

Athletic Booster Club Meeting

Welcome & thank you for supporting our student-athletes
and programs.

- Support
- Enhance
- Partner

Introductions

Meet the team

ECISD Development Office

Nidia Soriano

Director of Development

Sandy Ochoa

**Parent Community Engagement
Support Specialist**

ECISD Athletic Department

Tracey Borchardt

Executive Director of Athletics

Crystal Day

Director of Athletics

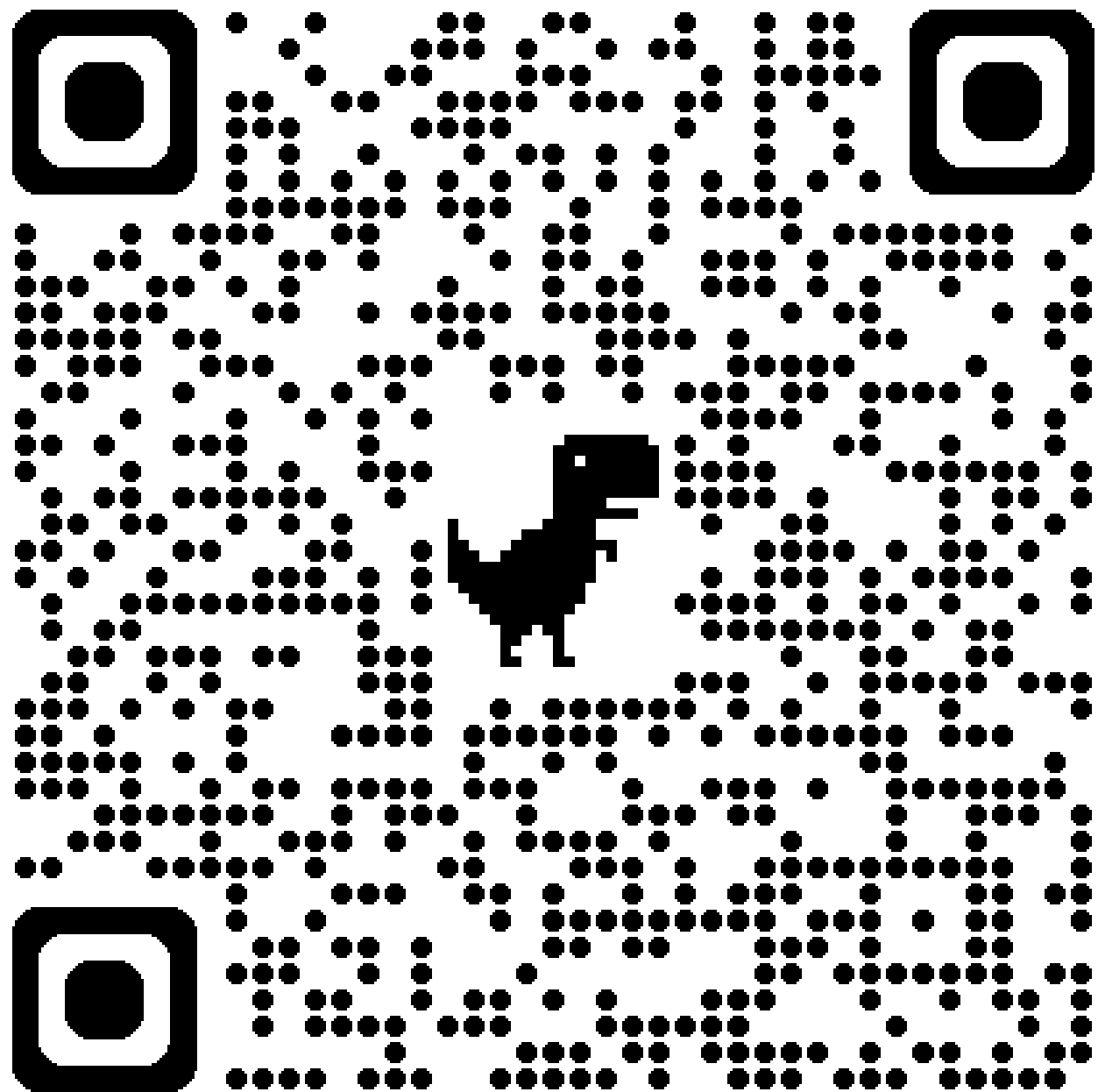
Cecilia Kellar

Director of Athletics

We are here to provide guidance, answer questions, and help every Booster Club be successful.

