

HOW DOES THE FHS BOOSTER CLUB OPERATE?

A SUMMARY

WHAT THE FHS BOOSTER CLUB PROVIDES

The FHS Booster Club is quite different than most volunteer organizations. There are many sports, clubs, and other organizations at FHS that provide activities for students. Parents, Guardians, or friends become involved in helping to support the activities students participate. In some cases, the student(s) may be active in more than one group, or parents will have more than one student participating with a group/groups.

To manage the large population at Franklin High School, the booster club operates as the primary umbrella organization to provide the following major items.

1. Liability Insurance for approved Booster Club Fund Raising Events.
2. Bond Insurance
3. Federal Non-Profit Tax Identification
4. Non-Profit Corporation (Incorporated in the State of California)
5. Bank Account
6. Accounting system for tracking all funds deposits and expenses by approved Booster Groups

THE MANAGEMENT TEAM

This is all managed by the FHS Booster Club Elected Board of Directors. The board may have up to nine members. Those offices are:

1. **President:** Responsible for overall operations and liaison with Administrative Staff at school;
2. **Executive V.P.** Responsible for fund raising and reviewing all fund raising request submitted to school for Booster Fund Raising Activities;
3. **V.P. Liaison to Sports:** Helps as a contact with Sports Groups (primary contact: Athletic Director)
4. **V.P. Liaison Non-Sports Groups:** Helps as a contact to groups (Primary Contact: Student Activities Director);
5. **Secretary:** Responsible for meeting minutes and documents of the FHS Booster Club;
6. **Treasurer:** Responsible for all deposits, check writing and entering data into the on-line accounting records via Quicken, and filing annual state and federal documents via an accountant. Treasurer receives a standing reimbursement each month to cover some expenses;
7. **Volunteer Coordinator:** Responsible for registration of membership, maintaining a list of members, Coordinating Volunteers for Booster events, and manages the booster email account and emailing to members as needed;
8. **Media Director:** Responsible for advertising and promoting the booster club and assist others as necessary. (Booster Club has a web site this person helps maintain). Ensure all booster related events are advertised with proper information that includes: "Sponsored by the FHS Booster Club/[group name];
9. **Financial Secretary:** Responsible to pickup and distribute mail from school Booster in-Box, assist the Treasurer and do a quarterly audit of financial activity and report to Board findings. Also coordinates Insurance matters relating to the FHS Booster Club.

This group is elected at an annual meeting of the membership in May of each academic school year and takes office July 1 of each year.

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FUND RAISING

All booster auxiliary groups raise funds to support their individual groups they support. However, from these group of supporters, the FHS Booster Clubs solicits help from them. In order to provide the financial support required to operate the FHS Booster Club, the FHS Booster Club has fund raising events to raise funds to cover their main operating expenses and to establish goals to raise funds for target items that will benefit the entire Franklin High School.

As a reward for support from auxiliary groups, a percentage of the profits are split among those helping. That split is based on the percentage of total hours worked by all. The FHS Booster Club will take a percent of the profit to help cover it's expenses and a small portion for the general fund, with the remaining profit spilt to the various groups based on the percentage of hours each group worked of the total hours. Their percentage becomes the amount that is transferred to their designated group in the FHS Booster Club Accounting System.

The Booster Club would like to target two major fund raising events each academic school year. One in the fall term and one in the spring term. Currently, the FHS Booster Club host a fireworks booth each year.

Any fundraising event by parents that has the funds intended for deposit into the Booster Treasury, the advertisement for those events must clearly state the following:

"SPONSORED BY THE FHS BOOSTER CLUB/[name of auxiliary group here]"

MEMBERSHIP

Registered as FHS School Booster Club member is required. Why Register?

1. To ensure individuals are covered under the corporate umbrella and the liability insurance.
2. The requirement for registration is to ensure anyone working an approved FHS Booster Fund Raising Event is a registered person to be covered under the Corporate and Insurance liabilities. Non-Registered folks may be personally liable.
3. To comply with corporation rules and regulations to secure voting rights.
4. The registration is to know who is supporting the sports, clubs, and groups at Franklin High School and to develop the list for Volunteer needs.
5. Registered members are asked to pay a small fee to help defray Booster expenses annually.

DONATIONS

Donations to the FHS Booster Club are acknowledged by the individual groups and FHS Board of Directors. Anyone making a donation may request a letter for tax purposes that will include the FHS Booster Club non-profit federal tax identification number. This is not the policy of or for the FHS or EGUSD; just the Booster Club.

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DOCUMENTS

The following documents have been initiated as part of the creation of the FHS Booster Club.

- Letter from IRS for non-profit status approval;
- Articles of Incorporation on file with the State of California;
- By-Laws for the operations of the FHS Booster Club;
- Letter of Resolution from the EGUSD Board of Education approving the FHS School Parents Booster Club to operate as the auxiliary unit to support Franklin High School;
- Booster Information and Policies and Procedures;

COMMUNICATIONS

The FHS Booster Club may use the following means of communications:

- web site: <http://www.fhsboosterclub.com>;
- email to registered members;
- School Loop;
- FHS Parent Quarterly Newsletter.

FINANCIAL POLICIES

All groups raise funds in the name of FHS Booster Club and must deposit funds to the FHS Booster Club bank account and are required to comply with the following steps:

1. When establishing an auxiliary group and creating a governing body, that group must be registered with the FHS Booster Club Board of Directors.
2. Registration is done by completing an account registration form annually listing the primary contact information and signatures of those authorized to withdraw funds from that groups booster account; and when changes to the personal are finalized.
3. Submit all deposits and check requests along with supporting documents to the FHS Booster Treasurer.
4. Complete a FHS fund raising request form for approval of all fund raising events to the FHS Comptroller.
5. Ensure all workers at a fund raising event are registered FHS Booster Club members annually (annually is the fiscal year of July - June).

SERVICES OFFERED BY BOOSTER CLUB

The FHS Booster Club offers two services to the campus of Franklin High School Booster Groups.

Presidential Volunteer Program

Volunteers can registered with the "Presidential Volunteer Program" on-line. After reaching a level of volunteer hours outlined by this program and recording those hours on-line, the FHS Booster Club is the authorized agent to verify and request a reward be issued to those volunteers registered. Information about the program and how to register is provided on the Booster Web Site.

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Ticket/Ordering System

If a registered Booster auxiliary group would like to offer on-line ticket or ordering, the booster club provides a system for this purpose. Ticket/Ordering is provided through Ticket Leap as the system for patrons to select a groups offerings; then the system will take the patron to Pal Pay for payments. FHS Booster Club has an account with Pay Pal where all funds are transferred directly to the Booster Bank account.

A group has access to the Ticket Leap system to manage, view, and report sales. The Booster Club has control of Pay Pal and all funds. Reports from both systems provide the booster club a way of knowing what funds shall be recorded to a groups Booster Account.