

## Booster Club Tips

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as the handling of funds is a must.

**Tip:** Quickbooks offers a non-profit accounting program that can be easily customized to offer all of the accounting features needed for a club. Develop your accounting policies and procedures book and build in sections that will outline the following areas: bank account information, 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, raffles and tables selling goods.

### 8. Keeping in contact with friends, alumni and business supporters

- Communication is a key component to helping build successful teams and programs. A coaching staff that cannot communicate will lose the game even with the best players. The same applies to a booster club who has not established a multiple level of communication techniques for keeping their events, activities and opportunities in front of parents, administrators, alumni and the community.

**Tip:** Develop a monthly newsletter and send it to current and past supporters. Provide ample

opportunities to continually gather new and updated contact information. Including an online link from your club website where supporters can update their contact information.

### 9. Overstepping boundaries -

Booster clubs are passionate supporters of the activity they endorse which means they can sometimes overstep their positions. Conducting meetings with school administrators and coaches to help gain a clear understanding as to what is and is not acceptable will help to reduce and prevent unneeded conflict and challenges between the booster club, the schools administrators and coaches.

**Tip:** Start the season or the school year with a three step planning process. Step 1: meet with your club officers and outline the plan of action for the coming year. Step 2: 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 3: meet with your schools 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.

**10. Understanding the booster clubs job** - Establishing a clear and detailed outline of what the booster club does will help to minimize any potential conflicts with ASB, DECA and the other organizations at the school.

**Tip:** A simple rule of thumb for club activities is to remember that we are all here to support the kids. Daytime, at school activities that provide kids with the opportunity to expand and enhance their learning skills should be left to the ASB and DECA groups. After school events such as football concessions and raffles are better suited for booster clubs and their supporters.

### 11. Keeping the club compliant with state and federal guidelines

- It's estimated that each year approximately 65% of clubs who have registered with their state let their registration lapse and become invalid simply because they weren't aware that they needed to submit annual renewal fees and updated information. Just like any organization that is formed to conduct business, insuring that your club is properly registered and compliant with both state and federal guidelines is a must.

**Tip:** Make sure your club has developed a corporate book where your articles, by-laws, state and federal registration forms as well as minutes are all kept. Establish a