Attendance

Please scan the QR Code Below to complete the attendance form



2026 - 2027 Booster Club Training _ Athletics

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Full Name (Last, First) *

Your answer

Booster Club Board Position *

Choose

Campus *

- ☐ Odessa HS
- ☐ Permian HS
- ☐ Bonham MS
- ☐ Bowie MS
- ☐ Crockett MS
- ☐ Ector MS
- ☐ Nimitz MS
- ☐ Vasquez MS
- ☐ Wilson & Young MS



Today's Meeting

A quick road map for the Booster Club conversation

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Purpose of a Booster Club

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Athletic Budget vs. Booster Club Support

Purpose of a Booster Club

- Support
- Enhance
- Partner

Booster Clubs are volunteer-led organizations established to support school programs through:

- Fundraising - providing additional resources for approved program needs
- Community Engagement - building involvement among families, schools, and the community
- Program Enrichment - enhancing student opportunities and experiences

Booster Clubs are a separate organization from ECISD

Athletic Booster Clubs must comply with UIL and District Guidelines

Booster clubs work with coaches

The Development Office provides oversight

Key message: Booster Clubs support and enhance school programs in partnership with the coach, school, and district.

Booster Club Board Members

Common Board Positions

- President
- Vice President
- Secretary
- Treasurer
- Additional officers defined by the club's bylaws

- **No district employee shall serve in the capacity of treasurer for any parent organization or booster club**
- **District employees should not have access to debit cards, bank accounts, or apps that receive funds (Venmo, CashApp)**
- **Board members should have background checks completed in Hall Pass**
- ***Any parents/volunteers who will be working around students *MUST* have a background check completed in Hall Pass***

Responsibilities

- Follow Constitution and Bylaws
- Maintain accurate records
- Practice financial transparency
- Communicate with members, coaches, and campus
- Ensure activities follow ECISD and UIL guidance

ECISD employees may participate, but should not have responsibility for or access to Booster Club funds.

Booster Club Board Members and Volunteers

Hall Pass/Volunteer Applications

- All Board Members need to have a background check completed through Hall Pass
- *Any parents/volunteers who will be working around students must have a background check completed in Hall Pass*
- *A record of all volunteers with the completed and approved Hall Pass application must be kept (Can keep the approval email behind your list in the yearly binder)*
- *If you have already completed the volunteer process, it will not allow you to submit another application*
- *ECISD employees will not complete the Hall Pass Application as they have already done a background check through the hiring process*
- *If you need confirmation of your approval or for any questions, please call the ECISD Development Office at 432-456-7059*

Volunteers - Ector County Independent School District

 ectorcountysd.org



Volunteer
Registration
Request

Step 1 of 6

IMPORTANT NOTICE: This is a comprehensive criminal screening application specifically for volunteers with ECISD. If you are interested in serving as a tutor, chaperone, ASSISTING ECISD staff, mentoring students, or donating your time to make a positive impact, please continue with the application. If you are a parent or relative who only wishes to ATTEND events and WILL NOT be providing volunteer services, we kindly ask you not to complete this application. For any questions, please call The ECISD Development Office at 432-456-7059.

Full Legal Name *

First

Middle

Last

The Role of the Coach

The coach can:

- Communicate program needs/wants
- Attend all meetings
- Provide schedules and team updates
- Advise on appropriate support
- Maintain communication with campus and club

The coach should not:

- Control or have direct access to Booster Club funds
- Have signature authority
- Appoint officers, direct elections, or have any voting rights

UIL: Coaches serve in an involved advisory capacity and do not have any direct access or control of Booster Club funds

Booster Club + District/School

Booster Club

- Supports the program
- Works directly with the coach
- Conducts monthly meetings
- Raises and manages club funds
- Engages families and community
- Makes recommendations

School / District

- Oversees school programs
- Approves school-related activities
- Supervises district employees
- Maintains authority over UIL activities
- Required to ensure the Booster Club remains in compliance with UIL rules

Communicate before committing

Booster Clubs do not direct district employees or make program operational decisions.

