



UCS Blazer Boosters

General Operating Protocols

Created March 2021 to guide the UCS Blazer Boosters in conducting its business.

*This document is intended to be reviewed annually by the UCS Blazer Boosters President,
and edited as needed.*

General Information

DESCRIPTION

The University Charter School Blazer Boosters (Livingston, Alabama) is a locally organized booster club. The purposes of the University Charter School Blazer Boosters are:

- To promote athletic teams by raising funds and distributing money and materials to athletic teams
- To offer volunteer involvement for members
- To promote participation in athletic events
- To encourage attendance at athletic events
- To assist the Athletic Director and coaches

FISCAL YEAR

The University Charter School Blazer Booster's fiscal year is August 1-July 31.

Blazer Boosters EMAIL ADDRESS

ucsboosters@universitycharterschool.org

MEMBERSHIP ELIGIBILITY

- *Each member of the UCS Blazer Boosters shall pay annual dues as follows:
 - Family membership = \$100
 - Individual membership = \$50
 - Corporate membership = \$500
- Membership in the UCS Blazer Boosters is open to anyone who supports the purpose of the Blazer Boosters.
- Membership is available throughout the school year.
- Membership begins on August 1st and ends on July 31st (this is to approximately coincide with the school year.)
- Any interested parent, grandparent, teacher, or other interested person can become a member by completing the membership form and submitting the payment for annual dues.
- *Changes to the cost of membership will be determined by the cost of attending athletic events at UCS and will require approval the UCS Athletic Director.

Corporate Membership:

- Corporate members will receive two family passes.
- Additional advertising will be included as feasible depending on sport, location of games, and availability of advertising space. Examples of advertising for corporate members are announcements during games and sponsorship signage. This will be determined on a yearly basis by the Blazer Booster Club and the UCS Athletic Director.

VOTING

- Membership in the Blazer Boosters extends to the whole family and each parent or guardian is encouraged to attend all meetings and functions. However, each family as specified on the membership form is allowed only one vote.
 - If a family situation occurs in such that a separate membership is needed during the fiscal year, the Executive Committee will handle on a case-by-case basis.
- A completed membership form and payment of dues must be submitted to the Executive Committee before voting rights are enabled.
- Booster Club members who also serve as coaches are prohibited from voting on budget requests for teams that they coach.

- Virtual meetings and electronic voting may be allowed.

GENERAL MEMBERSHIP MEETINGS

- Regular meetings of the UCS Blazer Boosters are to be held during the months of August and May, unless otherwise provided by the Blazer Boosters.
- Special meetings of the Blazer Boosters may be called by the president or by a majority of the executive committee, three days' notice having been given.
- The final meeting of the school year shall constitute the annual meeting.

EXECUTIVE COMMITTEE

Functions

- Review University Charter School Blazer Boosters General Operating Protocols.
- Transacts business referred to it by the athletic director.
- Submit requests for reimbursement of expenses incurred by committee members to treasurer before the end of the fiscal year. The Blazer Booster Expense/Reimbursement form should be used for all requests.
- Approves the work of committees.
- Act in emergencies between meetings of the Blazer Boosters.
- Make a report at each board meeting, if activities have occurred.
- The executive board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the Blazer Boosters. Standing committees may include:
 - Concessions (as needed)
 - Fundraising
 - Athletic Banquet(s)

Eligibility

- All members of the Booster Club are eligible to hold office.

Elections

- Executive Committee elections are held following the May general membership meeting.
- Members of the Blazer Boosters may propose candidates following the May general meeting.
- If no candidates are nominated, the existing committee members will be reappointed.
- If multiple candidates are proposed:
 - Each office will voted on separately
 - Uncontested candidates may be approved by a simple voice vote
 - A secret ballot, either in person or online, will be used for each contested office
 - A simple majority vote of the general membership present is required to elect each new officer.

Authority and Responsibilities

- **PRESIDENT**
 - Convenes and conducts the Blazer Boosters' general membership meetings and executive committee meetings.
 - Prepares and publishes a meeting agenda.
 - Create a report of business to present at the regular general membership meetings.
 - Sets calendar for the year and include Blazer Booster meeting dates (executive and general), activities/important dates.
 - Meets with school principal and athletic director to discuss school plans for the year.
 - Meet regularly with school principal and athletic director to inform him/her of Blazer Booster activities.
 - Coordinate the work of the officers and committees in order that the purposes may be promoted.
 - Serve as an ex-officio member of all committees.
 - Serve as a second signature for Blazer Booster Financial Requisitions.

