



Minnetonka Vocal Support Booster Club Handbook

Updated 2025



Minnetonka Vocal Support Booster Club Handbook

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Dear Vocal Support Leaders:

On behalf of the entire Minnetonka Choir Community, Thank you for your commitment to excellence in the choral arts.

Minnetonka has a proud vocal music tradition and one of Minnesota's strongest grade 5-12 choral programs. Minnetonka Choirs offer the highest level of education and performance, and the opportunity to be part of a very special community of students engaged in creative expression, while forming new friendships. Minnetonka choir is a great place to belong during an important time in students' lives. Minnetonka choir students at all levels find they've become part of something significant, part of the magic of creating something bigger than any one of them can do on their own, something they're proud of--all within a diverse community of friends they can count on throughout their school years and beyond. Minnetonka choir enables students to develop their talents, become part of a close-knit community, and gain the invaluable brand of poise and confidence developed only through public performance.

Your role enhances

Once again, Thank you for your support!

Sincerely,

Mr. Aaron Kohrs, MHS Choir Director

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CONTACTS

David Law, Superintendent David.Law@minnetonkaschools.org 952-401-5004	JENNIFER HARRINGTON, President, Choir Tour Manager, Vocal Support Choir Board Member Officer, MinnetonkaChoirs@gmail.com
Jeff Erickson, Principal, MHS Jeffrey.Erickson@minnetonkaschools.org 952-401-5702	RENEE GRASSEL, Vice President, Vocal Support Board Member Officer reneeegrassel@msn.com
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Freya Schirmacher, Principal, MMW Freya.Schirmacher@minnetonkaschools.org Jena Menke, Choir Director, MMW Jena.Menke@minnetonkaschools.org Carol Carlson, Choir Director, MMW carol.carlson@minnetonkaschools.org	<u>Board Members at Large</u> JENNIFER UNZE, Volunteer Coordinator jennybean72@live.com RENEE GRASSEL, BETH CARUTH, Fundraising and Sponsorship (Community Partners) Coordinators bethcaruth@gmail.com HEATHER BURNETT, Grants and Donations Coordinator jhburnett0@yahoo.com LIV LANE, Communications and Marketing livlane@livlane.com SARA CARNEY, JENNY UNZE, BETH CARUTH, Events Committee carney908@gmail.com
Tonka District Children's Choir Director Melanie McIvor, Choir Director, TDCC Melanie.Mcivor@minnetonkaschools.org	<u>Key Volunteers</u> VAL VALLENCOURT, Lead Usher valvallencourt@gmail.com

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CHORAL STRUCTURE

MHS Curricular Choirs

Troubadours

Bel Canto

Treble Choir

Concert Choir

MHS Extracurricular Choirs

Vocare

Donna Voce

Chamber Singers

Quartet

MME

Curricular Choirs

Honor Choir

ACDA

MMW

Curricular Choirs

Honor Choir

ACDA

Elementary

Tonka District Children's Choir

CONCERT PROGRAMS

Mr. Kohrs provides the content for the programs. Printing the programs will come out of Mr. Kohr's budget at the high school. (Printers at the high school can print in color and are able to use a higher quality cardstock for the covers.) Plan for time and volunteers to fold programs prior to the day of the concert.

Concert programs include:

- Cover: "The Minnetonka High School Choral Department Presents" "Title" "Date and Time(s)" "Aaron Kohrs, Conductor" "Names, Accompanists"
- Inside Cover: PSA Etiquette, Special Thanks, "This Concert is being Professionally Recorded."
- Program: Names of Pieces, Composer(s), any soloists
- Rosters of all Choirs with Ensemble designations
- Upcoming Events and Volunteer Opportunities
- Vocal Support Booster Club Members/ Vocal Support Board Members
- Sponsors/ Donors
- [LINK TO TEMPLATES](#)

POLICIES AND PROCEDURES

Our Mission

Our mission is to support the growth and development of Minnetonka choir students and directors from elementary school through high school. We do that by engaging in select activities to raise funds and by partnering closely with our Minnetonka choir directors to understand unmet needs in the choir community. Funds from all activities go directly to help choir students and the choir program, including travel, learning and scholarship opportunities for students, and growth and enrichment opportunities for directors.

Objectives

Grow all Minnetonka school choir programs by increasing student participation. Increase engagement and involvement in Minnetonka choir programs by students, parents, and members of the community.

Promote visibility of the vocal music program and its benefits.

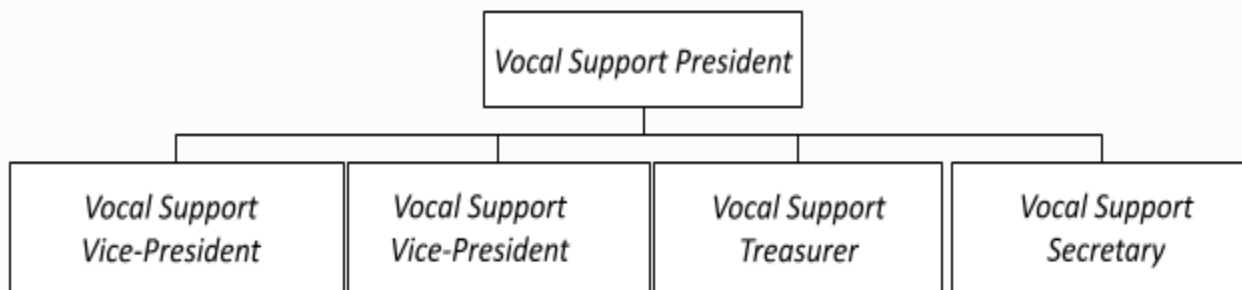
Provide a communication link between directors and parents.

Provide financial assistance for choral programs and students.

Assist in facilitating and sponsoring choral activities.

ORG CHART

EXECUTIVE BOARD MEMBERS



Board Members At Large

Volunteer Coordinator
Fundraising & Sponsors (Community Partners) Coordinator
Grants & Donations Coordinator
Events Committee Chair
Choir Tour Manager
Communications & Marketing Coordinator
Webmaster
Robes & Formalwear Student Manager
Photographer

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EXECUTIVE BOARD

Vocal Support is managed by a group of parent volunteers, most of whom have children in one of the many choirs across the school district. The board meets monthly throughout the school year.

JENNIFER HARRINGTON, President

RENEE GRASSEL, Vice President

JANESSA GERLING, Vice President

TERESA MORGAN, Treasurer

JESSICA STEVENSON, Secretary

VOCAL SUPPORT BOARD POSITION DESCRIPTIONS

President:

The Board President serves as the chief executive, providing leadership, strategic direction, and overseeing all events and operations to achieve organizational goals. Key duties include leading monthly meetings, setting a positive tone, acting as a primary spokesperson and liaison with the Choir Directors and school officials, managing volunteers, ensuring compliance with regulations, and leading fundraising and long-term planning efforts for the booster club's sustainability. The President presides over all board and general membership meetings, creating agendas in partnership with the secretary, and ensuring meetings are productive and follow established rules. The President works with the treasurer to oversee finances, provide direction for fundraising activities, and ensure the club's financial stability. The President ensures the booster club operates in compliance with nonprofit laws, bylaws, and school policies. The President owns the official email account and handles internal and external club correspondence, including emails, letters, and inquiries. Essential Skills: Leadership: The ability to inspire, guide, and motivate members. Organization: Skill in managing various activities, appointments, and operations effectively. Communication: Strong interpersonal and public speaking skills to represent the club and facilitate discussions. Strategic Thinking: The capacity to plan for the long-term sustainability and growth of the organization. Problem-Solving: The ability to address issues constructively and maintain a positive, collaborative environment. The President also acts as Choir Tour Manager.

Choir Tour Manager:

The Choir Tour Manager plays a key role in ensuring a smooth and successful concert choir tour experience. Working closely with Mr. Kohrs, this person helps manage tour logistics by relaying messages from the tour company and supporting behind-the-scenes coordination. Acting as Mr. Kohrs' right-hand support, the Tour Manager helps keep everything organized and on track so that no detail is overlooked. Early decision-making and clear and timely communication is essential in this role. The Tour Manager will be responsible for providing Mr. Kohrs with draft emails containing important information from the Tour Company to be sent to students and families, answering questions, and ensuring that everyone is well-informed. This role involves participating in several virtual planning meetings throughout the year. Essential skills include organized, proactive, and confident communicators who are comfortable managing details and keeping others informed.

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Vice-President (x2):

The Vice Presidents support the President, step in to lead meetings or handle duties in the President's absence, and each VP leads specific projects, committees, or events like developing relationships with community partners, volunteer coordination, or fundraising and membership growth. They help ensure smooth club operations by collaborating with, and maintaining the President's vision and momentum. The Vice Presidents' support helps to balance the workload for the entire leadership team.

Treasurer:

The Treasurer manages the finances, maintains accurate financial records, creates and presents financial reports, oversees budgets and fundraising efforts, and ensures compliance with financial policies. Key duties include handling all money matters, depositing funds promptly, paying bills, performing monthly reconciliations, and working with the President on financial planning and audits to ensure fiscal responsibility and transparency. A crucial aspect of the role is to provide regular updates on financial health to the Board and the membership. The Treasurer meticulously tracks income and expenses, managing receipts, invoices, and bank statements. The treasurer must ensure all financial activities comply with school, organizational, and regulatory policies and guidelines, and prepares the club's financial records for annual audits to verify accuracy and transparency. Essential Skills & Qualities: Detail-Oriented: The ability to pay close attention to financial details is critical for accurate record-keeping. Organized: Must be task-oriented and capable of pulling various financial reports efficiently. Communicative: Regular and clear communication with club leadership for informed decision-making. Trustworthy: The role requires a high degree of trust and integrity to handle club funds.

Secretary:

The Secretary is the primary officer for record-keeping and internal communication, responsible for taking meeting minutes, maintaining official club documents, and ensuring all documents and activities comply with the organization's bylaws and legal requirements. The Secretary will keep accurate records of all key organizational data, maintain and organize all official club records, including bylaws, policies, historical records for organizational continuity and legal compliance, as well as the membership roster and database. They assist the President with communication as necessary, such as drafting a Monthly Newsletter to be emailed to all choir Families. Under the direction of the Vocal Support President, the Secretary is responsible for creating, maintaining, and sharing accurate records of monthly board meeting agendas and minutes, documenting discussions and decisions, and communicating action items to members. At each board meeting, the secretary presents the minutes for approval and acceptance. The Secretary shall work with the President to determine and reserve meeting locations as necessary for all board meetings, and arrive at meetings 10 minutes early to help make sure the space is set up and ready to go. Essential Skills & Attributes: Organization: Strong organizational skills for managing records and meeting deadlines. Attention to Detail: Accuracy in recording minutes, documents, and membership information. Communication: Excellent verbal and written communication skills for distributing information and interacting with members. Proficiency with Software: Familiarity with word processing, email, and database management tools. Discretion: The ability to handle sensitive information confidentially.

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Files & Tool Management:

Google Drive: Shared folder for newsletters, templates, archives

Gmail: For professional email blasts and audience tracking

Canva: Design graphics for emails, social posts, and newsletters

SignupGenius: Organize and share volunteer opportunities

Content Management System (CMS)/Website: Squarespace Login info secured with Web Admin

Webmaster:

The Webmaster is responsible for updating the Website content, in partnership with the President and MHS Choral Director. Workflow: Receive updates from MHS Choir Director or Board President. Draft proposed changes. Review with the President. Publish updates. **Update Timeline: Minimum once per month, more frequently during concert/tour seasons.*

Website Content Areas:

- Home Page/Landing Page
- Choirs and Staff Pages
- Concerts and Important Dates
- Vocal Support
- Photo Galleries
- Choir Store: Student Choir Sweatshirts, Poinsettias, Candygrams

Events Committee Chair:

The Events Committee is responsible for planning and coordinating all events hosted by Vocal Support. This includes managing logistics and coordinating with the Fundraising Coordinator for major events such as Benefit Dinners, Silent Auctions, and The Senior Celebration— booking space, budgeting, securing refreshments, printing awards, purchasing flowers, custodial services, and more. This Committee is also responsible for coordinating Vocal Support's presence at all district choir performances (including candygrams and merchandise sales). Event Committee Members will also work closely with the Volunteer Coordinator to ensure adequate volunteer support for each event, including MME Boys Sing Night, etc. They will collaborate with Mr. Kohrs, the Minnetonka District Scheduler, and Art Center staff to secure necessary equipment and venue logistics. They will work with the Communications and Marketing Coordinator to promote all events. *(Senior Celebration: Order and pick up cake, put together senior gift bags, connect with Amy Jore to print posters, print programs, order and pick up flowers for Executive Board members and Lead Volunteer Coordinator. Get choir students to sign thank you cards. Collect donations for Mr. Kohrs' gift and have the senior choir students sign his card.)*

Event Planning SOP

TIMELINE: Start promoting and securing volunteers 6 weeks out.

MARKETING: Email, Peachjar, Website, Social Media accounts, Posters up at schools

VENUE: Book venue as far in advance as possible.

SEATING: What are projected numbers?

TICKETING: Needed? Free? Cost?

DIRECTIONAL SIGNAGE/SPONSORSHIP SIGNAGE/OTHER: Restrooms, Check-in table, etc

DECOR/TECHNOLOGY ACCESS: Tablecloths, Centerpieces, Table Skirts, Photos, Slide show

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FOOD AND BEVERAGE: Catered? Potluck? Donated?

CHOIR MEMBER PARTICIPATION: Signup Genius

ADULT VOLUNTEERS/STAFF: Signup Genius

SPONSORSHIP/ BUSINESS PARTNERS: Reach out 6 weeks in advance of event.

SET UP/TAKE DOWN: Arrive 2 hours early for set up.

