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Forney ISD Athletic Booster Club Operating Manual

Forney ISD Athletic Booster Clubs function to support athletic programs in a way that is consistent with District philosophy and objectives and within campus, District, and UIL guidelines.

2018-2019

Forney ISD Athletics

Neal Weaver, Director

2018-2019

First Rule of FISD Athletics Booster Club Participation:

Do not act in a way that is a distraction from rather than a support structure for the athletic program and its coaches.

**Forney ISD Athletic Booster Club Operating Manual**

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**Dear Parents:**

**On behalf of Forney Independent School District please allow me to express my appreciation for the many hours you dedicate to supporting our athletic programs. The District’s partnership with booster clubs is critical to the cultivation of student success.**

**The following guidelines will assist as you plan your support agenda, and they will help you remain in compliance with District, UIL, and both state and federal regulations.**

**Though often unsung, your efforts will provide a support structure that helps Forney ISD provide countless opportunities to develop and showcase the talents of our student-athletes. Please know that Forney ISD Athletics thanks you for all you do to help students achieve!**

**Sincerely,**



**Neal Weaver**

**Director of Athletics**

Forney ISD Contact Information

**Central Office Neal Weaver, Director of Athletics**

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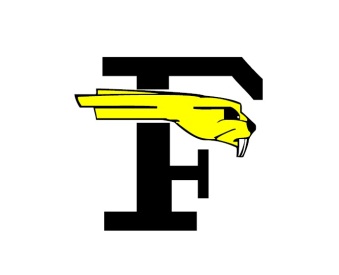
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Introduction to this Manual:

Athletic Booster Clubs are parent organizations that are established to promote school programs or complement student activities within the framework of district and UIL guidelines and state and Federal law. Though Booster Clubs work very closely with the District and must abide by the same regulations as school programs, they are indeed separate entities.

The support an Athletic Booster Club provides may be as simple as providing refreshments for an event or decorating a locker room. They may be as complex as fund raising for expenses on an overnight trip or to upgrade a school facility. In any case, the Club is responsible for compliance with all applicable rules and guidelines and with aligning activity with school needs and interests.

The faculty liaison, normally the head coach, is responsible for *determining the various activities in which the student group will participate*. Likewise, the liaison should work very closely with the Boosters to provide guidance to the organization. The liaison should not be an officer of the Club, but should approve all Booster activities and serve as the school’s representative in advising.

All Forney ISD Booster Clubs should have Articles of Association, properly elected officers, By-Laws, an EIN, a bank account, a sales tax permit, and eventually a Determination Letter from the IRS stating it is a 501(c)(3) tax-exempt organization. The Determination Letter may take 4-6 months to receive.

The Boosters should keep on file with the school a contact list of all officers, a copy of current By-Laws, copies of monthly meeting minutes, a copy of a current financial report (at least quarterly), and a copy of the results of a yearly internal audit. These and all other original documents should also be kept in a permanent file to be forwarded by the organization to new officers each year. It is advised that these documents be scanned and that multiple copies are available for officers.

By law the Athletic Booster Club must benefit the group as a whole instead of benefitting individual members of a group. All members of the student group sponsored should be treated equally and receive the same opportunity to benefit from the Booster Club’s assistance. Therefore, one student cannot receive a greater benefit than another unless a criterion for individual financial need is met. This should be determined by the school or club and be available in writing as a matter of policy.

At a minimum the officers elected for service in the Booster Club should include a president, vice-president, secretary, treasurer, and parliamentarian (advisor). Duties of each of these offices as well as other information specifically applicable to athletic Booster Clubs is available throughout this manual. Please contact the Forney ISD Athletic office with questions.

Thank you for your service,

Forney ISD Athletics

**Booster Club Purpose:**

Forney ISD Athletic Booster Clubs are formed and shall exist to support the athletic programs within FISD.

**Campus Executive Committees:**

Forney ISD Athletic Booster Club structure consists of individual organizations representing each sport, with a Campus Executive Committee, made up of all club presidents, as a campus committee of oversight. Representatives may combine to represent more than one sport group within one club (e.g.: track/cross-country or soccer boys and girls). Clubs may also combine under the same tax identity or 501(c)(3).

The head coach of the sport represented by the organization serves as the district’s liaison and should be the school’s primary point of contact for the organization. The principals and campus athletic coordinator are responsible for all campus support organizations. The Director of Athletics (AD) serves as the Superintendent’s designee and is responsible for all individual and collective athletic booster clubs and systems.

The Campus Executive Committee shall meet with campus coordinator and AD and/or principal at least once at the beginning of each school year and once at the end of each school/fiscal year. These summative meetings will strengthen lines of communication, provide information for clubs about school initiatives and goals, establish a calendar for booster club activities throughout the school year, and provide a platform for review of annual audit information.

This Campus Executive Committee is responsible for maintaining consistency in philosophy and direction among clubs and must ensure that all organizations operate within FISD, UIL, and legal guidelines.

**FISD Booster Clubs and Contacts**

**FHS**

*Campus Executive Committee* *Liaison Aaron Woods*

Basketball Boosters (boys) Liaison Bart Holloway

President

Basketball Boosters (girls) Liaison Ricky McCown

President

Golf Booster Club Liaison Chris Syjansky

President

Dugout Club Liaison Jason Farrow

President

Touchdown Club Liaison Aaron Woods

President

Soccer Boosters Liaison Austin Walker

President

Softball Boosters Liaison Pat Eitel

President

Track Boosters (girls) (including CC) Liaison Sandy Cook

President

Volleyball Booster Club Liaison Richard Haynes

President

**NFHS**

*Campus Executive Committee:*  *Liaison Randy Jackson*

Basketball Boosters (boys) Liaison Kevin Walker

President

Golf Boosters Liaison Tommie Mankins

President

Baseball Boosters Liaison Zach Geer

President

Quarterback Club Liaison Randy Jackson

President

Softball Boosters Liaison Josh Jones

President

Volleyball Boosters Liaison Holly Perkins

President

Soccer Boosters Liaison Sean Falloure

President

**Memberships, Officers, and Elections:**

Membership in a Forney ISD Athletic Booster Club is non-restrictive. All individuals who legally reside in or have children attending the district shall be eligible. Members may be parents, ex-students, teachers, coaches, and friends interested in promoting and supporting the athletic programs within Forney ISD.

Officers for each booster club shall be elected in a systematic basis so that any eligible person may be nominated. Elected officers must have a child enrolled at the campus served by the organization. FISD coaches may not serve as officers in booster clubs or collect funds for any booster club.

Suggested duties of the various offices include but are not limited to the following:

President:

* Preside at meetings;
* Regularly meet with the liaison (at least monthly);
* Resolve problems in membership;
* Serve as ex-officio member of all committees;
* Regularly meet with the treasurer to review the organization’s financial position;
* Schedule an annual audit of records or request an audit if need should arise; and
* Perform other specific duties as outlined by the By-laws.

Vice-President:

* Preside at meetings in the president’s absence;
* Perform administrative functions as delegated by the president; and
* Perform other specific duties as outlined by the By-laws.

Secretary:

* Keep accurate records of the organization and report to membership;
* Maintain accurate minutes;
* Record transactions of all business at meetings;
* Maintain attendance and membership records;
* Conduct and report on all correspondence on behalf of the organization; and
* Perform other specific duties as outlined by the By-laws.

Treasurer:

* Custodian of all funds;
* Issue a receipt of all monies received and deposit said amounts on at least weekly basis;
* Present a current financial report each month to the executive committee;
* Make copies of monthly report available to all membership within reasonable time;
* File said financial report with school campus;
* Maintain an accurate and detailed account of all monies received and dispersed;
* Reconcile all bank statements and resolve any discrepancies with the bank immediately;
* File sales tax reports as required by the comptroller’s office;
* File annual IRS form 990, 990-N, or 990-EZ in a timely manner;
* Submit records to audit committee appointed by the organization upon request or at end of the year; and
* Perform other specific duties as outlined by the By-laws.

Advisor:

* Often the past president;
* Advise presiding officer on parliamentary law and matters of procedure; and
* Serve as a standard bearer for records, and a source for information.

Committee Considerations: Various committees may need to be formed each year. Examples are – AD HOC Committees – formed for special purpose and voted upon by membership. NOMINATING Committee – formed in spring of each year and charged with soliciting and recommending nominees for office. AUDIT Committee – formed at the end of the fiscal year, made up of individuals who are independent from day-to-day financial responsibilities. This committee may include non-members such as school business office personnel.

**Open Meetings and Minutes:**

All meetings of FISD booster clubs shall be public meetings.

Regular meeting schedules and locations should be published in advance of meetings.

All meetings should take place on school premises.