- Coordinates the work of the officers and committee chairs, and communicates with the UCS Athletic Director to manage the Blazer Boosters' business between meetings.
 - Prepare annual report for review at the last board meeting of the fiscal year. Report should be attached to the minutes.
 - Meet with vice president/president-elect, treasurer, principal, and athletic director to develop next year's proposed budget for consideration at the last meeting of the fiscal year.
- **VICE PRESIDENT**
 - Performs duties of the President when the President is unavailable.
 - Act as an aide to the president.
 - Meet with president, treasurer, athletic director, and principal to develop next year's proposed budget for consideration at the last meeting of the fiscal year.
- **VICE PRESIDENT OF MEMBERSHIP**
 - Manages all aspects of Blazer Booster Memberships.
 - Is in charge of Blazer Booster Membership drives and other solicitations of new members.
 - Set up membership tables at pre-registration, new student orientations, meetings and any other appropriate events.
 - Provide the treasurer with a list of members/dues. Dues should be remitted promptly after collection.
 - Keep a master list of all members.
 - Provide report on membership activities at board meetings.
 - Publicize membership achievements and progress throughout the campaign.
 - Coordinates with the Secretary to keep a current list of memberships.
- **TREASURER**
 - Prepare and present written financial reports to the executive committee.
 - Reports on the Blazer Boosters' financial status at each meeting, to include account balances for the general fund, fundraising activities, and all unexpended allocations.
 - Meet with president, vice president/president-elect, athletic director, and principal to develop next year's proposed budget for consideration at the last board meeting of the fiscal year.
 - Keep accurate account of deposits and withdrawals.
 - Deposit all funds promptly through the UCS administrative office.
 - Present an annual report of the financial condition of the organization.
- **SECRETARY**
 - Maintain an accurate list of memberships as received.
 - Use membership lists to record votes during Blazer Boosters meetings.
 - Act as custodian of all records, except those specifically assigned to others, and promptly deliver all records to successor.
 - Record all business transacted (minutes) at each general meeting and present the minutes for approval at the next meeting.
 - Be prepared to read the records of any previous meetings.
 - Distribute minutes of meetings to members for review and approval.
 - Conduct correspondence of the association as directed by the executive committee.
 - Maintains Blazer Boosters Operating Protocols.

- **EX-OFFICIO MEMBERS**

- **Principal and Head of School**

- May consult with the Blazer Boosters Executive committee as ex-officio members and may not cast votes as a member of the Booster Club.

- **Athletic Director**

- May consult with the Blazer Boosters Executive Committee as an ex-officio member.
- May not cast votes as a member of the Booster Club.
- Serves as a liason between the Blazer Boosters and UCS administration and between the Blazer Boosters and the UCS coaches.

- **Coaches:**

- May consult with the Blazer Boosters Executive Committee as an ex-officio member.
- May not cast votes as a member of the Booster Club.
- Coaches will work to ensure that their respective teams participate in the Blazer Boosters' various activities.
- Communicate with athletes and parents of athletes.
- Share information and suggestions with athletic director that can be presented to the Blazer Boosters Executive Committee.
- Submit project/material request/proposals to the Blazer Boosters for approval.
- Provide assistance with programs/information sessions as requested by the Blazer Boosters.

- **"THE HUNT" COORDINATOR**

- Manages all aspects of the annual UCS Deer Hunt. This includes at a minimum:
 - Setting the date for the hunt.
 - Selecting and reserving land for hunts.
 - Collaborating with the Fundraising Coordinator to organize merchandize sales for The Hunt.
 - Provide updates and report the earnings of The Hunt at the Blazer Booster general meetings.

- **BOARD LIASON**

- Acts as a representative of the UCS Board of Directors and serves as a liaison between the Blazer Boosters and the Board.
- Attends Executive Committee meetings and general membership meetings.
- Acts as advisor to the President.
- Serves to ensure that the goals of the Blazer Booster Club are in alignment with the mission and vision of UCS.

- **PTA Representative:**

- May consult with Blazer Boosters Executive committee as ex-officio member and may not cast votes as a member of the Blazer Booster Club unless they are a paid member of the Boosters in their own right.
- Collaborate and coordinate fundraising and event planning with the UCS PTA.
- Share information between the UCS PTA and Blazer Boosters.