SILENT AUCTION/RAFFLE: Business partners for event sponsorships- monetary or in kind donations! Choir members with connections through employers or families who are local business owners.

Alumni?

DEBRIEF: Numbers; What went well/What could be improved on for next time?

Volunteer Coordinator:

The Volunteer Coordinator is responsible for recruiting, organizing, and supporting volunteers for all Minnetonka High School (MHS) and Tonka District Choir events. This includes concerts, merchandise and candygram sales at concerts, the Greenery Sale pick-up in November, the Senior Celebration, and other choir-related events. The Volunteer Coordinator will create and coordinate volunteer sign-ups and schedules on Signup Genius, train volunteers for candy sales and usher roles, and work with the Treasurer to maintain sufficient inventory of candy, water, and merchandise. (The Treasurer will ensure the cash box is provided to sales volunteers during events.) Finally, this role includes overseeing the setup of reserved seating with the Lead Usher for Vocal Support members at all choir concerts and ensuring reserved choir student seating is taped off at MHS concerts. (Concert Volunteer Positions: Lead Usher, 3 Ushers to hand out programs at the doors, CandyGram/Merch sales table (4 per concert - 2 teams of 4) with overlap between concerts, set up (2-3) and clean up (2), Robe Volunteer (1) for after the concerts.) This position works closely with the Events Committee to ensure each event runs smoothly. (Auction Volunteer Positions: 10 volunteers (including executive board members) for day of promotions and logistics, 10 volunteers for set up and clean up, 5-10 volunteers to solicit donations.) This role is ideal for organized individuals who enjoy working collaboratively and supporting the success of choir events through strong logistical coordination.

Fundraising & Sponsorship (Community Partners) Coordinator:

The Fundraiser Coordinator works directly with the Executive Board to seek out and facilitate fundraiser sales opportunities, such as Bagging Groceries, the Greenery Fundraiser and the Driven Fundraiser. The Fundraising Coordinator is also responsible for conducting outreach to corporate and/or local community sponsors to sponsor Minnetonka Choirs, such as monthly dinner fundraisers. The Fundraising Coordinator will partner with the Volunteer Coordinator and support Concert Merch and Candygrams sales. There will be a range of sponsorship levels for individuals, groups, or businesses with sponsorship perks including ads in the choir programs, the monthly newsletter, and on the Minnetonka Choirs website. The goal for this committee is to gain a minimum of \$25,000 in sponsorship commitments per year.

Fundraising Events:

Memberships	Ongoing
Candygrams	All Concerts
Maynard's, Punch Pizza, Panera, Potbelly, Chipotle, Davannis, Noodles	Monthly Dinners

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Poinsettias	December
Silent Auction	December
Bagging Groceries at Cub Foods on Hwy 7	Holiday weekend
<u>Individual Student Account Fundraising Events:</u>	
Holiday Greenery Sales	October/November
Driven	Spring
Community Partners: Spreadsheet	

Grants & Donations Coordinator:

The Grants Coordinator is responsible for identifying potential funding sources, and collaborating with Choir Director, President, and Vocal Support board to discuss grant requirements and preparation. They are also responsible for preparing and submitting required application materials as well as tracking the submission results.

End of Summer: Update new grants and scholarship application for the upcoming school year. Be sure to include new dates and make any verbal addendums as needed. Send updated forms to the President for their records. Submit applications for the new school year. Write letter to all District directors including new grant forms for Students AND Directors. Let them know Vocal Support is there as a support to them, and give them your direct contact info. Follow up on summer ACDA attendees. Make sure directors fill out Grant forms and that they connect with the Vocal Support Treasurer to give them receipts.

School Year: (Fall): Keep up with Student and Director Grant request forms. Make sure each is forwarded to the Vocal Support President. Present each request to the Vocal Support board at monthly meetings for approval. After requests are approved, make sure you connect the Vocal Support Treasurer to the recipient to get funds or contact info as needed.

School Year: (Spring): Continue with fall duties. Connect regarding dates and verbiage for spring scholarship deadlines by March. Double-check correct application forms are available on the website. Post applications on Schoology. Form a committee at the March Vocal Support Board meeting. You will need a small group (approx. 4) to review scholarship applications. Read, save and send all applications to the committee as they come in. Find a date for the Student Scholarship committee to meet and make a decision on Merit-based scholarship recipients. Put the Scholarship Announcement in the program. Keep an eye out for ACDA Summer Dialogue Dates. Discuss with the board at the March Vocal Support Meeting what funds are available to offer directors. Send a letter out to directors regarding Summer Dialogue, and include Director Grant Request Form.

