

How Booster Clubs Operate at GHS

- ✓ Every Booster Club must have an approved current **Constitution/Bylaws** document on file with the Student Activities Director that has been approved by the Principal. This allows parent groups to work effectively and fairly in accordance with school and district policies concerning meeting, finances, fundraising, etc.
- ✓ **Meetings & Activities** must be scheduled with the Activities Director, as any other use of the building. These dates for events and meetings must be requested in advance, at the beginning of the school year, and always at least 2 weeks in advance when necessary to add activities, in order to maintain the school calendar and secure use of the building areas without conflict. GISD cannot schedule HVAC or Security without advance notice of 2 weeks from GHS. We also have a special contract that must be used to schedule and use the GHS auditorium that is required for all high schools in GISD for auditorium use. We have over 80 organizations that function at GHS on a regular basis. At GHS we share our building with GEHS, GISD Community Education, and other Community Groups and GISD Organizations that wish to use our central location so advance communication is ESSENTIAL for conflict-free scheduling. We also have to schedule coverage of GCA custodial staff in advance for special activities, 1 week in advance. Sponsors must attend all meetings, practices, and activities of Booster Clubs & GHS Student Organizations, with parents and students. This is GISD policy that requires a Sponsor/Coach/Director to be present for all parent and student activities of an organization for GHS/GISD.
- ✓ **Purpose of Booster Clubs:** to enrich student participation in extracurricular activities. The role of a booster club is primarily to assist with fundraising, and to support the goals of the student programs for performing arts, athletics, and class activities. UIL, IRS, and GISD regulate certain aspects of what sponsors and parents may do for students to keep in good standing with federal and state agencies that govern our schools' activities, and maintain legality and eligibility for student organizations. Communication with sponsors, coaches, and directors of groups that perform and compete is necessary to ensure we are following the rules that govern our student activities. Specific rules apply to UIL-governed activities, etc. that parents must be educated about, and so on.
- ✓ **Parent Clubs for Classes** are organized for the purpose of assisting the students and faculty sponsors in raising money for four years for the prom fund and class activities, and they support the yearly activities such as Fish Camp, Homecoming, TWIRP, SHARE Night, etc. in which class officers lead. Each class has six (or 7 for Srs) student officers and an executive board of parent booster officers elected to lead each class each year in its activities. A copy of the Class Parent Booster Bylaws is posted on the GHS Student Activities site for viewing and use. Parent Boosters for Classes meet the same time as the students for Class meetings, and follow the student meeting with their business meeting, along with the Class Sponsor and Class Officers on designated Monday nights at 7 pm in the GHS Cafeteria or Our Place. The Student Activities Director sets these dates to follow the established schedule of Freshmen 1st, Seniors 2nd, Sophomores 3rd, and Juniors 4th Monday throughout the year. The schedule sometimes deviates due to other special events, testing, or holidays set by GISD. These dates are posted on the GHS website in the Class Officer Dates document and listed in the Academic Planners calendar.
- ✓ **Fundraising and Finance for Booster Clubs:** Parent groups maintain separate Federal Tax ID numbers and bank accounts from school organizations. GISD employees are not allowed to collect funds or keep records for booster groups. Tax exempt status is not allowed for parent groups unless they have their own TX ID number; they are not allowed to use the school's tax ID for purchases. Monies obtained from fundraising done at school must be deposited in GHS/GISD accounts. Accounting procedures of GISD specify that all PTSA and Booster accounts follow correct procedures as stated in GISD policy (see document posted on Booster Central and the GHS school Student Activities website) and that all funds raised at GHS be handled and deposited by the Faculty Sponsor or designated GISD employee into school accounts with the

Accounting Clerk at GHS. School Funds that are governed by 461, 199, or 865 have rules that govern use of school monies that Sponsors must adhere to, in order to operate in good standing. Boosters should follow accounting procedures that protect funds by establishing an account at the off campus bank of choice and stay consistent with the goals of the organization's support of the student program by requiring 1) Financial statements at every Booster meeting presented by the Treasurer 2) Checks must have 2 signatures of Parent Officers 3) All expenditures are approved by the Faculty Sponsor/Director and the Parent President along with the Booster Board of Officers before funds are used, and these decisions are documented in meetings and recorded in minutes by the Secretary. IRS policies govern Booster accounts and require sales tax in certain situations, and auditing procedures need to be established Booster Constitutions and Bylaws for safe management of monies from year to year. PTSA is a great resource for financial management, along with the Class Boosters Constitution, if a model is needed. Dunn & Rhodes CPA firm is also a resource for GISD Booster Clubs to consult with questions about IRS guidelines and fundraising. School groups can do one 2-week sale on campus per year. Only Classes may do fall and spring fundraisers, two 2-week sales on campus per year, working to achieve the goal of a \$30,000 prom budget. Boosters can do several fundraising projects outside of the school day at games, evening events, special activities on the weekends, etc. No Booster activities may take place on the school campus without communication and consent of Student Activities. All approved Booster Groups must be registered on Booster Central to be recognized and approved for fundraising at GISD events.

- ✓ **Communication with Sponsor and Student Activities Director** is what ensures successful operation of meetings, events, and projects. Parents must work closely with Faculty Sponsors, who work with Student Activities, to conduct the business of GHS Student organizations and GHS Boosters to support our kids. Every question can be answered by contacting the Student Activities office. School Calendar information is obtained on the GHS website, by e-mailing Student Activities, and from the PTSA Newsletter. Consult websites for GHS, GISD, & Texas PTA and UIL. Ask for clarification and permission to help the school assist and guide Booster Club operations in the right direction.
- ✓ **Goals for all Existing Booster Clubs:** Some of the most important roles as educators and parents are to cooperate, work fairly and responsibly, and communicate to set examples for our students. Our involvement and caring is a gift to our students, and its value cannot be measured. What we work together to teach is that we can meet the needs of our youth by seeking to communicate, solve problems, set and reach our goals, and achieve greatness through leadership. We enable our kids to learn the skills that help build a successful life through their involvement in extracurricular activities. Adult Volunteering to set a positive example for the students of GHS is a contribution we take much pride in. GHS Administration, Faculty, and Students are sincerely grateful for all that our Parents offer and do, for we know that it is the foundation that supports our school and keeps us going. We could not do what we do, without dedicated sponsors and parents like you, to serve and educate our students. We are proud to support these **existing Booster Clubs at GHS:** PTSA, Senior-Junior-Sophomore-Freshman Class Boosters, Athletic Boosters for Lady Owls, Football, Baseball, Boys Basketball, and Swim Teams, Performing Arts Boosters for Band, Choir, Orchestra, Theatre, Drill Team, and Cheerleaders, and newly formed Booster Clubs for Girls and Boys Step Teams.
- ✓ **Publicity and Public Relations for Booster Clubs:** Please contact GHS faculty member Jerri Scribner about the GHS website, linking website pages for your groups, and posting PPT announcements. Contact Melanie Hensleigh-Parsons in Student Activities for help with Bank Authorization letters, GHS letters for seeking donations, GISD official policies, etc. to use for your Booster Clubs. Local newspaper and GRS TV contact info, Good Kid forms for positive recognition for your students, Rummage Sale and City of Garland info, Ways to engage your students in Community Service projects, Posting messages on the GHS marquee, etc.-All can be obtained by contacting Student Activities. Great ways to support GHS and get good "PR" are to put ads in the Football Magazine & Owls Nest and Owls Eye Publications, join PTSA & submit regularly to the PTSA newsletter, and contact local newspapers for advertising and coverage of activities. Ask for help. E-mail is the best form of communication for faculty members in order to get assistance.