



M E M O R A N D U M

Business & Finance Services

William V. Husfelt, III, Superintendent • Jim Loyed, Chief Financial Officer

July 20, 2020

To: All Principals

From: Kirk Harrell, Athletic Director and
Maryam Stukey, Internal Accounts Auditor

Subject: Booster and Parent-Teacher Club Administrative Procedures

Please share this information with your booster and parent-teacher clubs, coaches and band directors.

Bay District Schools recognizes the potential and significant service provided by Parent Teacher Associations (P.T.A.), Parent Teacher Organizations (P.T.O.) and Booster Clubs to students and specific programs within individual schools.

Attached is a list of procedures that should be followed by booster and parent-teacher clubs that handle money collected from students or the public.

Also attached are excerpts from School Board Policy, Red Book, Extra-Curricular Activities Handbook and Florida High School Athletic Association (F.H.S.A.A.) as they relate to these clubs.

School Board Policy

2.118, Fund Raising Activities

6.208, Clubs and Other Fund Raising Activities

Financial and Program Cost Accounting and Reporting for Florida Schools – Redbook

Chapter 8, Section 4.3 – Cooperative Activities

Chapter 8, Section 4.4 – Fund Raising

Bay District Schools Extra-Curricular Activities Handbook

Article 13-6, Booster/Parent Group Fund Raising Regulations

Article 14-1 C, Handling and Receipting All Monies Collected

Article 19-2 G, Band Regulations

Article 20-2, Banquets

Article 25-20, Recruiting Guidelines

Article 25-21 C, Summer Camps

Article 26, Booster and Parent Support Groups

Florida High School Athletic Association Handbook

Article 6.1.1 (d) – Authority of the Principal

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Note: The forms are available on the link below:
<http://www.bay.k12.fl.us/athletics>

1. General Information

- a. Booster and parent-teacher clubs are formed to support the curricular and extra curricular activities of a school and must be authorized by the principal annually. (Annual Registration Form attached and due on June 1st.)
- b. These clubs must have written by-laws on file at the school with the principal or principal's designee. (Sample by-laws attached.)
- c. District employees may not be signers on booster or parent-teacher club accounts.
- d. It is imperative that all money collected is properly safeguarded. The School Board and the school assume no liability for lost or stolen funds.
- e. No payments shall be made to School Board employees without the specific written approval of the principal. (Request for payment to employee attached.)
- f. Payments to Volunteer Coaches must be approved by the Principal. (Request for approval to pay volunteer coach attached.)
- g. Failure to abide by the policies and procedures of the School Board may, at the discretion of the principal, result in the revocation of these privileges.

2. Fund Raising

- a. Each fund raising activity undertaken by any booster or parent-teacher club utilizing students, the school name, or involving the school community in the promotion of the activity shall be designed and planned in advance to finance a specified objective or project and approved by the club sponsor and the principal or principal's designee. (Fund Raising Approval Form and sample attached.)
- b. Raffles, bingo and lotteries or any form of gambling will not be permitted by any group on school property or in the name of the school.
- c. Students cannot be charged admissions for activities which are presented during school hours.
- d. The sale of foods may not compete with the regular school lunch program under the provisions of the National School Lunch Act.
- e. Fund raising activities which may expose the School Board to extraordinary liability must have prior written approval from the Superintendent or designee.

3. Accounting

- a. All clubs connected with or operating in the name of a school which obtains money from students or the public shall be accountable to the School Board for receipt and expenditure of those funds in the manner prescribed by School Board Policy.
- b. An adequate system of accounting shall be maintained. Manual record keeping is not recommended. It is highly recommended that an individual with knowledge of accounting or bookkeeping have this responsibility.
- c. All money received should be recorded on pre-numbered receipts showing the name of the person turning in the money, the amount being turned in, the purpose for which it is received, the date of the transaction, and signed by the individual receiving the money. Voided receipts should be maintained.
- d. All money should be deposited intact and balanced to the receipts. The beginning receipt number and ending receipt number should be recorded on the deposit slip.
- e. All expenditures should be made by check and shall be properly documented with detailed invoices or receipts.
 - i. The use of debit cards is strongly discouraged.
- f. Voided checks should be maintained for audit purposes.
- g. Two signatures are required on all checks.

- h. Blank checks should never be signed.
 - i. Check signers may have the authority to pay regular recurring expenses up to an authorized amount if stated in the by-laws. All other expenses shall require club approval before being paid. Minutes reflecting the approval should be on file with account information.
4. Financial Reporting
- a. Monthly financial reports should be detailed and kept in monthly income and expense files.
 - b. Club members should be provided with a financial statement and bank reconciliation at each meeting. The minutes should always reflect approval of the monthly financial report.
 - c. Detailed financial reports shall be submitted to the principal on June 1 each year. The principal may request reports more often. (Form attached.)
5. Audit
- a. At the end of each fiscal year, booster and parent-teacher clubs should have an audit committee consisting of at least three members not affiliated with the day to day financial activities, review the financial records. The primary objectives of the audit include:
 - i. Verify the accuracy of the Treasurer's financial reports;
 - ii. Ensure cash balances are correct;
 - iii. Determine that established procedures for handling funds have been followed;
 - iv. Ensure expenditures occurred in a manner consistent with by-law's;
 - v. Ensure all revenues have been appropriately received and recorded.
 - b. The audit committee should make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the officers and a resolution reached before the presentation.
 - c. All records of the club should be made available as requested by the audit committee.
6. Miscellaneous
- a. Booster and parent-teacher clubs shall not use the district's Employer Identification Number or Consumer's Certificate of Exemption (Florida's sales tax exemption number).
 - b. Booster and parent-teacher clubs shall request and receive written permission from the Supervisor of Maintenance, Director of Facilities and the school principal prior to purchasing, constructing, renovating, or installing any building, machinery, or utility system component on school property.
 - c. The principal, principal's designee or appropriate member of the school's faculty shall be in attendance at all meetings.
 - d. If the booster or parent-teacher club is not a 501(c)(3) organization, donations and contributions are not considered tax deductible per IRS. Individuals or businesses must be informed that their contributions or donations are not tax deductible. Eligibility to receive tax-deductible charitable donations may be verified at <https://apps.irs.gov/app/eos/>
7. State Filing Requirements
- a. Booster and parent-teacher clubs soliciting donations or contributions must register with the Florida Department of Agriculture and Consumer Services. Registration forms are available on the website listed below.
<http://www.freshfromflorida.com/Business-Services/Solicitation-of-Contributions>
8. Tax Exempt Status and IRS Filing Requirements
- a. www.parentbooster.org/Resources-Home

