

SOUTH PASADENA HIGH SCHOOL TIGER BOOSTER CLUB, INC.

Policies & Procedures

The operations of the Booster Club are governed by By-Laws. The following is a consolidated list of Booster Club policy & procedure statements adopted by the Board of Directors on April 21st, 2015 and reviewed and approved annually.

Table of Contents:

- I. Meetings**
- II. Membership**
- III. Financial**
- IV. Contributions**
- V. Special Events**
- VI. Endowment Funds**
- VII. Booster Club Store**
- VIII. Bingo**
- IX. Escript, Ralph's & AmazonSmile**
- X. Booster Club Scholarships**
- XI. SPUSD Support**
- XII. Special Projects & Equipment Grants & Special Support**
- XIII. Booster Team Accounts**
- XIV. Whistleblower & Conflict of Interest Policies**
- XV. Insurance**

I. Meetings

A. Regular Directors (Board) meetings shall be held the third Tuesday of every month except July and December.

B. Minutes of prior meeting and proposed agenda shall be distributed in advance of each Board meeting.

C. The order of business at Board meetings shall include (first) approval of minutes and (second) a brief financial report by the Treasurer. This will enable subsequent requests for expenditures, or other financial decisions, to be better evaluated with respect to the availability of funds.

D. Regular attendance of Board Members is expected (See Bylaws Section 3.05g).

E. The Annual Meeting of the Board will be held in May. During this meeting, the Budget for the coming year will be approved and Directors will be elected to the Board.

II. Membership

A. Annual Membership Campaign will begin no later than August.

B. Only unrestricted donations made to the Membership Campaign shall be credited as Membership.

C. Restricted donations made to specific clubs, teams, etc. shall be credited to individual Booster Team Accounts (See XIII Booster Team Accounts for additional details).

D. Membership Categories to be determined by the Board following the recommendation of the Membership Vice-President in April. Categories currently include:

Membership Level:		
\$5,000	Benefactor*	Special recognition plus all Champion Club benefits & 2 Stadium Chairs
\$1,000	Champions Club*	30 single game tickets
\$500	Scholarship Club *	20 single game tickets
\$250	Stadium Club*	10 single game tickets
\$100	Tiger Country Club	SPHS License Plate Holder
\$50	Family	
\$30	Individual	

III. Financial

A. The EVP Ways & Means and Treasurer shall keep financial records in accordance with our *Record Retention Policy*.

B. A Finance/Budget Committee shall prepare the budget, study financial matters including possible major projects, and make recommendations to the Board. The Committee will consist of the EVP Ways & Means, Treasurer, President, VP Bingo Finance, and one or two more other Board members appointed by the President.

C. The Finance/Budget Committee shall make a recommendation to the Board during the annual budget review, at the April Board Meeting, concerning the disbursement of accumulated funds, including Bingo Funds and endowment interest as well as the feasibility of making an annual contribution to the Endowment Fund. The annual operating budget for the following year shall be presented for approval at the May Board meeting.

D. The Board shall maintain a minimum of \$30,000 in the General Fund (checking and investment funds) to cover the operating expenses for one year.

E. The EVP Ways & Means and Treasurer shall have the responsibility to invest or reinvest Booster Club endowment funds in appropriate income producing assets, as recommended by the Finance Committee and approved by the Board.

F. The Board has established an *Audit Procedure*, a *Tax Return-Board Review Policy*, an *Audit and Tax Report Document Checklist* and a *Tax Filing Timetable*.

G. Booster funds shall not be expended for gifts or other measures in recognition of the normal duties or meritorious activities of individual Directors, Officers, Bingo Committee Members, Booster Club Members, or other volunteers.

H. Approved items may be purchased with the SPSHS Tiger Booster Club Credit Card. (See *Credit Card Purchase Policy*)

IV. Contributions

A. No contributions shall be made by the Booster Club to local and regional non-profit organizations, unless they promote the purposes of the Booster Club.

V. Special Events

A. Booster Bash

- Booster Bash is a Board sponsored adults-only party that welcomes the South Pasadena community to another school year. The event is held at a local venue and includes food, drink, music, dancing, and silent and live auctions.
- Booster Bash is managed by the Booster Bash Chair and supported by a committee of

volunteers.

- All proceeds stay in the Booster Club General Fund.

B. Tiger Run

- Tiger Run is a Board sponsored community event held annually.
- Tiger Run is managed by the Special Events Chair of the board and supported by the Tiger Run Volunteer Committee, Cross Country, Track and Field coaches & athletes, ASB (led by the Commissioner of Athletics), and members of the Booster Board.
- Tiger Run proceeds up to \$8,000.00 shall be distributed equally (one quarter each) to the 3 participating volunteer groups and Booster Club General Fund. All proceeds over \$8,000 will stay in the Booster Club General Fund.

C. Athletic Season party – Organized by the Commissioner of Athletics at the end of each season or the end of the school year.

VI. Endowment Funds

A. In 2010, the Booster Club established an Endowment Fund Program to perpetually support Booster Club programs and projects through a designated investment fund, currently managed by the California Community Foundation. (See *Endowment Fund Program Policy* and *Donations for the Endowment Fund Program Policy*)

B. The Dickson Family Endowment is privately managed by the California Community Foundation to support SPHS athletics. These funds are used annually for sports as directed by the Dickson family.

VII. Booster Club Store

A. The purpose of the Booster Club store is to sell merchandise and other materials with monies raised contributed to the Booster Club General Fund for the enrichment of the Booster Club.