Communications & Marketing Coordinator:

The Communications and Marketing Coordinator is responsible for promoting Minnetonka Choirs within the district and the surrounding community and businesses, and social media posts. Communications Process: Draft message in Google Docs. Submit for review to the President. Send via Gmail. Style Guide: Tone: Friendly, professional, enthusiastic. Voice: Active voice, community-centric, Branding: Use school colors, logos, choir names consistently.

<u>Task</u>	<u>Frequency</u>	<u>Platform</u>
Email Communications	As needed	Gmail

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Peach Jar	As Needed	PeachJar
Social Media Posts	Monthly	Instagram; Facebook
Alumni Outreach	Annually	Email; Social Media
Sponsor Outreach Messaging	Quarterly	Gmail; Print Materials

Sponsor Communications Goals: Thank current sponsors, Highlight impact of donations, Promote sponsorship opportunities. Tactics: Quarterly thank-you emails with student photos/quotes, Personalized messages for large donors, Print recognition in concert programs, Website sponsor spotlight.

Email Template Example:

Subject: 🎵 Thank You for Supporting Minnetonka Choirs!

Dear [Sponsor Name],

We are incredibly grateful for your continued support of Minnetonka Choirs. Your contribution helps our students grow in confidence, artistry, and community spirit.

[Insert recent photo from event]

We look forward to recognizing your support at our upcoming [Concert Name] on [Date].

With gratitude,

[Your Name]

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Monthly Newsletter

Sent by the Vocal Support President to every choir parent and the Director at the high school, and the Directors at both middle schools and Tonka District Children's choir, who can forward to those choir families

Template?

Topics?

Key Annual Communication Calendar (example)	
Month	Key Activities
June	End of Year Celebration/ Senior Recognition Concert and Program-Award Scholarships MHS Graduation Inventory and Clean MHS Choir Robes and Ties Website refresh, summer break message, Email Families with request to fill open positions on the Board Welcome to Choir emails -general logistics for Spring Tour, Retreat, Concert Choir Sweatshirt Order expenses
August	Welcome email, website updates, call for Board Volunteers
September	Newsletter - concert promo, greenery fundraiser Contact Vendor to turn on Online Store (FAMILIES PAY VENDOR DIRECTLY) Email Choir Families link and deadline to place Choir Merch orders Distribute Sweatshirts Concert Choir Retreat at MHS - Dinner provided

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Key Annual Communication Calendar (example)	
Month	Key Activities
	Donna Voce and Vocare Auditions Quartet Auditions MHS Homecoming Football Game
October	Fundraising email, sponsor outreach- Holiday Greenery Fundraiser
November	Newsletter - Holiday Greenery Fundraiser, Give to the Max Day, Winter Concert, Preview for Silent Auction (tease)
December	MHS Winter Concert - Candygrams Fundraiser; Poinsettias Fundraiser, holiday concert recordings for sale, etc.
January	Newsletter - Tour info, Volunteer updates, MME Boys Sing Night promotion/registration, MME Winter Concert-Candygrams Fundraiser, Tonka District Children's Choir Winter Concert (4th-6th grade)-Candygrams Fundraiser
February	Fundraising push MHS Choir Festival-Candygrams Fundraiser, Tonka District Children's Choir Winter Concert (3rd grade)-Candygrams Fundraiser
March	Newsletter - March Choral Classics, volunteer info, sponsor info Concert Choir Tour, Spring Benefit Dinner at Maynards MHS Choral Classics Concert-Candygrams Fundraiser Boys Sing Night at MME with Special Guest Performance by Vocare (Food sponsored by Vocal Support), DRIVEN Fundraiser
April	Recap of CC tour, social posts featuring seniors, Solo and Ensemble Contest at WHS, Senior Scholarships Application Opens
May	Newsletter - May concert, Senior Celebration call for volunteers - emails and social posts featuring seniors, graduation information District Children's Choir Concert (3rd-6th)- Candygrams fundraiser MHS, MME and MMW Spring Concerts-Candygrams Fundraisers Chamber Singers Auditions

Robes & Formalwear Manager:

Student Manager: (Student Volunteer Position!) The robe and tuxedo/formalwear Student Managers are responsible for labeling and assigning the choir robes for each choir. They are also responsible for organizing the robes before and after each choir concert checking to see if repairs or drycleaning are needed. At the end of the school year, the robe managers are responsible for ensuring all robes are accounted for and that they are brought to be dry cleaned (in bulk) and repaired. This year only, the robe managers will be responsible for coordinating measurement of Choir students for the new robes that are to be ordered.

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Robe Management: (Adult Position!) After the concert, the Adult Volunteer Robe Manager goes back to the Choir Room to help oversee the hanging of the Choir Robes by the students. Ensure that all students zip their robe, one per hanger, and that it hangs straight on the hanger. (This activity takes about 15-30 minutes.)

