Booster Club/Support Group Quick Reference

updated 07/2024

Item Due	Date Due	Submit to:
Bylaws	Initial formation and/or when changes are made	LSC
Officers Acceptance Form	Annually and/or as changes are made	LSC
Audited Financial Statements	June 30th of each year	LSC
GASB 39 Form	June 30th of each year	LSC
Club/Group Information Sheet	After officers are elected or as changes are made	LSC/Campus Principal/Administrator
Booster Fundraising Permission Request Form	2 months prior to desired fundraising start date	1st Approval: Campus Principal/Administrator 2nd Approval: Assistant Superintendent of Finance
Booster Results from Fundraiser	within 1 week of the last day of the fundraising period	1st Approval: Campus Principal/Administrator 2nd Approval: Assistant Superintendent of Finance

Contact List

Sponsor/Campus Administrator	Title/Position	Phone Number/Ext 281-576-2221
Chelsea McDaniel	Director of Finance	ext 1246
Kim Kunk	Senior Accountant	ext 1259
Diane Rendon	Budget Assistant	ext 2017
Lance Murphy	HS Principal	ext 1297
Kristie Thompson	HS Secretary- Project Graduation	ext 1209
Brandon Otto	FFA Sponsor	ext 1413
Lacy Wood	Cheer Sponsor	ext 2789
Carl Abseck	Athletic Director	ext 1221
Amy Reese	Athletic Secretary	ext 1334
Chris Brannan	Director of Fine Arts	ext 1215
Hope Novosad	Fine Arts Secretary	ext 1379
Jacqueline Bell	Eaglettes	ext 2609
Jezi Romo	Facility Rental-Maintenance & Ops	ext 1389

Notes: