

Euclid Executive Booster Oversight By-Laws

Booster Clubs at Euclid Middle School will be run through the PTO. Each booster club must get approval from the Principal, Assistant Principal in charge of athletics/activities, and a majority vote from the PTO executive board.

The booster clubs will be limited to programs within the school that are greater than 50 students or that exceed a certain budget need of \$1000.00.

The staff member must initiate the booster club and be included in all decision making.

The finances of the booster club must be run through the PTO and will each have a separate line item. The club will be solely responsible for their budget and keeping their finances and accounting. The booster club must report back to the PTO treasurer with their books twice a year (approximately December and May).

PTO Treasurer and booster treasurer will meet annually to create a working timeline for deposits, reimbursements and withdrawals.

The booster club must have a sponsoring staff member as well as elect, at minimum, a president, vice-president, and treasurer. These three positions will have a one but preferably two-year term.

The board of the booster club will run all fundraisers, keep and oversee the books for the club, take minutes of any meetings within the club, and report back to the PTO twice a year (both written and in person at two meetings).

The booster club is responsible for their own communication, but may ask to coordinate with the PTO for their communications.

The booster clubs may not have overlapping fundraisers with any full school or PTO fundraisers, in timeline or content.

The booster clubs must gain approval for any fundraiser that they plan to run by sending an email to both the principal and PTO president for approval.

If at a certain time the booster club is dissolved (per need or approval by Principal, Assistant Principal, and PTO executive committee) all funds shall be turned back to the general PTO account.

The booster club must write mission and vision statements.

****Identifying why the club exists and what its mission is, plays a very important role in helping to attract volunteer support both from the school and the community alike. It also helps provide a club with a road map of what it is trying to achieve. Tip: Make sure your mission or vision statement includes the following features: (a) it identifies who you are, (b) it defines your group's objectives, and (c) it gives volunteers and supporters a clear understanding of why you exist.**

The booster club must write an outline of simple by-laws and have them approved by the PTO and principal of Euclid Middle School in the first year of operation.

****Meeting schedule, a clear agreed upon timeline between PTO treasurer and booster treasurer with policies for – making deposits, issuing checks, acceptable and non-acceptable expenses, making check reimbursement requests, petty cash and handling of money. It is also advised that you include sections that provide guidance on areas such as how much cash and what denominations should be used for starting concessions, and tables selling goods.**

three step planning process.

Step 1: meet with your coach and his staff to determine their special needs and areas of concern. Share your clubs plans and goals and then match them to be supportive of the coach and the staff.

Step 2: meet with your club officers and outline the plan of action for the coming year.

Step 3: meet with your school's administration and gain their support of your plans as well as positioning your group to become an active part of the events during the school year. Establishing clear objectives with all parties will help dramatically reduce challenges.

()** these sections are meant for guidance for the booster clubs