

AGENDA

Booster Officer Meeting

September 8, 2025

5:00 pm

Boosters – Support and assist the sponsor with needs of the group

- Anyone can be a member
- Communicate with the sponsor
- Cannot incorporate the schools name as part of the official name
- Meetings – request form to meet on school grounds.1` Can meet anywhere
- Must have meetings on the calendar if on school grounds

Checklist

- Application
- By Laws
- Booster Officer names – cannot be an MDCPS Employee
- Member Roster
- Copy of Tax exempt Form
- Minutes for each meeting
- Bank Information
- Insurance/Liability policy

Incorporated Organization

- Be formally incorporated entity by filing articles of Incorporation with Florida Secretary of State
- 501(c) certificate showing non-profit

Approved Bylaws

Insurance

- Purchase liability insurance - board policy 9211
- Commercial General Liability Insurance with limits of \$300,000 per occurrence

Activities

- Must be approved by faculty advisor then activities and then Administration
- Placed on Calendar
- Fundraiser will be denied without all the required paperwork on file.

Event Request on campus Form

- Must be submitted with form 6570
- Attach flyer with the information

Fundraising

- Fundraiser on campus – Form 6570
- Fundraiser off campus – Form 6571
- Separate events
- Type everything – check spelling
- Booster funds kept separate from school funds

- Parents and Students can handle money – SPONSORS NO!
- Crowdfunding – form attached with required paperwork

Website

- Find all the forms on the school website – under Activities Tab – Booster Tab

Know what is and what is not allowed – ask first!

Volunteering

Social Media

All required paperwork is due by September 30th or before you begin to fundraise.

Fundraisers will be denied without all the forms on file

Any questions, please email me

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