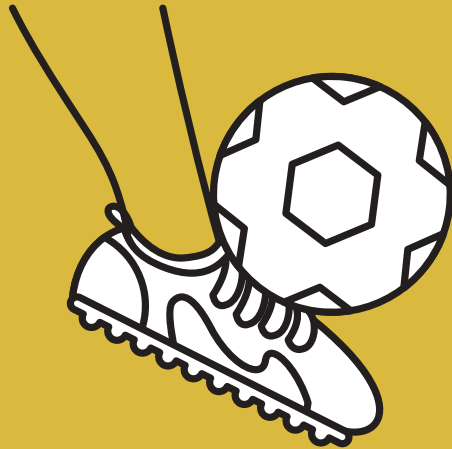
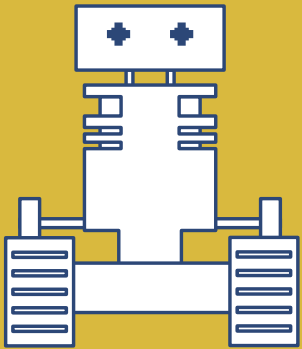
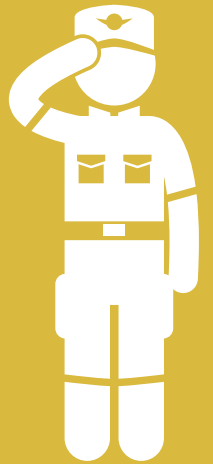
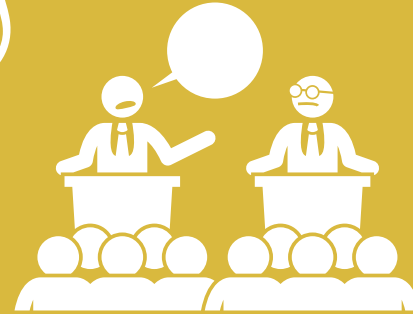




