

Incarnate Word Academy Booster Club Official Operating Guidelines

1. Purpose and Scope

1.1 Name

The organization name shall be the Incarnate Word Academy Booster Club.

1.2 Relationship to Incarnate Word Academy

The IWA Booster Club is a volunteer organization operating under the authority of Incarnate Word Academy (a private, independent, non-profit Catholic school) and using the school's Employer Identification Number (EIN). The IWA Booster Club is not a separate legal or tax-exempt entity and functions solely under the school's administrative and financial oversight.

1.3 Purpose

The purpose of the IWA Booster Club is to foster enthusiasm and support for school-wide athletics by communicating with IWA athletes, coaches, and parents of athletes; promoting good sportsmanship at all times; raising funds for identified athletic program needs; and assisting the Athletic Director.

2. Authority and Oversight

2.1 Administrative Oversight

The IWA Booster Club is a committee of Incarnate Word Academy that operates in partnership with and under the guidance and supervision of the school. All activities, fundraising, and expenditures align with school standards and administrative oversight.

2.2 Financial Oversight

All IWA Booster Club funds are property of and held in accounts owned by Incarnate Word Academy. All income and expenses must be processed through school-managed accounts in coordination with the IWA Business Office. Any financial review or audit of IWA will include the IWA Booster Club.

2.3 School Liaison

The campuswide Athletic Director will serve as the liaison attending Booster Club general and Leadership committee meetings to serve as a communication link between the Booster Club and the school. The Liaison serves in an advisory, non-voting capacity. The liaison submits work orders as needed, coordinates communications to families via FACTS, and approves check requests to ensure alignment with school and Booster Club intentions.

3. General Membership and Meetings

3.1 Eligibility

All parents and legal guardians (including IWA faculty and staff) of currently enrolled IWA student athletes who have paid athletic fees for the current school year are members of the IWA Booster Club.

3.2 General Meetings

General meetings will be held once per quarter as scheduled by the Booster Chair and Athletic Director.

3.3 Voting

General members may vote on matters presented at membership meetings. A quorum of general membership shall consist of 9 or more members present. Each member attending a general meeting (in person or virtually if applicable) is entitled to one vote and may vote by voice, show of hand, or written ballot. Motions pass with a simple majority of votes cast. Proxy voting is not permitted. Robert's Rules of Order can be used as a guide when helpful, but are not required.

3.4 Dues

No dues are required for membership. Voluntary donations or event-specific fees may be requested with prior school approval.

3.5 Safety-Certification

Members will register with the Hearts & Halos volunteer management system and renew their Safe Environment class certification every three years.

4. Leadership Structure and Responsibilities

4.1 Leadership Committee

The IWA Booster Club shall be governed by an odd number of elected officers who foster collaboration, transparency, and alignment with the school's mission. Positions include:

- Chair
- Vice Chair
- Past Chair
- Secretary (up to two)
- Treasurer (up to two)
- At-Large Members (including representation for each level, EL, ML and HSL)

4.2 Officer Responsibilities

Chair

- Serves as the primary liaison between the Booster Club and the Athletic Director.
- Presides over Booster Club meetings and prepares agendas in collaboration with officers and Athletic Director.
- Oversees Booster Club activities, events, and fundraising in alignment with school procedures and authorizes expenditures outlined in the approved budget.
- Serves as ex-officio member on all Booster Club committees.

Vice Chair

- Supports the Chair and assumes responsibilities in their absence.
- Assists in areas as needed.
- Ensures committee chair coordination of parent volunteers for Booster Club events and initiatives in partnership with school staff, utilizing the Hearts & Halos Volunteer Management System.

Past Chair

- Advises and assists chair as requested to ensure continuity and smooth transition.

Secretary

- Records minutes and maintains official Booster Club records.
- Distributes meeting notices, agendas, and minutes to Booster Club members and Athletic Director.
- Manages communications to families in coordination with the IWA Advancement & Marketing Dept. for timing and works with the Liaison to distribute communication via FACTS.

Treasurer

- Tracks income and expenses related to Booster Club activities.
- Works with IWA Business Office on all financial matters.
- Coordinates all deposits directly with the Business Office.
- Reconciles to the school's ledger within two weeks of receiving it from the CFO monthly.
- Provides yearend summary spreadsheet to the CFO by June 30th.
- In collaboration with the Leadership Committee, prepares the annual budget.
- Manages Booster Club funds in accordance with school policies.
- Prepares and presents financial reports at each meeting.
- Coordinates budgeting and expenditure approvals with school leadership.
- Provides event budgets to committee chairs
- Submits check requests to the school liaison to approve and submit to the Business Office.
- Verifies the reimbursement requests align with the budget prior to sending requests to liaison for approval. Provides notes for variance if applicable, which could indicate partial reimbursement.
- Provides donor information and transaction documentation for IWA Booster Club fundraising activities to the Advancement Office.

At Large Members

- Serve as liaisons between parents, coaches, and administration at each school level.
- Coordinate parent volunteer assignments for gate admissions and home game concessions utilizing Hearts & Halos Volunteer Management System.
- Assist head coaches with senior flights and end-of-season awards banquet.
- Serve on committees as requested/able.
- Assist with academy-wide coordination as needed.

Committee Chair (Optional)

- Plan and coordinate assigned events or initiatives
- Develop event plans and budgets for approval, obtaining quotes for services/materials, and submitting receipts to the treasurer.
- Recruit and manage volunteers for specific activities utilizing the Hearts & Halos Volunteer Management System.
- Coordinate promotion to families with the IWA Advancement & Marketing Dept.
- Submit post-event summaries, including outcomes and lessons learned.

4.3 Terms

Terms run July 1 to June 30. Unless otherwise specified, officers are elected to one-year terms, renewable with mutual consent and administrative approval. Treasurer and secretary positions may be elected for two year terms and the past chair is automatically filled by the prior year chair.

4.4 Selection and Removal/Resignation of Officers

Officers may be nominated by the general membership or a Nominating Committee. Final appointments require approval by the school administration. Officers may resign by written notice to the Chair or School Administration. An officer may be removed for cause by $\frac{2}{3}$ vote of the Leadership Committee and approval of the school administration.

4.5 Voting

An official vote requires a quorum which consists of a simple majority (50% + 1) of the current Leadership Committee members. Each Leadership Committee member has one vote and may vote by voice, show of hand, written ballot, or electronic vote by email or text. Proxy voting is not permitted. Robert's Rules or Order can be used as a guide when helpful, but are not required.

5. Committees

5.1 Standing and Ad Hoc Committees

The Leadership Committee may form standing and ad hoc committees as needed for particular functions (e.g. Fundraising, Communication & Volunteers, Nominating) or to plan and execute specific events (e.g. Angelfest, Concessions). The Nominating Committee shall consist of two members of the Leadership Committee (excluding the chair) and three members from the at-large population, ideally one from each level.

5.2 Committee Chairs

The chair for each committee coordinates communication to families in coordination with the IWA Advancement & Marketing Dept. for timing, and works with the athletic director to distribute communications via FACTS. The committee chair operates within the budget provided by the treasurer and seeks approval for any variance prior to expenditure.

6. Finances

6.1 Budget

An annual budget will be developed by the Treasurer and Booster Club Leadership Committee and

approved by the school administration prior to the start of the school year. Any subsequent amendments to the budget must be approved by the school administration.

6.2 Financial Reporting

The Treasurer will present regular reports to the Booster Club Leadership Committee and submit a year-end financial summary to the IWA Business Office. Each month, the Treasurer reconciles to the school's general ledger provided by the Chief Financial Officer.

6.3 Resources

Coordinating with the relevant school office, the IWA Booster Club may use school facilities, copiers, and supplies for activities that directly benefit the school community. Large material usage or expenses, such as outsourced signage or special print materials, should be pre-approved with the relevant department to clarify costs expectations and whether any expenses will be charged back to the IWA Booster Club.

7. Fundraising

7.1 Fundraising

All fundraising events and efforts must receive prior written approval from the school's Advancement Office (using the Fundraising Approval Form), comply with IWA fundraising guidelines and standards, and be included in the approved annual operating budget.

7.2 Donor Invoices and Acknowledgements

Because donations are made using IWA's EIN, all donor invoices and tax acknowledgement letters or receipts must be issued by the school. Donor recognition (such as signage, programs, social media) must be approved by the school and align with school branding and mission.

7.3 Donor Information & Recordkeeping

All donor information collected through IWA Booster Club fundraising activities—including names, contact information, donation amounts, fair market value, and restrictions must be submitted to and maintained in the official IWA donor database to be managed in accordance with IWA's data privacy and record retention policies.

7.4 Excess Fundraising Proceeds

Fundraising activities shall be approved with an identified purpose and budgeted amount. Prior to the end of the school year, funds raised in excess of the Booster Club's operating budget, and in excess of the approved reserve amount for the subsequent fiscal year, will be transferred to the school's Athletic Fund or other restricted accounts (e.g. annual fund, specific project fund, legacy fund, etc) that may be suggested by Booster Club vote and approved by the school administration. The Athletic Fund may be accessed by the Athletic Director (and approved by the president) for the purpose of strengthening athletic programs and enhancing the student athletic experience across the campus. Restricted funds are used as needed by the school for the intended purpose.

8. Communication and Conduct

8.1 Transparency

Meeting minutes, financial summaries, and event updates shall be made available to Booster Club members upon request.

8.2 Conduct

All Booster Club members are expected to represent the values of Incarnate Word Academy, treating all members of the community with integrity, respect, discretion, and professionalism.

8.3 Confidentiality

Members must maintain confidentiality regarding student, family, faculty, or donor matters discussed within the IWA Booster Club.

8.4 Safety

Members will ensure Booster volunteers are safety-certified through the Hearts & Halos Volunteer Management System in compliance with the school's policies and procedures related to maintaining a safe school environment.

9. Amendments & Dissolution

9.1 These guidelines may be amended by the school administration, with amendments shared with Booster Club members within 30 days of the decision.

9.2 If the IWA Booster Club is dissolved or becomes inactive, all remaining assets and funds will remain property of Incarnate Word Academy.