

Lakeview Centennial High School

Booster Club Administrative Regulations

Lakeview Centennial High School encourages the participation of parents and community organizations in the educational process and believes that school support groups (booster clubs) can be an integral part of the learning environment. In order to work together for the ultimate benefit of students, we have developed the following regulations and procedures with which booster clubs must comply.

1. No booster club, organization or individual is allowed to use the school name or any likeness to solicit funds without express written consent of the school and school principal.
2. Any booster club which expects to solicit and receive tax deductible funds from individuals, companies or other entities must apply for and receive federal non-profit organization status 501 (c)(3) and provide a copy of this status to the school principal.
3. Each booster club is considered separate from and independent of the school, therefore, the school is not responsible for, nor can the school be liable for financial obligations or contractual matters of a booster club.
4. Each booster club and its members must abide by all federal, state and local laws, including these established Administrative Regulations provided by Lakeview Centennial High School.
5. Each booster club must be formally organized as a legal entity, adopt bylaws which allow for the election of officers and operational procedures. A copy of these bylaws must be reviewed annually, submitted and remain on file with the school.
6. Each booster club must have an established leadership structure, including an executive board comprised of an elected president, treasurer and secretary, and must submit annual to LCHS the names, positions and contact information of each executive board member.
7. Minutes of each meeting must be taken, maintained and provided to LCHS.
8. An ad hoc committee or one of the booster club's members who is not a member of the executive board should audit the club's financial records once a year and issue a written report to all members and the school principal as well.
9. Each booster club must establish an appropriate written set of booking and accounting procedures. At a minimum, these policies should include:
 - Documentation for cash receipts and cash disbursements
 - Checks written must have at least two signatures
 - Establish procedures to be followed to obtain approvals for fund raisers and other club activities
10. In the event a treasurer is elected, resigns or leaves office for any reasons, the booster club's financial records should be audited and a written report must be issued to all members by a committee, and provide the report to the school principal.
11. Each officer with signature authority, as well as those members who are expected to have contact with students, must undergo a background check.

I acknowledge that I have read, understand and will adhere to the Lakeview Centennial High School Booster Club Administrative Regulations as established.

Club President

Sponsor

Student Activities Director

Date