BLAZER BOOSTERS MEETINGS

- First general membership meeting is in August. The annual meeting will be held in May.
- The secretary (or other appointed board member in the secretary's absence) must take minutes for all meetings.
- Attendance must be noted for each meeting. Virtual meetings and electronic voting are acceptable when face-to-face meetings are not feasible.
- The secretary will distribute meeting notices by email. President is responsible for all meeting notifications for executive or called meetings.
- Meetings may be cancelled if there is no business to be conducted.
- In the absence of a monthly meeting, the Executive Committee may hold an executive meeting, if necessary.

COMMITTEES

The Executive Committee shall appoint committee positions as listed below, and others as the need arises.

All committee chairpersons have the following responsibilities, along with the specific duties listed for their individual committee description:

- Contact committee volunteers regarding serving on the committee.
- Provide report on committee activities at meetings.

FUNDRAISING

Coordinate fundraising activities. This includes at a minimum:

- Brainstorm new and creative fundraising activities.
- Collaborate with Executive Committee and Athletic Director to plan fundraising for the year.
- Coordinate and delegate fundraising responsibilities.
- Provide report on fundraising at each meeting.

ATHLETIC BANQUET(S)

Plan athletic banquet(s) in appreciation for UCS's athletes.

- Coordinate banquet(s) to recognize athletic achievements and recognize athletes for participation.
- Collaborate with the Athletic Director and coaches to schedule, plan, and budget for the event(s).
- Prepare a budget for the banquet(s).

CONCESSIONS

*This is a revolving committee based on each sport's requirements. **Athletic team's should have first option to utilize concessions as a fundraiser.** If no team is willing to commit to concessions, the Blazer Booster's will work to ensure that concessions are available based on need. This includes at a minimum:*

- Scheduling parents or other volunteers to staff the concession stand.
- Purchasing supplies.
- Collecting receipts and providing to the treasurer.
- Maintaining a schedule of concessions volunteers.

TEAM REPRESENTATION

Coaches will work with the Athletic Director to identify specific needs with which the Blazer Boosters may be able to help.

- Requests for budget consideration should be presented at the annual meeting.
- Any emergency spending requests should be submitted to the Executive Committee for immediate review.

FUNDRAISING, BUDGETING, & DISBURSEMENTS

GENERAL FUNDRAISING

May include, but is not limited to membership dues, UCS Deer Hunt, spirit wear sales, and any other fundraising voted on by the membership.

- These funds will be disbursed to be used for UCS athletic teams as directed and voted on by the Blazer Boosters.

TEAM SPECIFIC FUNDRAISING

- All funds raised by a team will be deposited in the team's account and will be considered separate from the Blazer Boosters.

BUDGET PROCESS & PURCHASE LIMITATIONS

- The Blazer Boosters shall meet annually to create a yearly budget during the summer.
- The Blazer Boosters budget planning process shall consider requests from the UCS coaching staff, UCS Athletic Director and review historical budget data to allocate funds across the following categories:
 - Savings
 - Contingency
 - Programs
 - Athletic Banquet(s)
 - Awards and Recognition
 - Uniforms (new, replacement and additional as recommended by the UCS Athletic Director)
 - Balls & equipment
 - Fields & facility needs
 - Travel expenses for State-level tournaments/play-off games
- Budget requests must be submitted in writing, itemized and with enough detail to stand alone without further explanation.
- Anything purchased with Blazer Booster funds on behalf of a UCS Athletic program, ultimately becomes property of UCS.

DISBURSEMENTS

- Authorization to disburse Blazer Booster funds rests with the following Blazer Booster executive committee members and UCS administration:
 - President
 - Treasurer
 - Head of School
- Any amount authorized over (\$100) requires two signatures from those authorized above.

EMERGENCY DISBURSEMENTS

- The executive committee may authorize a disbursement for an unplanned event of other need as requested by the Athletic Director for an unplanned event or other need.
- This type of disbursement may only be authorized when it is determined by the Executive Committee to be urgent in nature.

FUNDING PROTOCOL

General fund expenditure requests that are not contained in the annual budget must be:

- Submitted by the coach or Athletic Director to the Blazer Boosters' President for inclusion on the agenda for the next general membership meeting.
- Approved by the Athletic Director.