Starting a Booster Club?

Start with the ECISD Development Office

Contact the ECISD Development Office First

Steps to Start a Booster Club

- Contact the ECISD Development Office.
- Apply for a federal identification number (EIN).
- Apply for and become a 501(c)(3) charitable organization.
- Submit Constitution and Bylaws to the Development Office.
- Submit EIN and 501(c)(3) documentation.

Yearly Reporting Requirements

Submit updated information to the Development Office

- Current Board Members (due by April 1, followed up with any changes as they occur)
- Current Board Member contact information
- Updated Bylaws
- Amendments voted on and passed by the Booster Club anytime they occur
- Financial Overview Report (due for all Clubs by April 1 every year)
- Yearly Records (Binder) turned in at the end of each year to be kept on file with the School District/Campus

Keep records current throughout the year with the Development Office when leadership, bylaws, or amendments change.

Annual Binder for Audit Purposes

If money comes in or goes out, document it with detail and receipts

- Meeting agendas and minutes
- Full-year ledger with itemized purchases
- Monthly Financial Overview
- Deposits with deposit slips
- All invoices/payments
- Monthly Bank Statements
- Booster Club member list
- Volunteer Approval List
- Donation records
- Financial reports
- Bank statements
- Other supporting documentation

Organize one binder per fiscal or school year so records are easy to review, and turn it in to the Coach to be kept on file on campus

Donations

Complete the electronic form before receiving items

- Items donated to the Booster Club do not require a donation form
- Items donated from the Booster Club to the Program/District do require a donation form
- The Donation form is to be completed by the Coach/Sponsor
- Donation forms are completed electronically
- List Tracey Borchardt as supervisor
- Complete documentation and get approval before receiving items
- Coordinate with the appropriate campus/district personnel
- Keep donation form on file in binder
- Donated items must be added to the program inventory list

Do not accept a donation before completing the electronic paperwork



New ECISD Donation Form

ECISD's Donation form is now completely electronic.

Please use this link <https://forms.office.com/t/btb32z91Ny> to complete the required ECISD Donation Form and upload all applicable attachments.

At the end of the form, you will be required to upload all the supporting documentation; application, award letter, Activity Fund deposit receipt, etc.

After clicking the Submit button on the last page, it will then go through the approval process.

The Principal/Non-Campus Administrator email address entered in the form will receive an approval notification through the TEAMS app as well as an email. The donation only needs to be approved through one or the other. If you encounter an error trying to approve through email, please use the TEAMS app.

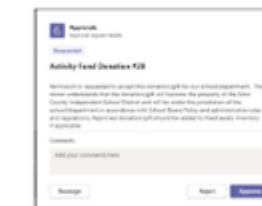
You can find approval requests in the Activity (bell icon) section of TEAMS.



Clicking on any request will bring up a separate window that will have all of the donation information as well as all supporting documentation submitted for that donation.

This window also has a space for Comments and the button to Approve.

The same information, Comments section and Approve button are also in the email.



Everyone on the approval path must approve the donation form. After everyone approves and if the donation is not \$10,000 or more, a final email is sent from the ADM-Donation Approvals-Team with all of the Donation information, supporting documents and list of Approvers and their comments.

If the donation is \$10,000 or more, the final email will not be sent until the Superintendent approves the donation at the next scheduled Board meeting.

August 13, 2024

First Meetings of the Year

Set expectations before fundraising begins

Booster Club Board Meeting

- Identify if Board vacancies exist
- Confirm Board Member contact information
- Review Constitution and Bylaws
- Discuss anticipated program needs
- Create the annual budget
- Discuss fundraising activities and events for the year
- Establish a meeting calendar
- Review financial procedures
- Create meeting Agenda

Booster Club Open Meeting

- Vote on Board Members if vacancies exist
- Vote on any Constitution and Bylaws amendments, if needed
- Confirm Board Member contact information
- Vote on the annual budget, fundraisers, and events

Goal: everyone understands the plan, priorities, and financial expectations for the year.

Monthly Board Meetings

This preparation helps the open member meeting stay productive, transparent, and efficient

- Review previous minutes
- Discuss unfinished business
- Discuss new business
- Review monthly financial reports
- Review income, expenses, and account balance
- Discuss upcoming fundraisers/events
- Review program requests/needs
- Prepare recommendations for member vote
- Review and organize binder
- Build and review agenda for open meeting
- Adjourn

Board meetings help prepare the business for the open meeting; they should not replace member involvement.

Monthly Member Meetings

Inform, discuss, vote, and document

- Call meeting to order
- Treasurer's report
- Committee/fundraising updates
- Coach or program update
- Old business
- New business
- Items requiring member vote
- Upcoming dates and activities
- Adjourn

Booster Club Meeting

When: Wednesday, September 27th, 2026

Where: School Cafeteria
Address ____ Odessa, TX.

Time: 6:00-7:00 pm

- What:**
- Booster Club Memberships
 - Vote on Budget and Fundraisers
 - Booster Bash
 - Donations
 - Upcoming events
 - Q&A, New Business, Next Meeting

BOOSTER CLUB MONTHLY MEETING AGENDA

Booster Club: _____
Meeting Date: _____ Meeting Time: _____
Meeting Location: _____
Board Members Present: _____
Secretary/Recorder: _____

1. CALL TO ORDER

Time Called to Order: _____
Meeting Called to Order By: _____
Officers Present: _____
Members/Guests Present: _____

2. MONTHLY FINANCIAL REPORT

Reporting Period: _____ through _____
Beginning Account Balance: \$ _____
Total Deposits: \$ _____
Total Purchases/Expenses: \$ _____
Ending Account Balance: \$ _____

Deposits

Date	Description/Source	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Deposits: \$ _____

Purchases / Expenses

Date	Vendor/Purpose	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Purchases/Expenses: \$ _____

Expected Upcoming Purchases

Financial Report Notes:

3. INFORMATIONAL ITEMS

Items presented for information or updates that do not require a vote.
Item 1 Topic: _____
Presented By: _____
Information/Notes: _____

Transparency builds trust: provide financial updates and keep meeting minutes on file.

UIL Rules: Know Before You Give

Protect student-athlete eligibility

ASK FIRST.

Before giving any type of benefit; including but not limited to:

- Money/Gift Cards
- Gifts or awards
- Merchandise
- Meals
- Individual Payments
- Camps, Clinics, Private Instruction
- Travel expenses

UIL amateur-rule violations can affect eligibility

UIL Rules: Booster Club Do's & Don'ts

Coordinate, document, and stay within approved support

DO

- Coordinate with administration and coach
- Use funds for approved school activities and items
- Obtain prior approval for donations
- Maintain accurate records
- Follow ECISD and UIL procedures

DON'T

- Pay coaches
- Give coaches control of funds
- Direct district employees
- Provide student-athletes with any gifts (including senior night, banquet, etc.)
- Fund camps, clinics, private instruction, or non-school activities

Students cannot accept money or other valuable consideration for participation in athletics or from school booster club funds for any non-school purpose.

***Valuable consideration is defined as tangible or intangible property or service, including anything usable, wearable, salable, or consumable.**

Coaches and directors of UIL academics, athletics, and fine arts may not accept more than \$500 in money, product, or service from any source in recognition of or appreciation for coaching UIL activities.

The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. See Section 481, UIL Constitution and Contest Rules.