All meetings should take place with appropriate campus representation.

Minutes from each meeting shall be typed, dated, and kept on file at the campus.

**Service Requests:**

From time to time FISD or campus athletic departments will request that certain services be offered by booster clubs in support of our organizations.

**For example, each booster club raising funds through concessions at FISD athletic events will be requested to offer a reasonable amount of food and drink for the game workers**. Another example might be that booster clubs assist with costs associated with professional development opportunities for coaches.

Such requests will be coordinated through campus coordinators and the Athletic Director.

**Use of Funds:**

Booster Clubs shall work with the campus liaison and/or coordinator to establish approved goals and work within campus and district guidelines. Expenditures of booster clubs shall be in direct support of the goals of designated programs and shall have the approval of the campus liaison.

No Forney ISD coach shall be offered or allowed to accept personal cash payments from any booster organization. Booster clubs may designate up to $500 per FISD employee through the athletic director’s office in the form of equipment (clothing, gear) or support of professional development activities.

Money or merchandise donated to the school should be approved by FISD Administration and becomes property of the school district.

**Financial Reporting and Audit Instructions:**

A monthly or quarterly financial statement should be printed by the treasurer and kept on file at the campus by the liaison or coordinator. An annual financial audit should take place at the end of the fiscal year and results should be available at the final Campus Executive Committee meeting.

An audit is an examination of the financial records of the booster club. It assures that all income and expenditures are accounted properly and consistent with the budget and goals for the year. It also verifies that the bank balance and ledger balance are reconciled. The audit protects the booster club and its officers. It should be conducted by an outside party, such as an audit committee. The audit committee should be comprised of at least two members of the booster club, but not the president or treasurer. FISD business office personnel may be asked to serve on the committee.

Audit procedures:

1. Review reconciled bank statements and canceled checks to determine that:

* Disbursements have been properly documented with an invoice or receipt
* Disbursements have been properly approved
* Checks have been properly signed
* Checks have been deposited or cashed by the payee indicated
* Checks have been accounted for in the proper sequence (no missing checks)

1. Check addition and subtraction on cash receipts and deposits.
2. Compare cash receipts and deposits to the bank statements.
3. Verify that receipts and disbursements were allocated to the correct account or budget category.
4. Verify that income from sales, dues, or any other sources have appropriate backup. The total amount collected should match the amount deposited into the bank account.
5. Review the Treasurer’s monthly reports and check them for accuracy. Review the beginning and ending balances on reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.
6. Determine that only applicable booster club officers are authorized signers on bank account(s). Former officers should not remain on account(s) as authorized signers. In addition, the faculty liaison should not be an authorized signer on the account.
7. Indicate proof of 501(c)(3) status and review IRS form 990.
8. Obtain proof that applicable sales tax was paid.
9. The audited financial report should be signed by all members of the audit committee and submitted by the president at the Campus Executive Committee end-of-year meeting to the campus principal and campus coordinator and/or AD. This should take place no later than August 1st following the end of the fiscal year.

**Fund Raising Activities:**

Booster Clubs wishing to conduct a fund raising activity for a school program must submit the appropriate form, included in the forms section of this manual and on the school website, to the campus liaison and/or campus coordinator at least 30 days prior to the initiation of any action. The form shall include:

* Specific Purpose of Fund Raiser
* Specific Nature of Activity
* Date(s), Time(s), and Location(s) of Activity
* Contact Information for Sponsoring Organization and Individual In Charge
* Contact Information for FISD Liaison

Fund raising activities must be either Booster Club fund raisers or school program (activity account) fund raisers. These two should never be mixed. No fund raising activity may occur until the booster club obtains approval from the campus liaison and campus coordinator. The campus principal must also authorize fund-raising activities that take place as a part of the regular school day.

All contracts and agreements between the organization and any fund-raising groups shall be signed by officers of the group, not school sponsors. All profits made from fund-raising drives shall be used to directly benefit the program and the students the organization supports.

According to the IRS, tax-exempt organizations may not require participation in fundraisers. Benefits given by an organization cannot be distributed based on participation in a fundraiser or based on revenues individually generated in a fundraiser.

All campus, district, UIL, and federal regulations must be followed when funds are raised.

**Tax Information**:

It is the responsibility of the booster club to seek competent, professional tax advice for its own tax reporting and filing requirements. This section provides general tax information.