- Expenditure requests will be voted on by membership at the next scheduled meeting following submission of the expenditure.

FINANCIAL PROCEDURES

- Preferred vendors are:
 - Amazon
 - Sam's Club
 - All other Vendors approved by UCS Head of School
- A request for purchase must be submitted via email to the Head of School prior to expending funds. Two approvals are required for all purchases, the UCS Booster Club President and UCS Head of School.
- A UCS Booster Club Executive Committee Member must provide a quote from the vendor to UCS Head of School and must receive written approval before finalizing purchase.
- Head of School or UCS Booster Club President will process approval of order and invoices from vendor. A copy of the invoice should be provided to the UCS Booster Club Treasurer.
- Head of School or Designee will purchase items from preferred vendor. A copy of the detailed receipt should be provided to the UCS Booster Club Treasurer.
- Head of School or Designee will authorize any personal purchases and provide the process for reimbursement to Booster Club Executive Committee Member. A copy of the detailed receipt should be provided to the UCS Booster Club Treasurer and submitted for reimbursement.

Merchandise Purchases & Sales

- UCS Head of School and UCS Booster Club President must approve all purchases prior to confirming an order.
- UCS Booster Club merchandise sales should be recorded separately from UCS merchandise sale

Concession Purchases & Sales

- UCS Head of School and UCS Booster Club President must approve all purchases.
- Once approved, UCS Booster Club will purchase concession items.
- A Change Fund will be requested a minimum of two business days prior to the event from UCS Head of School or Designee.
- Profits gained from concession sales will go to the UCS Booster Club line item.
- All funds should be counted by two people and turned in to Booster Club President to deposit the next business day using the Cash Count Form. The amount disbursed for the Change Fund should be deposited separately.

Reimbursements

- All requests for small purchase reimbursements must use the Request for Reimbursement form and approved by Booster Club President. The second approval must be the Head of School. An itemized receipt must be attached to the request.
- UCS is a non-profit organization and does not reimburse for any taxes paid. Some exceptions may be made for non-grant related purchases for some restaurants and out of state businesses that do not honor tax exemptions, but the exemption certificate must be presented at time of purchase. A copy of UCS's tax exempt certificate may be obtained through the Business Office prior to purchase.
- UCS tax-exempt ID may not be used to purchase any non-school related items or for any items that are not processed for payment through the school. Any unapproved use of UCS name or tax ID is a legal violation and may result in legal consequences.



UCS Booster Club Request for Reimbursement

Attach all receipts to this expense statement

Please Print:

Name: _____

Address: _____ City: _____ State: ____ Zip _____

Email Address: _____ Phone Number: _____

Expenditure was for: _____

List of Expenditures:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Signature: _____ **Date:** _____

For Booster Club Treasurer Use:

- Membership-approved activity
- Executive committee-approved expenditure

Check Number	Category	Amount Advanced	Expenses	Amount Owed or Due
_____	_____	_____	_____	_____

President's Signature: _____ Date: _____

Date approved in Minutes: _____ Secretary signature: _____



UCS Booster Club Purchase Request Form

DATE OF REQUEUST:	DATE REQUIRED:	VENDOR NAME:		
REQUESTED BY:				
		VENDOR CONTACT:		
Special instructions, Quotes, Etc.:				
QTY	ITEM #	Description	PRICE EACH	TOTAL PRICE
TOTAL			\$	

Requestors Signature: _____

Date: _____

UCS CASH/CHECK COUNT FORM

EVENT _____ DATE OF COUNT _____

Currency	_____	X	\$ 1.00 = _____
	_____	X	5.00 = _____
	_____	X	10.00 = _____
	_____	X	20.00 = _____
	_____	X	50.00 = _____
	_____	X	100.00 = _____
	Total Currency		→ \$ _____

Coin	_____	X	.01 = _____
	_____	X	.05 = _____
	_____	X	.10 = _____
	_____	X	.25 = _____
	_____	X	.50 = _____
	_____	X	1.00 = _____
	Total Coins		→ \$ _____

CHECKS: _____ → \$ _____

TOTAL CHECKS/CASH: _____ → \$ _____

LESS CHANGE FUND: _____ → \$ _____

OVERAGE OR (SHORTAGE): _____ → \$ _____

First Person Making Count: _____
(Signature)

Second Person Making Count: _____
(Signature)