This is one of many sites available on the internet with resources for booster clubs. While this website offers addition information to paying members, they also have information for non-members including:

- i. Federal 501(c)(3) information
- ii. Cooperative fundraising / Individual Fund Raising Accounts
- iii. State Non-Profit Information
- iv. Start-Up Guides
- v. Insurance
- vi. School and booster relationship

b. http://form.sunbiz.org/cor_form.html

The above link to the Florida Department of State, Division of Corporations contains information and forms for Florida corporations. A booster club must be a Florida corporation prior to filing for tax-exempt status with the IRS.

c. www.irs.gov/Charities-&-Non-Profits

The above link to the IRS website contains tax information for charities and other non-profits including:

- i. Information about how to apply for IRS recognition of tax-exempt status;
- ii. Annual reporting and filing requirements, forms and filing tips;
- iii. Information about the IRS automatic revocation process and how to be reinstated;
- iv. How to search for an exempt organization's filing status;
- v. IRS programs and materials for non-profit organizations;
- vi. Resources for tax-exempt non-profit organizations;
- vii. Tax basics for non-profit organizations;
- viii. General information and how to contact the IRS.

Note:

Bay District Schools is not an authority on specific accounting situations or tax related issues concerning booster and parent-teacher clubs. Therefore, these clubs should obtain competent independent counsel, such as a Certified Public Accountant or an attorney, to address the accounting and tax matters related to their specific circumstances. The cost of these services would be the club's responsibility. In addition, the IRS and the State of Florida, Comptroller's Office may be contacted for questions related to your club's specific situation.

This handout and the forms are available at:
<http://www.bay.k12.fl.us/athletics>



**BAY DISTRICT SCHOOLS
SCHOOL BOARD POLICY MANUAL**

William V. Husfelt, III

Superintendent

Board Members

**Jerry Register, District 1
Ginger Littleton, District 2
Pamm Chapman, District 3
Ryan Neves, District 4
Steve Moss, District 5**

CHAPTER TWO GENERAL ADMINISTRATION

FUND RAISING ACTIVITIES BY SCHOOLS

2.118

All fund raising projects and activities by the school or groups within the school shall contribute to the educational experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

Funds derived from any school fund raising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by Part II of Chapter 6.

Each school shall continuously evaluate its fund raising projects and activities as they relate to the supplementary needs of the school program, the promotion of educational experiences, the time involved for students and teachers, and the additional demands made on the community.

The determination of the fund raising activities for a school shall be the responsibility of the principal and his/her staff and shall conform to the following conditions and such other administrative directives as may be issued by the Superintendent:

1. The school shall not sanction the sale of tickets for non-school activities.
2. During community drives, the educational value of community projects shall be given special emphasis in the schools, but funds shall not be solicited from students for more than three (3) such drives in any school year.
3. Students shall not, as a school-related activity, make door-to-door solicitations to raise funds.
4. Class instruction time shall not be used in planning or executing any fund raising activity.

A parent-teacher association or other organization connected with the school may sponsor fund raising activities provided school work and time are not affected. Such activities shall be conducted in accordance with policies and shall be approved by the principal.

Raffles, bingo and lotteries or any form of gambling will not be permitted by any group on school property.

Individuals and business agencies shall not be subjected to excessive annoyances from the solicitation of funds by school groups or school personnel. The solicitation of funds away from school shall require the approval of the Superintendent. Where possible all necessary money shall be raised for school needs without recourse to any solicitation away from the school and the Superintendent shall approve a solicitation activity only when, in his/her opinion, funds cannot be raised otherwise. This rule does not preclude private or volunteer contributions for athletic and other purposes.

Any fund raising activity for a school organization that involves student participation in the selling of tickets, merchandise, and similar activities shall have the approval of the principal. The request for approval of such activity must be made by the sponsoring teacher.

*Authority: § 1001.41, Fla. Stat.
Law Implemented: §§ 1012.22, 1010.04, Fla. Stat.
History: New, June 12, 1989*

CHAPTER SIX BUSINESS AFFAIRS

CLUBS AND OTHER FUND RAISING ACTIVITIES

6.208

Although booster and parent-teacher clubs are independent organizations, school principals reserve the right to recognize and sanction the clubs involvement in school extracurricular activities including fundraising. The school principal is not obligated or required to accept funds from the clubs or recognize the clubs as a school allied organization. Further, only the school principal shall allow a club to incorporate the school's name into the club name. The school principal has final authority on the existence of and all activities of a club. Failure to abide by the policies and procedures of the School Board may, at the discretion of the principal, result in the revocation of these privileges.

Booster and parent-teacher clubs are separate legal entities from the School Board of Bay County. Each club shall operate according to a written constitution and a set of by-laws which shall be submitted to the principal for review and approval. The clubs shall be open to all parents and community members.

Booster clubs exist as independent organizations comprised of parents and interested community members. Booster clubs serve two general purposes:

- To promote the education, general welfare and morale of students, and
- To assist in financing legitimate extracurricular activities of the athletic student body in order to augment, but not conflict with, the educational programs provided by the School Board.

The school's athletic director, assistant athletic director, or applicable athletic coach may not serve as an officer and voting member of the booster clubs. A school employee who is a member of a club is prohibited from handling club funds, including the writing or signing of club checks. A representative from the school's athletic department shall be given at least 48 hours notice of all booster club meetings and an employee designated by the principal for the parent-teacher clubs. The representative should attend as the school's liaison. The purpose of the school liaison is to foster a positive working relationship between the school and the clubs. The school liaison is to communicate to the clubs the needs of the team or activity.

Booster and parent-teacher clubs must provide current banking information, a list of current officers, and financial reports by June 1st each year. The principal may request more current financial information upon three (3) days notice to the organization.

The Superintendent shall develop administrative procedures so that each group's fund-raising activities are in compliance with Board policies and funds raised are used solely for school-related projects that are approved by the principal. Each club shall follow these administrative procedures as well as all School Board Policies.

Booster and parent-teacher clubs may elect to make gifts or donations to the school. The gift/donation to the school should be accompanied with a letter of purpose from the booster club. The letter should reflect the specific purpose of the gift/donation. **NO PAYMENTS SHALL BE MADE TO SCHOOL BOARD EMPLOYEES WITHOUT SPECIFIC APPROVAL OF THE PRINCIPAL.**

Fund Raising Activities

Liability Exposure. If a school or a school organization proposes to engage in any fund-raising activities which may expose the School Board to extraordinary liability, prior written approval must be obtained from the Superintendent or his/her designee.

Deposits of Receipts. All receipts from fund-raising activities must be deposited in the internal funds of the school and all transactions in connection with the activity must be recorded through such internal funds.

CHAPTER SIX BUSINESS AFFAIRS

School-related or parent-teacher and booster organizations are permitted to hold their own fund-raising activities and to account for their collections and disbursements through their own bank accounts.

Each authorized organization is required to submit to the principal a financial report listing projects, receipts, disbursements, accounts payable, and other data by June 1st each year. An approved organization financial statement may be submitted instead but must supply the same information required on the School Board form.

The principal will maintain a file on each organization to contain the financial statements and the audit reports, and maintain a listing of operating organizations that have not filed reports for review by the internal accounts auditor.

Each organization must provide to the principal at the beginning of each school year a list of officers for the current year.

All parent-teacher or booster groups formed for support or promotion of any or all programs and activities of a school shall adhere to Parent-Teacher Association, Southern Association of Colleges and Schools, and Florida School Activities Association rules regarding non-interference with school administration or school programs.

A patron organization or individual shall not use a school or School Board tax identification number (Federal T.I.N.) or Florida sales tax exemption number, in accordance with State and Federal Law.

Authority: § 1001.41 Fla. Stat.

Law Implemented: §§ 1010.04, 1011.06, 1011.07, Fla. Stat.

History: New, June 12, 1989

Revised: November 8, 1989, October 14, 1993, April 10, 1996; July 22, 2014

**Florida Department of Education
Bureau of School Business Services
Office of Funding and Financial Reporting**

**Financial and Program Cost Accounting
and Reporting for Florida Schools**

2019



irregularities, shall be presented to the district school board while in session and filed as a part of the public record.

4.3 COOPERATIVE ACTIVITIES

- a. A cooperative activity is one in which the school participates with outside groups such as the Parent Teacher Association (PTA) or booster clubs through planning, staging or conducting school-related activities. Such activities may be held on or off the school grounds and will usually take the form of fundraising events such as carnivals, paid entertainment or food sales.
- b. Such activities must be approved by the principal and be beneficial to students. School district procedures shall be followed to provide appropriate accounting for funds and to ensure compliance with policies contained herein. If a share of the proceeds is to be disbursed to the cooperating group, a prior written agreement should be executed.

4.4 FUNDRAISING

School principals are to be made aware of, approve and oversee all fundraising activities and actions conducted on a school campus and approve all fundraising activities in the name of the school. Any fundraising activity conducted on school property is a school-connected activity.

- a. Each fundraising activity shall be planned to finance a specified objective.
- b. Each fundraising activity shall have the approval of the organization sponsor and the principal.
- c. The district superintendent acts as the custodian of all school property pursuant to s. 1001.51(4), F.S., and may delegate responsibilities to the school principal. The principal shall control the fundraising activities conducted in the name of the school and ensure that the purposes are worthwhile.
 1. Raffles and other activities of chance shall not be conducted by the school or on school property, including raffles conducted by charitable, nonprofit organizations leasing school property. Encouraging or permitting minors to participate in games of chance by playing or betting money or other valuable things is prohibited pursuant to s. 849.04, F.S. Only a charitable, nonprofit organization exempt from federal income taxation pursuant to the Internal Revenue Code may conduct raffles or drawings by chance in the name of the school if the organization complies with all applicable provisions of chapter 496, F.S., and s. 849.0935, F.S., and the raffle is not conducted on school property.
 2. Fundraising activities for which students are charged an admission shall not be presented during school hours.
- d. When any school organization or group is involved in a fundraising activity or any function exposing the district school board to extraordinary liability, approval must be obtained in advance from the superintendent or designee.
- e. Collections for all school-sponsored fundraising activities must be deposited in the internal fund, and all transactions in connection with the activity must be conducted in accordance with district school board policy.

2020-2021
THIRTY-SECOND EDITION
EXTRACURRICULAR
ACTIVITIES
HANDBOOK
BAY DISTRICT SCHOOLS
GRADES 9-12

Excerpts from above handbook:

ARTICLE 13 - BUDGET AND FINANCE STUDENT ACTIVITIES

13-6 Booster/Parent Group Fundraising Regulations

ARTICLE 14 - COLLECTION, DISBURSEMENT, AND PAYMENT PROCEDURES

14-1-C Handling and Receipting All Monies Collected

ARTICLE 19 - BAND REGULATIONS AND AGREEMENTS AT FOOTBALL GAMES

19-2-G Guidelines from Florida Bandmasters Association

ARTICLE 20 - STUDENT ACTIVITY BANQUETS

20-2 Booster/Parent Sponsored Banquets

ARTICLE 25 - SPECIAL POLICIES & REGULATIONS FOR OPERATION OF STUDENT ACTIVITIES

25-20 Recruiting Process

25-21-C Summer Camps

ARTICLE 26 - BOOSTER AND PARENT SUPPORT GROUPS

ARTICLE 13 - BUDGET AND FINANCE STUDENT ACTIVITIES

13-6 Booster/Parent Group Fundraising Regulations: Board Policy 6.208

- A. Liability Exposure. If a school or a school organization proposes to engage in any fundraising activities which may expose the School Board to extraordinary liability, prior written approval must be obtained from the Superintendent or his/her designee.
- B. School-related or patron and booster organizations are permitted to hold their own fund-raising activities and to account for their collections and disbursements through their own bank accounts.
- C. Each authorized organization is required to submit to the principal a patron/booster organization financial report listing projects, receipts, disbursements, accounts payable, and other data by June 1st each year per School Board Policy.

An approved organization financial statement may be submitted instead but must supply the same information required on the School Board form.

- D. The principal will maintain a file on each organization to contain the financial statements and the audit reports, and maintain a listing of operating organizations that have not filed reports for review by the internal accounts auditor.
- E. Each organization must provide to the principal with a completed **Booster Club Registration Form by June 1st** each year for the upcoming school year.
- F. All patron or booster groups formed for support or promotion of any or all programs and activities of a school shall adhere to Parent-Teacher Association, Southern Association of Colleges and Schools, and Florida School Activities Association rules regarding non-interference with school administration or school programs.
- G. A patron organization or individual shall not use a school or School Board tax identification number (Federal T.I.N.) or Florida sales tax exemption number, in accordance with State and Federal Law.
- H. All funds from booster/parent groups must be approved by the respective Athletic Director and Principal when purchasing non-perishable (equipment, uniforms, transportation, rental, etc.) items. These items become property of the Bay District Schools.

ARTICLE 14 - COLLECTION, DISBURSEMENT, AND PAYMENT PROCEDURES

14-1. Handling and Receipting All Monies Collected

- C. Coaches should not be responsible for any booster club financial matters. **Coaches who are involved in the disbursement of booster club monies must follow internal account procedures.**

ARTICLE 19 - BAND REGULATIONS AND AGREEMENTS AT FOOTBALL GAMES

- 19-2. The following guidelines have been established by the Florida Bandmasters Association. Each item has been carefully thought out with attention given to educational purpose, student safety and financial considerations.

- G. Band directors shall not be responsible for fund-raising. The school system shall provide necessary funding for uniforms, transportation, instruments, equipment and repair. When additional monies are needed, a booster organization should assume the responsibility for all fund-raising, with the approval of the Principal and Band Director and in accordance with School Board policy.

ARTICLE 20 - STUDENT ACTIVITY BANQUETS

- 20-2. Booster/Parent Sponsored - Outside organizations may sponsor a banquet for any school activity providing the entire affair is coordinated through the Principal and Athletic Director.

ARTICLE 25 - SPECIAL POLICIES & REGULATIONS FOR OPERATION OF STUDENT ACTIVITIES

25-20. Athletic Recruiting Guidelines

- B. Coaches, parents, boosters or any other persons are not allowed to entice or encourage student athletes to attend other schools. Each school is responsible for any violation committed by any person associated with the school, including principals, assistant principals, athletic directors, coaches, teachers, any other staff members or employees, students, parents or any organization, such as booster clubs having connection to the school. Schools also are responsible for any violation committed by any person acting at the direction of the school or anyone associated with the school. **Violations will be reported to the FHSAA. Coaches or school board employees who violate recruiting rules will be personally responsible for paying any fines and investigative expenses levied by the FHSAA. In addition, the District may take further disciplinary action.**

Student Athlete Prospects

There are many rules about involvement with prospective students and the recruiting process.

Booster club members are welcome to support athletic teams in the following ways.

- Notify coaching staff members of noteworthy prospects zoned for their schools;
- Attend middle school athletic contests where prospective students may compete only to observe, making no contact with the student;
- Continue existing friendships as long as there is no discussion or solicitation meant to encourage a student to enroll in a certain school.

*Prospective student athletes, their relatives and guardians should not be enticed to enroll students in a certain school for participation in athletics. Booster club members, coaches or faculty and staff members are **NOT** allowed to take the following actions.*

- Make initial contact with a prospective student in-person on or off-campus
- Make contact with a prospective student by telephone or letter;
- Provide ANY gifts for free or provide reduced-cost services;

- Promise employment for relatives, guardians or friends of a prospective student;
- Become directly or indirectly involved in making arrangements for financial assistance of any kind;
- Provide transportation for students other than their own children;
- Provide free or reduced-cost tickets to attend athletic events;
- Provide any material benefit (e.g., meals, cash, gift cards) to a middle school coach, AAU or summer team coaches of a prospective student.

Extra Benefits for Team Members

Once students make the team, they are still not permitted by FHSAA rules to accept extra benefits provided by booster club members, coaches or faculty and staff members. Extra benefits are defined as any special gift or arrangement provided to an enrolled student-athlete or an enrolled student-athlete's friends, relatives or guardian that is not available to the general student body or general public. Examples are:

- A special discount, payment arrangement or credit on a purchase or service;
- Cash, loan or signing or co-signing a loan;
- Transportation, payment of expense or loan of any automobile;
- Benefits or gifts based upon the student-athlete's athletic performance

25-21 Athletic Camps, Coaching Schools, Clinics, Combines and Workshop Guidelines

- C. Bay District Schools Guidelines for Coaching Schools, Camps, Clinics, Combines, and Workshops sponsored by the District and offered as a Fundraising Event.

If a school or booster organization representing a school wants to conduct a summer camp, coaching school, clinic, combine or workshop the following guidelines must be met:

1. The camp must meet all the above mentioned guidelines as proposed in policies 24 and 25 of the FHSAA bylaw handbook.
2. The principal of the school approves the camp and the use of facilities.
3. The principal approves all personnel who will work in the camp. Volunteer coaches must have completed the Volunteer Coaching application.
4. All funds **collected by school board employees** must be deposited under internal account procedures.
5. Student participants must complete the Student Permission Form for District Sponsored Camp.