Photographer:

Student Volunteer Position!

Capture photos of all curricular and extra curricular choirs rehearsing, performing, and at a variety of fundraisers and events. These will be used in social media, on the website, and in promoting Minnetonka Choirs to the broader community. Photos need to be formatted in a vibrant, high quality that allows for use on posters and “big screen” slideshows. Photos will be shared to a Vocal Support Google Drive Folder.

Note: It is imperative that the photographer has all settings silenced, including the “click” sound, on their photography equipment during all performances.

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BYLAWS

Vocal Support is a not-for-profit booster club managed by choir parent volunteers dedicated to offering the highest level of choral education and performance. We are a registered 501(c)3 organization.

VOCAL SUPPORT FOR MINNETONKA CHOIR BYLAWS *July, 2010*

Article I: Name

The name of this association shall be Vocal Support for Minnetonka Choir ("the Club").

Article II: Articles of Organization

The articles of organization of this Club are the bylaws of this organization.

Article III: Purpose

Section 1. Mission

The mission of Vocal Support for Minnetonka Choir is to provide visibility, communication, and support for the choral music program across Minnetonka public schools with resources that ensure growth and development for all students.

Section 2. The objectives of the Club are:

- a. Grow Minnetonka school choir programs, increasing levels of participation by students in Minnetonka school choir programs
- b. Increase engagement and involvement in Minnetonka school choir programs by students, parents and members of the community
- c. Promote visibility of the vocal music program and its benefits
- d. Provide a communication link between directors and parents
- e. Provide financial assistance for choral programs and student participation
- f. Assist in the facilitation of choral activities

Article IV: Fundamental Policies

The following are fundamental policies of the Club:

- a. The Club, except as set forth below, shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the Club, the names of any members in their official capacities, or both, shall not be used in any connection with a commercial concern, with any partisan interest, or for any purpose not appropriately related to promoting the mission and objectives of the Club, as set forth in Article III.
- c. The Club may not attempt to influence legislation as a substantial part of its activities and may not participate in any campaign activity for or against political candidates.
- d. The Club shall work with Minnetonka Public Schools to provide quality choral education for all students. The Club acknowledges that the legal responsibility to make decisions regarding Minnetonka Public Schools has been delegated by the people to the Minnetonka School Board.
- e. In the event of the dissolution of the Club, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c) (3) of the Internal Revenue Code of 1954 as amended.

Article V: Membership

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Section 1. Membership in the Club is made available without regard to race, color, creed, or national origin, under such rules and regulations as may be prescribed in the bylaws of the Club.

Section 2: Membership in the Club is available to all adults.

Section 3: The Club will charge annual dues for membership. Annual dues shall be approved by the Executive Board.

Section 4: Only members of the Club shall be eligible to participate in business meetings, or to serve in any of the Club's elected or appointed positions.

Article VI: Officers

Section 1. Officers and their election

a. The officers of the Club shall be a president, two vice-presidents, a secretary and a treasurer. Two members may share any of the above offices.

b. Officers shall be elected by the Executive Board. The annual election of officers for the Club's coming fiscal year shall be held no later than the Executive Board's final regular meeting of the current fiscal year. Only those persons who have agreed to serve shall be nominated or elected to officer positions.

c. Officers shall assume their official duties on September 1. The president and vice-presidents shall serve for a term of one fiscal year; the secretary and treasurer shall serve for a term of two fiscal years, these terms running alternately.

Section 2. Removal of Officers

The Executive Board or the membership of the Club, by a majority vote, may remove any officer of the Club for reasons of financial impropriety or moral turpitude.

Section 3. Vacancies

a. If a vacancy occurs in any office of the Executive Board the remaining members of the Executive Board shall, at the earliest possible time, appoint a replacement officer to serve the remainder of the term of that office.

b. In the case a vacancy occurs in any office of the Executive Board, a vice-president shall perform the duties of that office until such time as the vacancy is filled by appointment.

Article VII: Duties of Officers

Section 1. President

The president shall preside at all meetings of the Club and of the Executive Board, shall perform such other duties as may be prescribed in these bylaws or assigned to that office by the Club or by the Executive Board, shall be a member ex officio of all committees, and shall coordinate the work of the officers and committees of the Club.

Section 2. Vice President

The vice-presidents shall act as aides to the president at all meetings of the Club and Executive Board, and shall perform the duties in the absence of the president. If the president is unavailable, one of the vice-presidents shall preside at meetings of the Club and Executive Board.

Section 3. Secretary

The secretary shall record the minutes of all meetings of the Club, shall have a current copy of the bylaws, shall maintain a membership list, if applicable, and shall perform such other duties as may be delegated.

