy of minutes from general meetings held on campus

Copy of insurance liability policy

Plan delineating tentative goals and fundraising plans of the year

Copy of Bank Account information: Name & Account



APPLICATION



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:

Booster Club Fundraising Plans:

Booster Bank Information:

Social Media Accounts/Information for Club/Group

Twitter _____

Instagram _____

Facebook _____

****Please attach the following information***

1 - List of Booster Club Members with their phone number and their email.

2- Copy of Tax Exempt Form

3- Constitution and/or bylaws

4 – Copy of Insurance liability policy



INCORPORATED ORGANIZATION

- A Booster Club is comprised mainly of a group of parents/guardians and/or other interested adult community members who join 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 or a Statement of Purpose.
- Must show proof of a 501 (c) certificate showing the club is non-profit



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.

- Show proof of non-for profit certificate – 501 (c)



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 High School Cheer Booster Club is to promote and support the Southmoore High School's Cheerleading program which includes Varsity, Junior Varsity, and the Mascot; and to develop a sense of good sportsmanship, unity among spirit leaders, and mutual 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 shall be set up by the School Coach and the Booster Club President.
3. It is the policy of this organization that all members shall conduct themselves in accordance with the by-laws of this organization and shall not engage in any behavior that will bring positive outcome to the organization or the school.

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



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.

FUNDRAISING 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.
- 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..)

FUNDRAISER REQUEST

- **EVENT REQUEST FILLED OUT**
- **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**



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 _____



**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 6Gx13- 1C-1.10).

Organization's Officer Date

Principal Date

Activities Director (if applicable) Date

FORM 6570 ON CAMPUS FUNDRAISER FORM



**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 6Gx13- 1C-1.10).

Organization's Officer Date

Principal Date

Activities Director (if applicable) Date

REGIONAL Center _____ Asst. Supt. Date

FORM 6571 OFF CAMPUS FUNDRAISER FORM

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.*
- *SEPARATE EVENTS 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.*



FUNDRAISING

- MUST COMPLETE REQUEST FOR PROPOSED ACTIVITIES, WITHIN THE SCHOOL (FM- 6570) OR OUT IN THE COMMUNITY (FM- 6571)
- ACTIVITIES IN THE COMMUNITY REQUIRE PRINCIPAL APPROVAL AND REGION CENTER SUPERINTENDENT APPROVAL. ALL FORMS MUST BE TYPED
- BOOSTER FUNDS ARE TO BE KEPT SEPARATE FROM THE SCHOOL'S INTERNAL FUNDS
- FUNDS CAN BE MADE AVAILABLE TO THE SCHOOL BY A MONETARY DONATION (CHECK) ACCOMPANIED BY A DONATION LETTER SPECIFYING INTENDED USE OF FUNDS
- STUDENTS MAY HANDLE FUNDS AND PARTICIPATE IN FUNDRAISING ACTIVITIES WITH ADULT BOOSTER SUPERVISION
- FACULTY ADVISOR/COACH MAY NOT HANDLE BOOSTER CLUB FUNDS

CROWDFUNDING – FORM 7679

MUST HAVE ATTACHED

- MEMO LISTING WHAT FUNDS ARE BEING USED FOR
- PICTURE OF THE CROWDFUNDING WORDING AND PAGE
- CANNOT HAVE THE SCHOOL NAME ANYWHERE

CROWDFUNDING APPROVAL FORM			
_____ (School's Name)	_____ (Sponsoring Class/Club)		
_____ (Description of Activity)			
_____ (Purpose of Activity)			
_____ (Duration/Time Frame for Activity (Dates, Times - To and From))			
<p>Our school requests authorization to conduct this crowdfunding activity, which is expected to involve online collection of funds. School Board Policy 6605 will be observed.</p> <p>This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District - be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity. For purposes of this policy, "crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.</p> <p>Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval by the principal and the region administrator. Crowdfunding for specific causes require the approval of the Superintendent or his/her designee.</p> <p>Crowdfunding activities sponsored by students are also subject to policy <u>5830</u>, Student Fundraising.</p>			
_____ (Principal's Signature)	_____ (Date)		
_____ (Region Administrator's Signature)	_____ (Date)		
<p>Activities for Specific Causes require approval of the Superintendent or his/her designee (e.g. Disaster Relief and Good Cause Relief Efforts).</p>			
_____ (Superintendent's/Designee's Signature)	_____ (Date)		
<table border="1"><thead><tr><th>NOTE</th></tr></thead><tbody><tr><td>* Proceeds received from these activities will follow the Manual of Internal Fund Accounting.</td></tr></tbody></table>		NOTE	* Proceeds received from these activities will follow the Manual of Internal Fund Accounting.
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FM-7679 Rev. (05-20)

FINANCES

- FUNDRAISING – MUST FILL OUT FORM AND ATTACH MEMO
- DONATIONS – INCLUDE A DONATION LETTER TO THE SCHOOL ACCOUNT OR EVENT THE FUNDS ARE FOR
- FIELD TRIPS – CANNOT PAY FOR FIELD TRIP THROUGH BOOSTER
- END-OF-YEAR BANQUETS – THROUGH SCHOOL IF GIVING AWARDS
- COLLECTIONS – BOOSTER PARENT MUST BE PRESENT
- TAX EXEMPTION – CANNOT USE SCHOOLS TAX EXEMPT
- SHIRTS – MUST BE APPROVED AND MUST HAVE CORAL REEF ON IT



CORAL REEF WEBSITE

CORALREEFHIGHSCHOOL.NET

- 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**



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 WASHES OR MONEY COLLECTION ON THE STREET
- ATTACH ITEMIZED COST OF WHAT YOU ARE FUNDRAISING FOR.
- CROWD FUNDING MUST INCLUDE COPY OF WEB PAGE 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 CORALREEFHIGHSCHOOL.NET
- CLICK ON PARENTS AND THEN VOLUNTEERING.
- FOLLOW THE INSTRUCTIONS TO REGISTER AS A VOLUNTEER.
PLEASE LOG YOUR HOURS.
- LEVEL 1 – GENERAL VOLUNTEER
- LEVEL 2 – ONLY FOR OVERNIGHT EVENTS (REQUIRES FINGERPRINTING AND A FEE).
- **MUST BE DONE EVERY YEAR**

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

ALL REQUIRED PAPERWORK MUST BE SUBMITTED BY SEPTEMBER 30, 2022 TO ACTIVITIES OFFICE

- COPY OF CORPORATE RECORDS
- COPY OF UPDATED BY-LAWS
- PROOF OF INSURANCE
- COMPLETE BOOSTER INFORMATION SHEET
- LIST OF BOOSTER CLUB MEMBERS WITH EMAIL
- COPY OF TAX EXEMPT



FUNDRAISERS WILL NOT BE APPROVED WITHOUT ALL THE REQUIRED PAPERWORK ON FILE