B. Booster Club Store assets are the property of the Booster Club.

VIII. Bingo

A. The purpose of Saturday Night Bingo, established in 1986, is to provide funding for Booster Team/Club/Group Accounts. The Board is responsible for determining the allocation of Bingo credits and those sports, clubs and groups to whom the Bingo funds are allocated. (See *Team/Club/Group Bingo Volunteer Policy, Team/Club/Group Bingo Fundraising Application* and *Assignment of Bingo Credits*)

B. The Bingo Committee Manual, containing policies and the responsibilities of each committee member, is given to each volunteer when joining. The manual is updated each year.

C. The Bingo Committee is guided by VP Bingo, who also serves on the Booster Club Board of Directors as a voting member.

D. The Bingo VP Treasurer and Bingo Credits Chairperson also serve on the Booster Club Board of Directors as voting members.

E. All Bingo assets are the property of the Booster Club.

IX. E-scrip, Ralph's & AmazonSmile

A. E-scrip and Ralph's is used to support the Booster Club's General Fund (See January 2009 minutes).

B. AmazonSmile is used to support the Booster Club's General Fund.

X. Booster Club Scholarships

A. The Booster Club awards five \$1,000.00 annual scholarships to graduating seniors at the Senior Awards Night. (See *Annual Scholarships*)

B. Scholarship recipients are selected by a high school committee from nominations made by coaches, teachers, the activities director, and the athletic director.

XI. SPUSD Support

A. In 2006, the Board agreed to pay one-third (or \$3,333) of an annual stipend of \$10,000 for the SPHS Athletic Trainer to serve the needs of the SPHS athletic programs. (Remaining support from SPHS (1/3) and District (1/3)). In 2016 the Booster Club contribution was change to \$3,500 annually. An additional \$1,500 annually for Athletic Training Room Supplies was approved to be paid through the Athletic Training Room Booster Account.

B. This financial support does not include any support for benefits, taxes, Social Security, etc.

C. This financial support is in no way connected to the Athletic Trainer's role as a teacher at SPHS (if trainer is also a teacher).

D. In 2008, the Board agreed to pay 50% of the transportation fee for the athletic teams, band and Pep up to a maximum of \$50,000. This annual grant was reduced to \$10,000 a year in 2011 and is ongoing Transportation Support.

E. In 2006, the Board made a \$285,000 total commitment to the renovation of the track, field and baseball field/fencing. The multiyear pledge payment schedule was completed on March 21, 2016.

XII. Special Projects & Equipment Grants and Competition Travel Grants

- A. The Booster Club has budgeted funds for Special Projects and Equipment Grants that will enhance Athletic Team Programs and Extracurricular activities at SPHS. These funds are designated for projects and equipment that are beyond those routinely and regularly funded by Booster Club. (See *Special Support Guidelines*)
- B. Applications for the grants will be accepted 2 times during the school year, in fall and in winter. (See *Special Projects & Equipment Grant Procedures and Application Form*)
- C. A committee composed of the SPHS Principal, SPHS AD, SPHS Tiger Booster Club President and 2 board members will meet to review applications and make recommendations to the SPHS Tiger Booster Board for consideration when awarding grants.
- D. Additional funds are available as Competition Travel Grants for teams/groups who have been invited to compete or have earned a berth in a structured progressive competition and need assistance with travel expenses. (See *Competition Travel Grant Application Form*)

XIII. Booster Team Accounts

- A. All athletic teams and approved on-campus clubs that do not have an ASB account, shall be assigned a Booster Team Account.
- B. All funds received from Bingo distribution, fundraising activities, and private donations shall be deposited by the Board treasurer into individual Booster Team Accounts
- C. All Booster Team Accounts shall be managed by, and distribution decisions made jointly by the Board, AD and Head Coach/Band Director/ASB Coordinator.
- D. SPHS Tiger Booster Club has established policies for *Fundraisers Associated with any SPHS Athletic or non-ASB Activity* and *Volunteer Coach Honoraria* and *Off Season/Summer Coach Honoraria*.
- E. SPHS Tiger Booster Club supports recognition of Athletic team achievement through financial support for Sports Awards Banquets. (See *Sports Awards Banquet Support Guidelines*)

XIV. Whistleblower & Conflict of Interest Policies

- A. *Whistleblower & Conflict of Interest Policies* shall be reviewed at the August Board meeting and all Officers and Directors will sign a *Conflict of Interest Form*.

XV. Insurance

- A. The Booster Club shall maintain Office and Director Insurance currently supplied through Gallagher Chapman.

B. Our General Liability Insurance is supplied by the District. (See *General Liability Insurance – ASCIP-B*)

APPENDIX

Policies

Coach Honoraria Policy – Adopted 11-18-14
Conflict of Interest Policy – Adopted 10-21-14
Credit Card Purchase Policy – Adopted 3-15-16
Donations to the Endowment Fund Program Policy – Adopted 6-13-13
Endowment Fund Program Policy – Adopted 6-13-13
Fundraisers Associated with Any SPS Athletic or non-ASB Activity Policy – Adopted 11-18-14
Off Season/Summer Coach Honoraria Policy – Adopted 10-20-15
Record Retention Policy – Adopted 4-21-15
Sports Awards Banquet Support Policy – Adopted 06-21-16
Tax Return – Board Review Policy – Adopted 4-21-15
Team/Club/Group Bingo Volunteer Policy – Adopted 10-18-2016
Whistleblower Policy – Adopted 10-21-14

Forms

Conflict of Interest Form
Fundraising Activity Form
Coach Honoraria Request Form
Special Projects & Equipment Grant Procedures and Application Form
Competition Travel Grant Application Form
Team/Club/Group Bingo Fundraising Application

Additional Documents

Annual Scholarships
Assignment of Bingo Credits
Audit and Tax Report Document Checklist
Audit Procedure
Booster Club Mission Statement
General Liability Insurance – ASCIP-B
Special Support Guidelines
Tax Filing Timetable