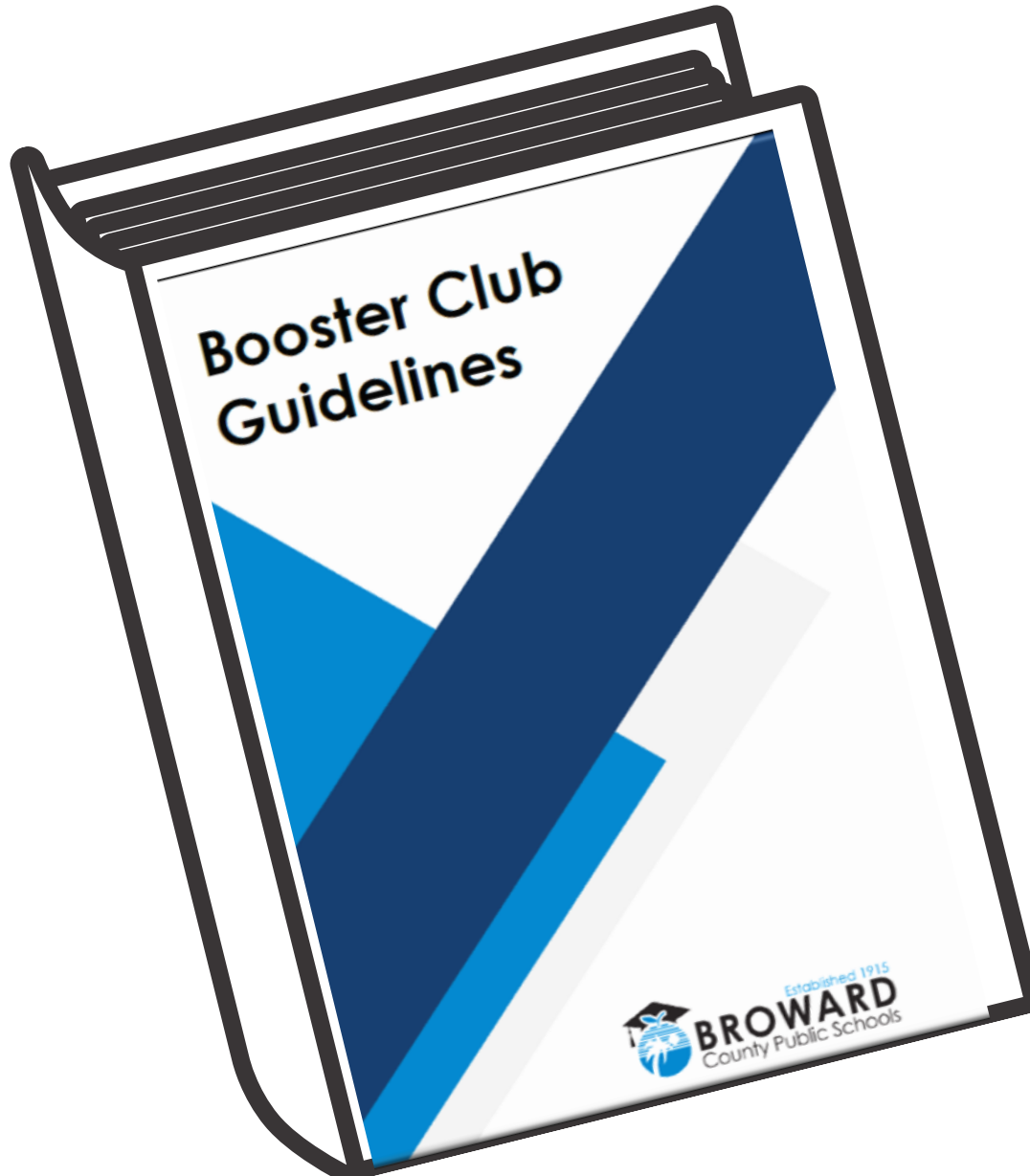
# **BOOSTER CLUBS @ WESTERN HIGH**

SEPTEMBER 16, 2020



WE  
APPRECIATE  
YOU!

# NEW IN 2019-2020





# NAMING THE BOOSTER CLUB

School-allied organizations may not incorporate the school's name as part of their official name

(i.e., “Western High School Basketball Booster Club” should be “Wildcats Basketball Booster Club”)



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# PURPOSE OF BOOSTER CLUB

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





# FUNDRAISING & BOOSTER EVENTS

## LETTER OF AGREEMENT

Reflect Activity in Booster Club Minutes

## APPROVALS NEEDED

Coach/Sponsor, AD, WHS Designee

## ADVERTISEMENT/FLYER

Must State Sponsored by Booster Club



# LETTER OF AGREEMENT

WESTERN HIGH SCHOOL

## 2020-2021 BOOSTER CLUB LETTER OF AGREEMENT

We will notify the principal/designee of all fundraising activities by completing this form for each activity.

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Time(s) of Activity: \_\_\_\_\_

Benefit to School: \_\_\_\_\_

If fundraising, intend purpose of funds collected: \_\_\_\_\_

We will conduct all business in such a way as to clearly distinguish Independent School Related Organization (Booster Club) activities from school/student activities. All public announcements, programs, tickets, etc., will clearly indicate that the function is sponsored by our organization.

We will not involve the school or any School Board employee in the purchase and sale of merchandise. As an Independent School Related Organization, we are informed that our organization must obtain our own Federal ID number and Florida Sales Tax Exemption Number as we cannot use the school's.

**\*\*Groups involved with selling concessions on school property must provide a letter specifically outlining how these particular revenues will be expended to directly benefit or support the students.**

Organization Representative Name (please print) \_\_\_\_\_

Organization Representative Signature \_\_\_\_\_

Contact Number \_\_\_\_\_

School Liaison's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_





# **PERMITTED BOOSTER ACTIVITIES:**

**MERCHANDISE SALES**

**PROVIDE PRE-GAME MEALS**

**DONATE FUNDS TO PURCHASE EQUIPMENT**

**DONATE FUNDS TO PAY FOR TRAVEL EXPENSES**

**PAY FOR END-OF-YEAR AWARD BANQUETS**

**HOST THIRD PARTY FUNDRAISERS (GO FUND ME)**

# **BOOSTER ACTIVITIES THAT ARE **NOT PERMITTED:****

**GAMES OF CHANCE**

**MAKING CASH PAYMENTS**

**ORDERING MERCHANDISE IN WHS' NAME**

**SHIPPING MERCHANDISE TO WHS**

**PAY DIRECTLY FOR FIELD TRIPS, TRAVEL**

**COMPENSATE SCHOOL OR NON-SCHOOL PERSONNEL**

**PAY VENDORS OR CONSULTANTS DIRECTLY**

**ACCESS TO STUDENT INFORMATION**

# GIFTS OR DONATIONS



**STATE HOW THE DONATION/FUNDS SHOULD BE SPENT**



**MAIL OR DELIVER CHECK AND LETTER TO BOOKKEEPER, MS. MUNSON**



**SCHOOL RECEIPT WILL BE ISSUED IN A TIMELY MANNER**

**Fundraisers must go  
through the school's  
internal funds system  
any time the funds are  
handled by a School  
Board employee.**



# VOLUNTEER REQUIREMENTS



ALL BOOSTER CLUB MEMBERS WHO WILL COME INTO CONTACT WITH STUDENTS MUST COMPLETE THE SCHOOL VOLUNTEER APPLICATION ANNUALLY



OVERNIGHT TRIPS REQUIRE LEVEL 2 CLEARANCE WITH FINGERPRINTS



[BROWARDSCHOOLS.COM/VOLUNTEERAPPLICATION](https://www.browardschools.com/volunteerapplication)

# NEXT STEPS

**1**

Complete Booster Club Acknowledgement and submit to [liset.serraino@browardschools.com](mailto:liset.serraino@browardschools.com)

**2**

Review Booster Club info posted on [www.browardschools.com/western](http://www.browardschools.com/western). See the "Athletics" dropdown menu for Booster Clubs.

**3**

Submit financial reports by:

#1: 10/1/2020

#2: 2/1/2020

#3: 5/10/20



# **WE ARE HERE FOR YOU!**

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**LISSET SERRAINO, ACTIVITIES OFFICE SUPPORT**

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# Thank you!

WE CAN'T WAIT TO WORK WITH YOU.