Section 4. Treasurer

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- a. The treasurer shall have custody of all funds of the Club; shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the Club, shall make disbursements as duly authorized by the president, the Executive Board, or the Club. A second officer will also have signatory rights.
- b. The treasurer shall present a financial statement at every meeting of the Club and at other times when requested by the Executive Board and shall make a full financial report at the regular Club meeting at which new officers officially assume their duties. When requested by the Executive Board, the treasurer shall provide a detailed financial report, financial accounting, or both. The treasurer shall be responsible for maintaining the books of account and financial records of the Club. The treasurer shall also prepare an annual financial report which the treasurer shall present at the first regular Club meeting of the next fiscal year.
- c. The treasurer's accounts shall be examined annually by an independent audit designed to confirm that the treasurer's annual report is accurate. If the independent audit confirms the accuracy of the treasurer's annual report, the independent auditor will sign a statement confirming that fact.

Section 5. Club Records

All officers shall perform the duties outlined in these bylaws and any other duties the Club may assign from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to that office.

Article VIII: Executive Board

Section 1. Executive Board members and their election

- a. The Executive Board shall consist of the officers of the Club and other elected board members, not to exceed a total of 15 members. Executive board members shall serve for a term of three fiscal years, with approximately one-third elected each year.
- b. Before the end of the fiscal year, the Executive Board shall present a slate of candidates for consideration for Executive Board positions to be open the following fiscal year. Nominations shall also be taken from the floor during the meeting at which the Club elects Executive Board members. Only those persons who have agreed to serve shall be nominated or elected to the Executive Board.
- c. These Executive Board members shall be elected annually by voice vote or by written ballot if there are more nominees than open positions. The annual election of Executive Board members for the Club's coming fiscal year shall be held not later than the Club's final meeting of the full membership of the current fiscal year.
- d. Executive Board members shall assume their official duties on September 1.

Section 2. Duties of Executive Board members:

- a. Transact necessary business in the interval between regular meetings of the Club and such other business as may be referred to the Executive Board by the Club
- b. Create standing and special committees
- c. Approve the plans of work of the standing committees
- d. Present a report at the regular meetings of the Club
- e. Select an auditor to audit the treasurer's accounts
- f. Prepare and submit to the Club for adoption a budget for the fiscal year
- g. Approve payment of invoices within the limits of the budget

Article IX: Meetings of the Club

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Section 1. Dates of the Club's meetings shall be determined by the Executive Board and announced at the first regular Club meeting of the fiscal year. Notice shall be given of any change in the announced date, time or place of any meetings of the Club.

Section 2. At least 50% of Executive Board members, at least two of whom are officers, shall constitute a quorum for the transacting of business in any meeting of the Club.

Article X: Committees

Section 1. Only members of the Club shall be eligible to serve on committees.

Section 2. The Club may create such standing committees, special committees, or both, as it may deem necessary to promote the mission and objectives of the Club.

Article XI: Fiscal Year

The fiscal year of the Club shall begin on September 1 and end on August 31.

Article XII: Amendments

a. These bylaws may be amended at any regular meeting of the Club. Notice of the proposed amendment shall be given at least 30 days prior to the meeting at which the amendment is voted upon.

b. The Executive Board shall give notice of the proposed amendment at the meeting preceding the meeting at which the Club will vote on the amendment.

c. Approval of amendments to these bylaws requires a two-thirds vote of the members present and voting.

RECORD KEEPING AND REPORTING

MEMBERSHIP ROSTER

AGENDA and MEETING MINUTES

BANK STATEMENTS

BMO HARRIS in Wayzata

EXPENDITURE REPORTS AND REQUEST FORMS

ANNUAL AUDITS

TAX REPORTING (Annual)

- Renew online with Secretary of State
- IRS Federal Filing
- MN Department of Revenue Filing

FISCAL AND BUSINESS PRACTICES

ACCOUNTS

BMO Harris Bank in Wayzata

- Debit card

Vanguard Moneymarket Account

Paypal and Venmo

BUDGET TRACKER SPREADSHEET

EXPENDITURES/ BUDGET CATEGORIES

- FEES
- MEMBERSHIP INCENTIVES
- MUSIC
- EQUIPMENT
- UPFRONT COSTS for FUNDRAISERS
- STUDENT GRANTS
- DIRECTOR GRANTS (Education, ACDA)
- RETREATS
- ACCOMPANISTS
- SCHOLARSHIPS
- END OF YEAR CELEBRATION/ SENIOR RECOGNITION
- MHS CHOIR TIES AND CHOIR ROBES and STOLES and FORMALWEAR
- CONCERT CHOIR RETREAT DAY LUNCH and OTHER FOOD
- TRAVEL
- WEBSITE
- GIFTS