ARTICLE 26 - BOOSTER AND PARENT SUPPORT GROUPS

26-1. Authorization

Our booster organizations are a vital part of our athletic and extracurricular programs. The funds provided by our booster organizations are to support and enhance the athletic or extracurricular program. A booster organization's major function is to support and raise funds for the various athletic and extracurricular programs. Booster organizations are not charged with making decisions that affect the operation of the sport area or

activity. Decisions concerning the operation of the sport area or activity are solely the responsibility of the coach/sponsor under the authority of the principal and athletic director. Directors (Athletic, Band, and Choral) of each school have complete authorization of conduct, supervision, and management of all booster/parent support groups in their respective areas. (Directors report directly to the Principal or his/her designee **All booster clubs must provide the school principal with the following by June 1st each year for the following school year: Booster Club Registration Form** (which includes information on all club officers, club by-laws, a proposed budget, and a list of proposed fundraisers), and a detailed **Annual Financial Report** per School Board Policy.

26-2. Fund Budgets and Finance

Booster/support groups may fund raise within the guidelines of School Board policy as found in Article 13-6. **Booster organizations/support groups/coaches may not require a fee for participation in an extracurricular activity.** Booster organizations/support groups/coaches may encourage participation in fundraising activities but not make it mandatory for participation in an extracurricular activity.

26-3. Purchase of equipment and donations

Booster clubs exist for the sole purpose of supporting a specific sport, club or activity. The support may be fundraising or assisting a coach/sponsor. Booster clubs do not have control over the administration of a sport, club or activity that belongs to the school. Donations (money, equipment, etc.) offered by booster/parent groups must be approved by the Principal and Superintendent. Donations that are approved and accepted become property of the Bay County School Board.

- A. The Principal or his/her designee will complete the Approval of Service/Materials Donated form. This form will be sent to the Superintendent for signature. Upon approval by the Superintendent the Principal may accept the donation.
- B. The Superintendent will send a copy of the Approval of Service/Materials Donated form to the Internal Accounts Auditor and the Supervisor of Property Records. The Supervisor of Property Records will place on inventory any donations of tangible property in excess of \$1,000, all furniture, computer equipment, and fire extinguishers, regardless of price.

26-4. Financial Enhancement

No employees of the School Board of Bay County may accept, either directly or indirectly any gift, donation, emolument, gratuity, or favor that has any substantial economic value as measured by its nature that could affect his/her impartiality or judgment in performing his/her duties or services as an employee. **All payments by booster clubs to school board employees must be approved in advance by the school principal.**

26-5. Construction of Facilities

Any facility that is to be built, expanded, or altered must receive the approval and directed authority of the Superintendent.



Bylaws
of the
Florida High School
Athletic Association, Inc.
2020-21 Edition

These Bylaws have been adopted by a two-thirds majority vote of the Representative Assembly of the Florida High School Athletic Association and are applicable to the 2020-21 school year.

CONSTITUTIONAL BYLAW, ARTICLE 5

Amendments

5.1 SUBMISSION OF AMENDMENTS

5.1.1 Submission. Each member school FHSAA Representative, the Board of Directors acting as a whole or as members acting individually, any advisory committee to be established by the Association acting as a whole, and the Association's Executive Director are empowered to propose amendments to the Bylaws. Any other individual may propose an amendment by securing the sponsorship of any of the aforementioned individuals or bodies. Proposed amendments to the Bylaws must be submitted to the Executive Director by such date as adopted by the Board of Directors for consideration by the Representative Assembly. All proposed amendments received by the deadline shall be submitted by the Executive Director directly to the Representative Assembly for its consideration.

5.2 ACTION BY REPRESENTATIVE ASSEMBLY

5.2.1 Action. The Representative Assembly shall consider, adopt, or reject any proposed amendments to these Bylaws. The Representative Assembly may not, in and of itself, as a body be allowed to propose any amendment for its own consideration. Any revision to a proposed amendment by the Representative Assembly shall require the written authorization of its original sponsor(s). Such revisions shall require a majority of the votes cast by delegates present at the Assembly.

5.2.2 Passage. A two-thirds majority of the votes cast by delegates present is required for passage of any proposal. A vote on the final passage of any proposal shall be by roll call or signed ballot with the vote cast by each delegate reported to the member schools.

5.3 EFFECTIVE DATE OF AMENDMENTS

5.3.1 Effective Date. An amendment shall become effective on the first day of July following its adoption unless otherwise specified.

OPERATIONAL BYLAW, ARTICLE 6

Authority and Responsibilities of the Principal

6.1 DEFINITION AND RESPONSIBILITY

6.1.1 Responsibilities. The principal's responsibilities include the following:

- (a) Sign membership renewal application.
- (b) Assure that all contracts for interscholastic athletic competition have been duly executed, including those entered into by a predecessor.
- (c) Enforce the Association's bylaws and policies in his/her school.
- ✱ (d) Maintain institutional control of all phases of interscholastic athletic activities within a member school, including the activities of its student-athletes, booster clubs, parent groups, etc.
- (e) Keep on file all records required by this Association for the current school year.
- (f) Keep each of the following, but not limited to, required forms on file for at least seven (7) years:
 1. EL2 – Pre-Participation Physical Evaluation; and
 2. EL3 – Consent and Release from Liability Certificate; and
 3. AT18 – Post Head Injury/Concussion Initial Return to Participation (if applicable).
- (g) Keep each of the following, but not limited to, additional forms (if applicable) until the student completes the terminal grade of the school:
 1. EL4 – Registration Form for Youth Exchange, Other International Student or Immigrant Student;
 2. EL7 – Registration Form for Home Education Student;
 3. EL7V – Verification of Student Registration with Public School District Home Education Office;
 4. EL12 – Registration Form for Non-Member Private School Student;
 5. EL12V – Verification Form for Non-Member Private School Students;
 6. EL14 – Verification of Student Controlled Open Enrollment Option with Public School District;
 7. GA4 – Affidavit of Compliance with the Policies on Athletic Recruiting & Non-Traditional Student Participation.





Bay District Schools

Booster Club Registration Form

2020/2021 School Year

TO: _____
 Principal _____ School _____

Name of Booster Club
Sport or Activity Represented
Faculty Sponsor of Booster Club
Current Number of Booster Club Members

By signing below, the officers of this booster club agree to:
 Submit detailed annual financial reports to the principal as required by School Board Policy 6.208;
 Submit all financial records for review within three days if requested by the principal;
 Obtain the principal's approval prior to paying any Bay District Schools employee;
 Obtain the principal's approval for all fund raisers;
 Submit an updated Registration Form if the officers change during the school year.

