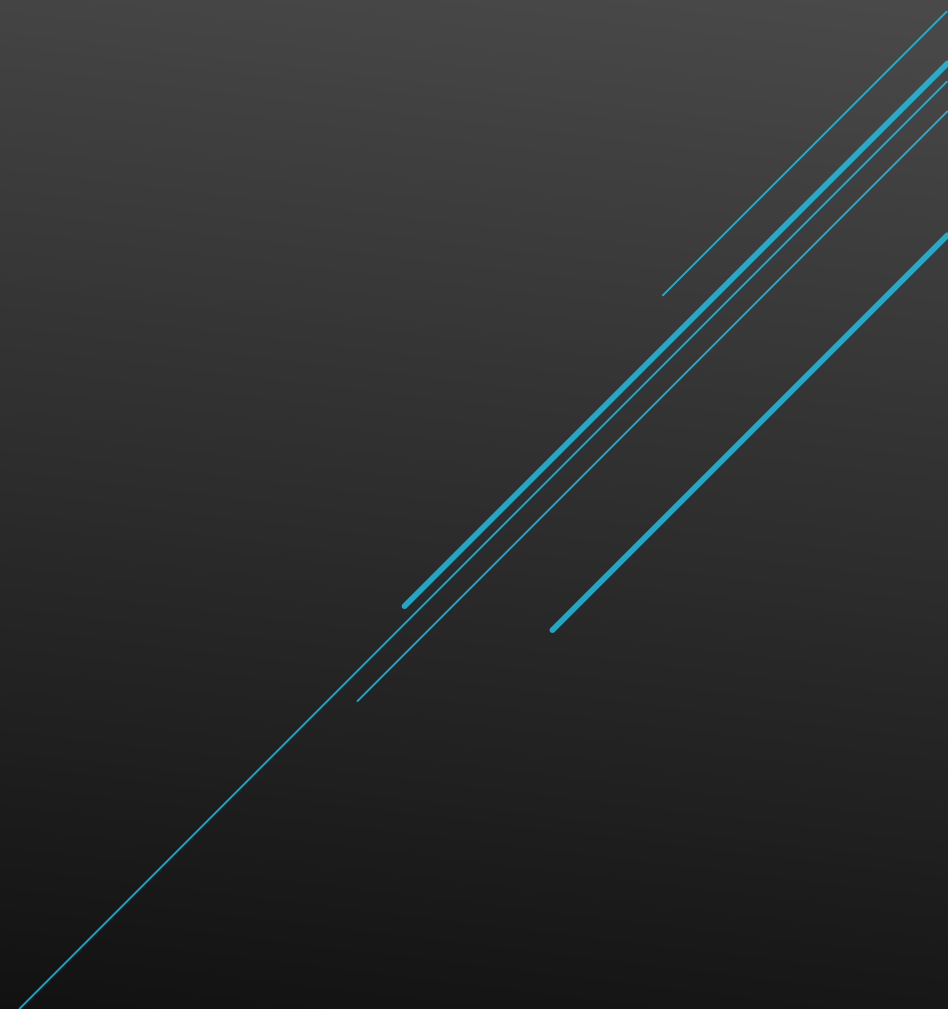


# BOOSTER PARENT CLUB MEETING

September 8<sup>th</sup>

5:00 pm



# 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 REQUIRE APPROVAL.
- 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

# YOUR BOOSTER FOLDER

- Application
- Constitution/ByLaws
- Booster Officers
- Member roster
- Official Mailing Address
- Copy of Tax Exempt
- Minutes for meetings – AFTER EVERY MEETING (at least once a month)
- 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

The 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. The organization shall be set up by the School Coach and the Booster Club.

3. It is the duty of every member to conduct themselves in accordance with the by-laws of this organization and to promote and support the organization, and to bring positive outcome to the organization, the school, and the community.

### Article IV - Officers

1. The Officers shall consist of President, Vice-President, Secretary, and Treasurer.

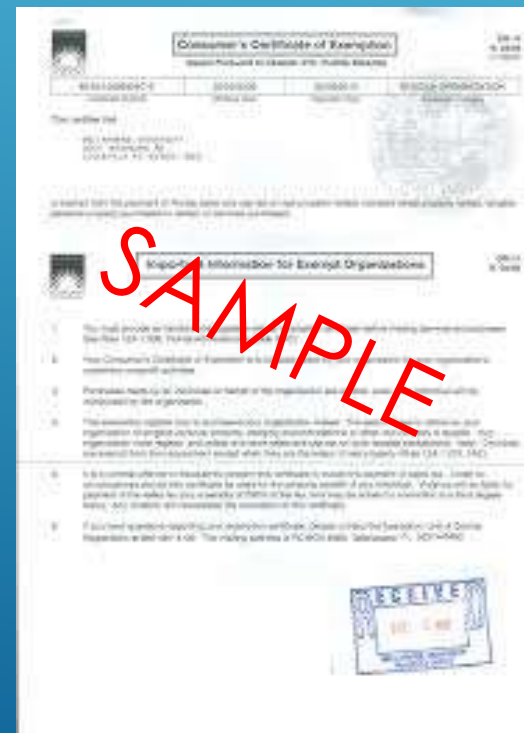
2. The duties of the Officers shall be as follows:

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 submit 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..)





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

FORM 6570  
ON CAMPUS  
FUNDRAISER  
FORM  
MUST BE TYPED



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:

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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 \_\_\_\_\_

FORM 6571  
OFF CAMPUS  
FUNDRAISER  
FORM  
MUST BE TYPED

# 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
- ▶ Attach a memo stating what the funds are being used for

# CROWDFUNDING – FORM 6571

Must have attached

- Memo listing what funds are being used for
- Picture of the crowdfunding wording and page
- Cannot have the school name anywhere

# 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

# VOLUNTEERS

- ▶ Visit the [coralreefhighschool.net](http://coralreefhighschool.net) website
- ▶ 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
- ▶ Send information to ptsa social media for their support

# **ALL REQUIRED PAPERWORK MUST BE SUBMITTED BY SEPTEMBER 30, 2025 TO ACTIVITIES OFFICE**

- **Copy of bank 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**