INCOME

- Memberships
- Donations/Sponsorships
- Events
- Fundraisers: Poinsettias; Candygrams; Silent Auction
- Tshirts/Sweatshirts/Polos Merch (web and in person sales)
- Digital Production Sales
- Retreats and Field Trips

BOOSTER CLUB MEMBERSHIP

[Membership Tracking Document](#)

It's easy to become a member of Vocal Support! Your membership will ensure that we can continue providing foundational opportunities for our talented students. Contribute a minimum of \$25 or as much as you feel inspired to give. We ask that donors renew their membership on an annual basis. Our fiscal year runs from September-August. All members will have their names printed in the concert programs.

CONCERTMASTERS CIRCLE (\$1000+): Enjoy 6 premium reserved seats at all MHS concerts (5 this year), 4 premium reserved seats at the annual Senior Celebration, a candy gram subscription (1 per concert), a choir yard sign, 1 piece of Minnetonka Choirs wearable merchandise of your choice, and a car decal.

ARTISTS CIRCLE (\$500-\$999): Enjoy 4 reserved seats at all MHS concerts (5 this year), a candy gram subscription, a choir yard sign, and a car decal.

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PARTNER (\$250-\$499): Enjoy 2 reserved seats at all MHS concerts (5 this year), a candy gram subscription and a car decal.

PATRON (\$50-\$249): Enjoy a CandyGram subscription (5 this year) and a car decal.

FRIEND (\$25-\$49): Enjoy a car decal.

DONATIONS

Minnetonka Choirs are dedicated to offering the highest level of choral education and performance. Since 1952, Minnetonka choirs have given students the opportunity to be part of a musical family, growing in skill, poise, love and respect for each other and the tradition to which they belong. We invite you to give to Vocal Support, joining this rich tradition of community and educational excellence for both students and staff.

SPONSORSHIP

Sponsorship provides an opportunity for your business to show support for arts education and all Minnetonka Choirs. Your sponsorship will reach 300+ families of choir students plus their extended family, friends, and community members. Your support helps provide music, attire, supplies, equipment, transportation, performance space rental, and the list goes on and on. A portion of the proceeds also helps raise money for tours, scholarships, and for other activities students take part in as a member of Minnetonka Choirs.

MAESTRO'S CIRCLE (\$2500+)

CONCERTMASTERS CIRCLE (\$1000-\$2499)

Full page ad in program book distributed at every concert throughout the year. Name recognition at every performance during the concert season (September-August). Logo (company name) on monthly Choir emails distributed to over 300 families. Logo with web link (or individual/family/company name) to the sponsor's website on minnetonkachoires.org sponsorship page.

CHORISTERS (\$750)

3/4 page ad in program book distributed at every concert throughout the year. Name recognition at every performance during the concert season (September-August). Logo (company name) on monthly Choir emails distributed to over 300 families. Logo with web link (company name) to the sponsor's website on minnetonkachoires.org sponsorship page.

ARTISTS CIRCLE (\$500)

1/2 page ad in program book distributed at every concert throughout the year. Name recognition at every performance during the concert season (September-August). Logo (company name) on monthly Choir emails distributed to over 300 families. Logo with web link (company name) to the sponsor's website on minnetonkachoires.org sponsorship page.

PARTNER (\$250-\$499)

1/4 page ad in program book distributed at every concert throughout the year. Name recognition at every performance during the concert season (September-August). Logo with web link (individual/family/company name) to the sponsor's website on minnetonkachoires.org sponsorship page.

PATRON+ (\$150)

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Choice of 1/2 page program ad OR name listed in program book distributed at every concert throughout the year. Names listed under corresponding donation levels on minnetonkachoires.org sponsorship page. Names scrolled on virtual performance events.

PATRON (\$100)

Choice of 1/4 page program ad OR name listed in program book distributed at every concert throughout the year. Names listed under corresponding donation levels on minnetonkachoires.org sponsorship page. Names scrolled on virtual performance events.

ATTACHMENTS

[VocalSupport 501\(c\)\(3\) status](#)

[Tax Exempt Mtka Vocal Support ST3 Certificate of Exemption](#)

BOARD MEETING AGENDA and MEETING NOTES

BOOSTER CLUB EXPENDITURE PRE-APPROVAL (REQUISITION) REQUEST FORM

- Registrations paid by Vocal Support (tax exempt)
- No Reimbursements

BOOSTER CLUB EXPENDITURE REPORT

FACILITY USE AGREEMENT

TRANSPORTATION REQUEST

SCHOLARSHIP APPLICATION