The principal may disband the booster club for noncompliance. The officers listed below agree to submit a check for the balance of the booster club account payable to the school for credit to the sport or activity's internal account.

Officers	Name	Signature	Phone Number	Check Signer?
President	_____	_____	_____	_____
Vice-President	_____	_____	_____	_____
Secretary	_____	_____	_____	_____
Treasurer	_____	_____	_____	_____

Other authorized check signers not listed above:

Name	Signature
_____	_____
_____	_____
_____	_____

Does this booster club have an active 501(c)(3)? Yes No

- Required attachments
- ___ By-Laws
 - ___ Annual Budget (Anticipated income and expenditures)
 - ___ List of proposed fund raisers (All fund raisers must be approved by the principal)
 - ___ List of ALL proposed coaches (instructional or non-instructional) to be paid by the club (ALL coaches must be approved by the principal)

For District Use Only	
Received by _____	Date Received _____

Booster Club Guidelines Bay District Schools

All booster clubs operating within Bay District Schools are required to submit to the school principal the following: Club Constitution and Bylaws, list of current officers with contact information, and a detailed bi-annual financial report with deadlines of December 31 and June 30 of each year. Included are sample documents to assist in the formation and running of a booster club.

ATHLETIC BOOSTER CLUB

a. Role of the Club

The _____ Booster Club exists as an organization of parents and community persons dedicated to:

- 1) Supporting, encouraging and advancing** the _____ program and related activities of _____ School, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- 2) The Club shall promote** projects to improve facilities, equipment, and team related needs necessary to provide an adequate _____ program for the school.
- 3) The club shall not seek to influence or direct** the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the _____ program of the school.
- 4) The club shall do nothing** which violates the rules of the Florida High School Athletic Association or in any way jeopardizes the membership of the school in the association.

b. Financial

The booster club will contribute financially to meet the needs of the _____ team that otherwise would not be available. Primarily, the monies of the Booster Club will be expended for 1) capital improvements of the athletic facilities, 2) major purchases for the sport, 3) warm-ups and uniforms, 4) reconditioning, and 5) awards. A detailed bi-annual financial report will be presented to the school principal by December 31 and June 30 of each year and will be kept on file with the school book keeper.

c. Relationship with Coaches

The Head Coach and the Booster Club should work together to determine which team needs the Booster Club will support and to prioritize them. The Booster Club should always consult with the Head Coach and be sure their goals and activities are aligned to the vision of the Head Coach for the sport program. The Booster Club shall not attempt to get involved with the coaching aspect of the sport. No discussions should take place concerning item such as: player selection, playing time, strategies, play selection, etc.

d. Relationship with the School Administration

The school Head Coach will attend all athletic booster meetings and act as official liaison between the school and the booster club.

Sample 1: Athletic Booster Constitution

ATHLETIC BOOSTER CLUB CONSTITUTION

ARTICLE I: NAME

The name of this association shall be the _____ BOOSTER CLUB, INCORPORATED.

ARTICLE II: PURPOSE

- 1) This association shall support, encourage and advance the _____ program and related activities of _____ School, thereby cultivating wholesome school spirit, promote good sportsmanship, and develop character and high ideals.
- 2) This association shall promote projects to improve facilities and equipment necessary to provide an adequate _____ program for the school.
- 3) This association shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with responsibility of conducting the _____ program of the school.
- 4) This association shall do nothing which violates the rules of the Florida High School Athletic Association or in any way jeopardizes the membership of the school district in said athletic association.

ARTICLE III: MEMBERSHIP

- 1) Any person interested in the purpose of this association shall be eligible for membership upon payment of the annual dues. (To be established yearly by the Board of Directors)
- 2) The dues of this association shall be determined by the current board. Memberships will be designated as family, individual and business involvements.
- 3) Outright gifts will be accepted.

ARTICLE IV: BOARD OF DIRECTORS

- 1) The governing authority of the association shall be a Board of Directors consisting of twelve (12) members, and the four (4) voting officers.
- 2) The Board of Directors shall be organized as follows:
 - a) Each director shall normally serve a three-year term of office. To make the transition from the previous Constitution, ongoing Board Members should form the nucleus of the new board and can be nominated for any of the one or two-year terms.
 - b) Outgoing members may be re-elected to one, two or three-year terms.
 - c) To complete the initial Board of Directors, new members shall be elected to fill out the terms remaining.
- 3) The chairperson of all committees shall be one of the directors. Other committee members may include non-directors. Chairpersons shall be appointed by the president. Committee suggestions include, but are not limited to, concessions, programs, membership, award programs and special events.

4) The Executive Committee shall consist of the officers of the booster club and may resolve urgent matters.

ARTICLE V: OFFICERS

- 1) The officers of this association shall be a president, a vice-president, a secretary and a treasurer.
- 2) The officers shall be elected annually as follows:
 - a) The President shall be the Vice-President from the previous year. If the Vice-President is not available to ascend to the President's office, one shall be elected by the Board.
 - b) The Vice-President, Secretary and Treasurer will be elected by the Board of Directors at a short meeting following the Annual Meeting in May and be in office for the June meeting.
 - c) The Head Coach of the _____ team will serve in a non-voting advisory capacity as the principal liaison between the school and the Booster Club.
 - d) An updated officer list shall be on file with the school principal to include name, office held, and contact information.

ARTICLE VI: NOMINATIONS

- 1) The President shall appoint himself, and at least three (3) members of the Board of Directors to serve as a Nominating Committee.
- 2) The Nominating Committee shall meet during the month of April and nominate at least one (1) candidate each for Vice-President, Secretary and Treasurer, along with at least six nominees for the Board of Directors, plus individuals to fill any vacancies that have occurred.
- 3) The Booster Club members shall, at their Annual Meeting in May, elect new directors from the slate presented by the Nominating Committee. The directors shall take office at the close of the Annual Meeting (see Article V, Paragraph 2 for procedures to elect officers).
- 4) In case of a vacancy on the Board or one of the offices, the remaining members of the Board of Directors shall appoint, by simple majority vote, a person to fill the un-expired term. When a director's or officer's term of office expires, he/she may be nominated to run for another term.

ARTICLE VII: ANNUAL MEETING AND ELECTION OF DIRECTORS

- 1) A general membership meeting shall be held each May with two weeks or more published notice of date, time and place. Admission will be by membership card.
- 2) An annual report will be presented by one or more of the officers and committee chairpersons. It shall include a financial report.
- 3) The Nominating Committee shall present its nominees for directors. Elections and any other voting shall be decided by a simple majority of those present.
- 4) After adjournment, the new Board of Directors shall meet for the election of a Vice-President, Secretary and Treasurer.

ARTICLE VIII: BOARD MEETINGS

- 1) Board Meetings shall be held monthly except for July. The day and the week should be consistent if possible. The June meeting will be for committee organizational purposes and planning for the coming year, such as accepting a budget goal.
- 2) All meetings should include a review of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, old and new business.
- 3) Meetings shall be presided over by the President. The Vice-President or Treasurer may preside in the absence of the President.
- 4) A special meeting may be called by the President.
- 5) A quorum shall be a majority of those present.
- 6) Directors are expected to attend all meetings. They may be excused beforehand by the President for reasons acceptable to the President.
- 7) Unexcused absences and/or excessive excused absences shall require that director be replaced for the good of the organization.

ARTICLE IX: FINANCES

- 1) The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. They shall be disbursed only by the treasurer upon the approval of the Board of Directors by properly drawn warrant upon the deposits of the association.
- 2) The president of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month from the association's funds when it is not feasible to call a special meeting of the Board of Directors. A report of these expenditures shall be given at the next regular meeting.
- 3) This association is organized as a non-profit organization per section 501 (c) (3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to the school's internal account for the sports.
- 4) All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Board.
- 5) The treasurer of the association shall pay by check all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.
- 6) The treasurer of the association must be bonded in the amount set by the Board of Directors. The fee for the bond is to be paid for by the association. No bonding company report shall be made public to the Board of Directors or officers of the association.
- 7) All projects that require financial obligation of the club as proposed by the Head Coach will be presented to the Board of Directors by the coordinating vice-president, on the approved forms

as stipulated by the Board of Directors. This will be done at the May meeting in order for the newly elected Board of Directors to plan their budget for the following year. The budget shall normally be voted on at the June meeting. Budgets may be changed by a vote of the Board

8) Total expenditures cannot exceed approved total budgeted amount without the approval of the Board of Directors. No single item expenditure can exceed more than 5% of the budgeted amount for that item. Item is to be defined as those approved by the Booster Club, listed on the itemized request for funds form and submitted to the president of the Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors.

9) An annual audit by one or more non-Board Members shall be required. The treasurer will be required to submit a detailed bi-annual financial report to the school principal with deadlines of December 31 and June 30 of each year. The incoming president and one other officer shall select an auditor or auditors. A formal letter by the auditor or auditors shall be standard procedure expressing the findings and filed in the records of the club.

ARTICLE X: AMENDMENTS

This Constitution may be amended at any annual meeting of the association by the affirmative vote of two-thirds (2/3) of the members, provided that any proposed change shall be presented for discussion and debate no later than the April meeting and that it be listed on the agenda for the annual meeting.

Revision approved and effective _____

Sample 2: Athletic Booster Constitution

CONSTITUTION
_____ **SCHOOL** _____ **BOOSTERS CLUB**

ARTICLE I: NAME

The name of this organization shall be the _____.

ARTICLE II: PURPOSE AND FUNCTION

It is the purpose of the _____ Boosters Club is to encourage, support, and advance the _____ program of _____ School.

ARTICLE III: MEMBERSHIP

Membership shall be open to any person who subscribes to the purpose and function of the _____ Boosters Club.

ARTICLE IV: BOARD OF DIRECTORS

Section I: The affairs of the club shall be managed by a nine (9) member Board of Directors who shall comply with the Constitution and By-Laws of the _____ Boosters Club. The Head Coach for the school's team shall serve as the school's representative to the club and may also serve as an ex-officio member of the Board of Directors.

Section II: No member of the Board of Directors shall serve more than three (3) consecutive years, including the fulfillment of an un-expired term of a previous board member.

ARTICLE V: OFFICERS

The officers of the club shall be adult members and shall consist of the president, a vice-president, secretary and treasurer.

ARTICLE VI: MEETINGS

Section I: Two (2) regularly scheduled meetings shall be held annually. An annual meeting shall be held in May and a membership meeting in September.

Section II: Meetings other than the two (2) yearly meetings will be conducted upon call of the president or any five (5) members of the Board of Directors.

ARTICLE VII: AMENDMENTS

These Articles of the Constitution may be amended at a meeting of the membership by a two-thirds (2/3) affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

Sample: Booster Club By-Laws

**BY-LAWS OF THE
_____ SCHOOL _____ BOOSTERS CLUB**

ARTICLE I: MEMBERSHIP

Section I: Qualifications

1) Persons who subscribe to the purpose and function of the _____ Boosters Club.

2) Annual dues for membership shall be ___ dollars for family membership and ___ dollars for single membership.

Section II: Representation

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

ARTICLE II: BOARD OF DIRECTORS

Section I: Number and Term of Office

The business and operation of the club shall be managed and controlled by a board of nine (9) directors who shall be elected by a plurality vote of the members at the annual (May) meeting. Three (3) directors shall be elected each year for a term of three (3) years, except at the first election year (20__), when the terms shall be determined as a result of a draw once the Board has been elected. The draw for the first year shall be, three for a term of three (3) years, three for a term of two (2) years and three for a term of one (1) year.

Section II: Vacancies

In case of any vacancy on the Board of Directors, a successor to hold office for the un-expired term shall be elected by the members at the following meeting.

Section III: Meetings

Board of Director's meetings shall be held at the time and place called by the president.

Section IV: Quorum

A majority of the directors present at a scheduled meeting shall constitute a quorum for the transaction of business.

ARTICLE III: OFFICERS

Section I: Officers

The officers shall be elected by the Board at a meeting of the Directors following the annual (May) meeting. The Board, from their number, shall elect for the ensuing year, a president, vice-president, secretary and treasurer.