*How to Obtain tax-exempt status 501(c)(3):*

* Formation of a non-profit corporation does not necessarily entitle the organization to exemption from federal taxes. In order to be exempt from federal taxes the booster club must apply for this status on Form 1023 – Application for Recognition of Exemption Under Section 501(c)(3):
* General instructions may be found in IRS Publication 557 – How to Apply for Recognition of Exemption for an Organization.
* The application must be accompanied by Form 8718, User Fee for Exempt Organization Determination Letter Request, which requires a user fee be paid to the IRS. The amount of the fee is determined by the anticipated annual gross receipts of the organization, and is typically either $400 (for receipts under $10,000) or $850 (for receipts over $10,000)
* Upon acceptance, the IRS will send a **determination letter** as evidence of approval. This document should be kept in a safe and permanent place as it will be used to prove the organization’s exempt status.
* Instructions and copies of all forms can be found on the IRS website at [www.irs.gov](http://www.irs.gov) under forms and publications.

*How to Obtain an Employer Identification Number (EIN):*

* The IRS requires all organizations that conduct business to have their own Employer Identification Number. There is no application fee for this number. By mail this process takes about four weeks, and Form SS-4 is used. The application can be completed online, and the number is applied immediately.
* **A member’s social security number should not be used as the organization’s EIN. Booster clubs are not allowed to use the schools EIN or tax exemption number.**

It is the responsibility of the booster club to determine the necessity and timing of the annual filing with the IRS under section 501(c) to keep their tax exemption status.

**Bank Account Information:**

To open a bank account, the booster club must first obtain an Employer Identification Number (EIN) from the IRS.

**The booster club shall not use the school’s EIN or tax exemption number.** Neither shall the booster club use the school or campus’s singular name (Forney ISD, Forney High School, North Forney High School) on its checks or literature. Rather, the booster club’s name must be used on the bank account, checks, and literature.

It is strongly suggested that at least two officers sign each disbursement. School district employees shall not be the signer on booster club accounts for their own campus or for programs for which they are responsible.

The treasurer should reconcile the bank statement monthly and prepare a monthly financial report for the president and campus liaison. A current bank statement and record of annual transactions should be prepared for the booster club Campus Executive Committee meetings.

All booster club statements and correspondence should go to the booster club address and not to the school’s address.

**Sales Tax:**

All booster clubs must apply for their own sales permit number. They may not use the district’s sales permit number. Except for food products, sales by a booster club are generally taxable and sales tax must be collected and reported. Each booster club may have two tax free sale days per calendar year according to Texas sales tax law.

Booster clubs are not tax exempt for purchases unless they have completed the appropriate application forms from the Texas Comptroller of Public Accounts and have been given tax exempt status. Organizations that have applied for and received a letter of exemption from sales tax do not have to pay sales tax when they buy, lease, or rent taxable items that are necessary for the organization’s exempt function.

No item purchased tax free by an exempt organization can be used for the personal benefit of a private party or other individual.

**Athletic Booster Clubs Should:**

* Provide voluntary, unified support for student activities in athletic programs.
* Encourage involvement from all parents of participant student athletes.
* Use school facilities only with approval of campus coordinator, AD, or principal.
* Obtain proper approval for all fund raising activities.
* Donate money or merchandise with approval of the school administration.
* Comply with all UIL guidelines.
* Submit a copy of current by-laws and operating procedures to campus liaison to be kept on file at the school.
* Submit the name, address, and telephone number of all current officers and authorized signers of bank account(s) to the liaison and campus coordinator to be kept on file at the school.
* Provide adequate insurance coverage for activities conducted on school premises. The District cannot provide insurance for booster clubs.
* Pay all taxes and debts incurred by the organization.
* Comply with administrative regulations and Board policies when donating money or gifts to the district.
* Comply with UIL guidelines, District policies, and both state and Federal laws.
* Obtain the tax exempt status 501(c)(3).
* Obtain an Employer Identification Number (EIN).
* Obtain a sales tax permit and apply for sales tax exemption from the Texas Comptroller.

