Booster Club Helpful Tips

- Constitution and Bylaws can be one document as long as there is a section identified as Bylaws
- Keep minutes of all meetings/proceedings.
- Elect officers annually; one member does not constitute a "board". At a minimum, there needs to be a president and treasurer.
- Keep clear financial records such as back-up documentation for disbursements, pre-approval of expenditures, money collection, receipts, tally sheets, tickets log etc.
- Separate duties so one person is not responsible for transactions from beginning to end. If one person sells, funds are counted in dual custody and deposited by someone other than those that sold or counted funds.
- Elect an auditor or committee separate from individuals with decision making authority to review financial records regularly.