Section II: Vacancies

In case of a vacancy of any office, this vacancy shall be filled by the Board of Directors.

Section III: Duties

- 1) The President:
 - a) Shall preside at all meetings of the club and of the Board of Directors.

- b) Shall personally represent the club or appoint a delegate where representation is deemed advisable.
 - c) Shall appoint committees and committee chairs.
 - d) Shall effect compliance with the rules, regulations, and policies of the Bay District School Board and _____ High School Athletic Department.
- 2) The Vice-President:
- a) Shall have such powers and perform such duties as may be delegated to him/her by the president.
 - b) In the absence or disability of the president, he/she shall perform the duties and exercise the powers on the president.
- 3) The Secretary:
- a) Shall keep the minutes of all meetings of the Board of Directors
 - b) Shall keep such other records as directed by the Board of Directors.
 - c) Shall sign with the president, or with the vice-president, all contracts in the name of the club.
 - d) Shall perform all the duties usually incident to the office of secretary, subject to the control of the Board of Directors.
- 4) The Treasurer:
- a) Shall keep the financial records of the club, collect dues, pay bills on approval of the Board of Directors, and have custody of all funds and property of the club.
 - b) Shall perform all the duties usually incident to the office of the treasurer, subject to the control of the Board of Directors.
 - c) Shall be bonded as prescribed by the Board of Directors.

ARTICLE IV: FINANCE

The funds are to be deposited in a bank approved by the Board of Directors and may be withdrawn on the signature of the treasurer and president or vice-president.

ARTICLE V: FISCAL YEAR

The fiscal year of the Booster Club shall begin July 1 and end June 30.

ARTICLE VI: BASIC POLICIES OF OPERATION

The following are also policies of the club.

- 1) The club shall be non-political and non-sectarian.
- 2) The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.
- 3) The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of or in opposition to, any candidate for public office.

4) Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.

5) In the event of the dissolution of the club, its assets shall be distributed to the internal school account for the sport of _____ and in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.

ARTICLE VII: AMENDMENTS

These By-Laws may be amended at a meeting of the membership by a two-thirds affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.

Club Request for Payment to Bay District School Employee

Name of Club School

The booster or parent-teacher club listed above is requesting approval to pay \$ _____
to Bay District Schools employee, _____
(employee name and position)

Purpose of payment:

By signing below, we acknowledge a club meeting was held and members voted to approve the payment requested above.

Club President

Club Secretary

Date of request

Date of request

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Principal's Signature	_____ Date

Original to remain on file with the principal and a signed copy returned to the booster club.

Club Request for Approval to Pay Athletic Coach

Name of Club

School

The booster or parent-teacher club listed above is requesting approval to pay \$ _____
to ATHLETIC COACH _____

(Legal name of ATHLETIC COACH)

PLEASE NOTE ALL ATHLETIC COACHES MUST:

1. Be approved by the Principal;
2. Have a current Florida Educator's Certificate (this includes Athletic Coaching Certificate);
3. Successfully complete FLDOE level fingerprint and background check by Bay District Schools.

Purpose of payment: _____

By signing below, we acknowledge a club meeting was held and members voted to approve the payment requested above.

Club President

Club Secretary

Date of request

Date of request

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Principal's Signature	_____ Date
_____ School Athletic Director's Signature	_____ Date

Original to remain on file with the principal and a signed copy returned to the booster club.

**Bay District Schools
BOOSTER, PTO or PTA
AUTHORIZATION FOR A FUND RAISING DRIVE**

Name of School _____ Date _____

Requesting Organization _____

Dates of Fund Raiser Begin - - End - -

Type of Activity or Function _____

Describe where and how the activity will operate _____

Anticipated cost of activity \$ _____

Anticipated gross receipts \$ _____

Anticipated Profit \$ _____ -

Describe how profit will be used _____

Signature of Officer _____

Signature of Principal
or designee _____

Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Date _____	
MM/DD/YY	

**No Door to Door Selling
Sales Tax must be paid on re-sale items**

Distribution
Original - Bookkeeper
Copy 2 - Booster/PTO/PTA
Copy 3 - Sponsor

**Bay District Schools
BOOSTER, PTO or PTA
AUTHORIZATION FOR A FUND RAISING DRIVE**

Name of School Bay High School Date 09/01/18

Requesting Organization Football Booster Club

Dates of Fund Raiser Begin 9/15/2018 End 9/30/2018

Type of Activity or Function T-shirt sales

Describe where and how the activity will operate School approved t-shirts will be sold before and after school in the courtyard.

Anticipated cost of activity \$ 200.00

Anticipated gross receipts \$ 400.00

Anticipated Profit \$ 200.00

Describe how profit will be used Profit will be used to pay for travel to out of town games.

Signature of Officer _____

Signature of Principal or designee _____

SAMPLE

Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Date _____	
MM/DD/YY	

**No Door to Door Selling
Sales Tax must be paid on re-sale items**

Distribution Original - Bookkeeper Copy 2 - Booster/PTO/PTA Copy 3 - Sponsor
--

Parent/Teacher or Booster Club Financial Report

School _____

Dates Covered _____

Club Name _____

Sport or Students represented _____

Beginning Balance Date _____ :

\$	-
-----------	---

Income

Entry Fees

\$	-
-----------	---

Camps

--

Dues

--

Donations

--

Sponsorships

--

Concessions

--

Program/Ad Sales

--

Fund Raisers**

--

 T-Shirts

--

 Car Wash

--

 Spring Fling

--

--

--

--

--

--

\$	-
-----------	---

TOTAL INCOME

Expenses

Entry Fees

\$	-
-----------	---

Camps

--

Uniforms

--

Equipment

--

Supplies

--

Banquet

--

Awards

--

Printing

--

Fund Raising Expenses

--

 T-Shirts

--

 Car Wash

--

--

--

--

--

--

\$	-
-----------	---

TOTAL EXPENSES

Net Activity for the year

\$	-
-----------	---

Ending Balance:

\$	-
-----------	---

Club Treasurer

Date

**** Principal must approve all fund raisers**