**Athletic Booster Clubs Should Not:**

* Have authority in directing or influencing District employees in the administration of duties.
* Be involved in decision or policy making activities for a student group.
* Give a sponsor or coach a gift from any source without permission from the FISD athletic office. Such gifts when given in recognition of coaching, directing, or sponsoring student activities must be within UIL limits and should not be in cash.
* Give anything (including awards) to students without prior approval from school administration. Faculty sponsor wish lists should have received prior approval from school administration before submission to boosters.
* Give a member any gift without the approval of club membership.
* Employ or pay any member for services rendered with booster club funds.
* Sign contracts or pay expenses directly from booster club accounts for any arrangements for student meals or travel. Booster groups/individuals may donate money/merchandise to the school with prior approval of school administration. (see fund raiser approval form in appendix)
* Have any elected or appointed officers that do not have a child who is actively participating in the program in the current year.
* Give scholarships unless the club is explicitly chartered and organized for this purpose.
* Use the District tax identification number.
* Use the District sales permit number.
* Use the District name or school address for any booster club correspondence.
* Use the sponsor or school coach’s name or address for any booster club accounts or correspondence.

FINANCIAL REPORT OPTION ONE

SAMPLE-**ABC High School Volleyball Booster Club Financial Report**-SAMPLE

From July 1, 2016 to June 30, 2017

**Have this club been recognized as a tax-exempt entity by the IRS? YES / NO**

***Beginning Cash balance as of July 1, 2017 $5235.46***

**INCOME**

Concession Stand Sales $3569.50

Serve-A-Thon $2875.00

Summer Camp Donation $500.00

Poster Ad Sales (Quintana) $1325.00

Playoff Shirt Income $1529.00

*TOTAL INCOME 9798.50 ($15,033.96)*

**EXPENSES**

Food for Competitive Travel $500.00

Concession Stand Supplies $1355.77

Serve-A-Thon Expense (Food) $85.00

School Donation – Sideline Chairs $2250.00

Postage $125.00

Warm-Up Pants for Team $990.35

Playoff Shirt Expense $1529.00

*TOTAL EXPENSES 6835.12*

***Ending Cash Balance as of June 30, 2017 $8198.84***

Cash Basis Financial Report Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FINANCIAL REPORT OPTION TWO

SAMPLE - BOOSTER CLUB FINANCIAL REPORT – SAMPLE

For the 2012-2013 School Year -- July 1, 2016 to June 30, 2017

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student group you support: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officers:

President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice-President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been recognized as a tax-exempt entity by the Internal Revenue Service? YES / NO

If Yes, please attach a copy of tax-exempt paperwork.

1. What was the total revenue for this school year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What were the total expenses for this school year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What were the total amounts contributed to student/campus organizations this school year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form was completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form returned to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE SAMPLE

**Forney ISD Generic Booster Club**

**SAMPLE ByLaws**

Amended: July, 2016

Article I. – NAME AND ADDRESS

The name of this organization shall be the… FORNEY ISD GENERIC BOOSTER CLUB. Its permanent address shall be…

Article II – OBJECTIVES

Sec. 1. This organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the future corresponding provision of any future United States internal Revenue Law).

No part of the net earnings of the club shall be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the paragraph above.

Sec. 2. This organization is organized to support the activities of the \_\_\_\_\_\_\_. It shall exist to support a high degree of community and parental interest, support, and sponsorship of the … Upon dissolution of the organization the executive committee shall, after paying all the liabilities of the organization, dispose of all the assets of the organization by turning them over to the school district.

Article III – MEMBERSHIPAND DUES

Membership in this organization shall be open to any adult person desiring to support the above purpose of the organization.

Booster Clubs may charge dues to their members (the parents); however, parents do not have to be members of the Booster Club for their child(ren) to participate in the student group. Membership dues for a Booster Club in Forney ISD may not exceed $25 per person/family per year. Membership becomes automatic upon payment of dues. However, to have voting rights in the organization, the parent must have a student that is currently attending the school represented and currently active in the program. Anyone else may be a member, but only as a volunteer without voting rights.

Article IV – OFFICERS AND THEIR ELECTION

Sec. I. The executive Board of this club shall consist of the following officers: President,…

Sec. 2. No person shall serve in the same office more than one consecutive calendar year unless it is decided and voted upon to determine that it is in the best interests of the club. Term of office herein is defined as the period of May of the current year until May of the following year at installation of Booster Club officers.

Sec. 3. Officers may be elected by voice unless there are nominations from the floor in which case the vote shall be by secret ballot. Nominations of officers shall be presented to the membership by a nomination committee at least one month prior to the election of officers. The nomination committee shall consist of…

Sec. 4. These officers shall be elected annually between April 1 and May 31 and shall assume duty at the May or June board meeting. They shall remain in office one year.

Sec. 5. Nominations from the floor may be made provided the prospective nominee has consented and that these nominations are made at the time the nominating committee presents its slate to the floor.

Sec. 6. A vacancy occurring in an office shall be filled by a vote of the executive board.

Sec. 7. All officers are volunteers and none are paid by compensation for services performed. As such, no officer shall incur any personal liability as a result of serving on this board.

Article V. DUTIES OF OFFICERS

Sec. 1. The President shall preside at all meetings…

Sec. 2. The Vice-President shall act as aid to the president and shall…

Sec. 3. The Secretary shall keep a record of all the meetings of the club and…

Sec. 4. The Treasurer(s)hall be custodian of all Booster Club funds and disbursements of these funds under the guidelines listed below:

1. Expenditures in excess of budgeted amounts will not be expended without board approval.
2. …
3. …

Sec. 5. The Advisor shall ensure that all records are passed to the new officers yearly and that meetings are conducted according to Robert’s Rules of Order.

Article VI. EXECUTIVE COMMITTEE

The executive committee shall consist of the officers of the club and the Liaison.

Article VII. STANDING COMMITTEES

There shall be such standing committees created by the executive committee as may be required to promote the objectives and purposes of the club. The chairpersons of standing committees shall be appointed or selected by the newly elected executive board. Their term of office shall be one year.

Standing Committees

Publicity, Senior Night, Concessions, Etc.

Article VIII. PARLIAMENTARY AUTHORITY

All meetings shall be governed by Robert’s Rules of Order in cases where they are applicable.

The Booster Club has no authority to direct the Liaison or any employees of Forney ISD in any of his or her duties. The schedule of contests, rules of participation, method of earning letter, awards, offices, and all other criteria dealing with interschool programs are under the jurisdiction of the Liaison or head coach and the school administration.

Article IX. AMENDMENTS

These By Laws may be amended at any regular meeting of the organization by a two-thirds vote of the designated quorum, provided notice of proposed amendment shall be given at the previous regular meeting.

Article X. STANDING RULES

All Booster Club projects must support the philosophy of the school administration.

Article XI. VOTING

Membership in Booster Club is by family with one vote per family.

Article XII. AWARDS

No award shall be given directly to any student without consent of the Liaison or head coach. Nothing of value shall be given to any student by the Booster Club. The Booster Club is not a scholarship organization; therefore, no scholarships shall be considered or given with funds raised for Booster purposes or in the name of the organization.

Article XIII. FUNDRAISING

Sec. 1. All fund raising campaigns shall be cleared through the Liaison and Superintendent’s Designee.

Sec. 2. All funds raised shall be for the sole purpose of supporting the activities of the school program represented.

Article XIV. Meetings

Sec. 1. Regular meetings are to be held on a night that is deemed appropriate by the executive committee and special meetings as deemed necessary by the president, liaison, or executive committee.

Sec. 2. Meeting agenda and notice should be emailed or published and available for members at least 10 days prior to the meeting.

Sec. 3. All meetings are open to the public.

Sec. 4. Minutes of all meetings shall be kept in the secretary’s records and available at the school campus.

Sec. 5. Robert’s Rules of Order shall be parliamentary authority.

Article XV. RETURN CHECK POLICY

Sec. 1. If more than one insufficient funds check is presented to the Booster Club by the same party, no further checks will be accepted, only cashier’s check or money order.

FISD ATHLETIC BOOSTER CLUB -- FUND RAISER APPROVAL FORM

* Specific Purpose of Fund Raiser (why are we raising $?):
* Specific Nature of Activity (how are we raising $?) Include vendor if applicable:
* Date(s), Time(s), and Location(s) of Activity:
* Will any portion of the fund-raiser be held on school property during the school day? YES / NO
* How many fund raisers has this organization held this year (May-May)? \_\_\_\_\_\_\_\_\_\_\_
* If this fund-raiser is ongoing what are the specific start and end times?
* **Contact Information for Sponsoring Organization and Individual In Charge:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email/Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Contact Information for FISD Liaison / Approver**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email/Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Turn in to Liaison

FISD ATHLETIC BOOSTER CLUB – DONATION FORM

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donation to FISD by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Item(s) to be donated:
* Serial Number(s), Specialized Information:
* **Contact Information for Donating Organization and Individual Contact:**

Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email/Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a booster club donates gifts to a student group or to the school, it must have prior approval of the superintendent or designee. One a gift is approved and presented it becomes property of the school district and must be added to inventory.

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_