Athletic Budget vs. Booster Club Support

The Booster Club supplements, not operates, the athletic program

Athletic Department / School

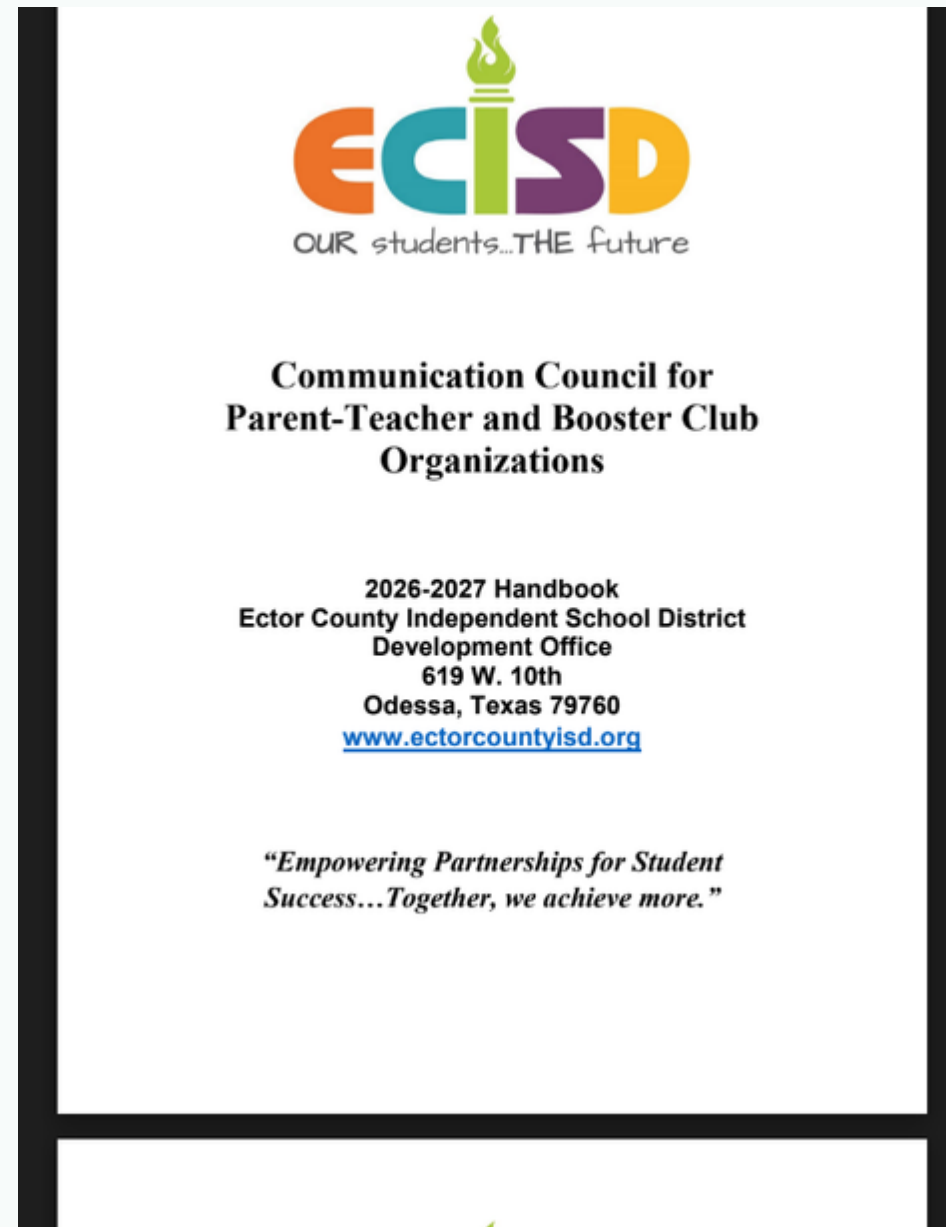
Provides district-approved athletic program
Provides a yearly equipment/supplies budget
Provides travel needs to and from events
Provides uniforms on a 3-year rotation
Determines program needs and priorities
Controls school-owned equipment and resources
Employs and supervises coaches
Approves donations to the program

Booster Club

- Enhances and supports the program
- May assist with approved additional needs
- Raises and manages Booster Club funds
- May donate approved funds or merchandise
- May purchase uniforms, but the program will not receive the district funding
- May provide snacks throughout the season/year
- May provide meals to student-athletes as voted on and approved by the members

Closeout reminder: Ask before you spend. Communicate before you commit. Document every transaction.

Dissolution Process and Checklist



Step 1: Official Vote by Parent Organization

Step 2: Written Notification to District

Step 3: Financial Reconciliation and Final Reporting

Step 4: Distribution of Remaining Funds

Step 5: Close Financial and Legal Accounts

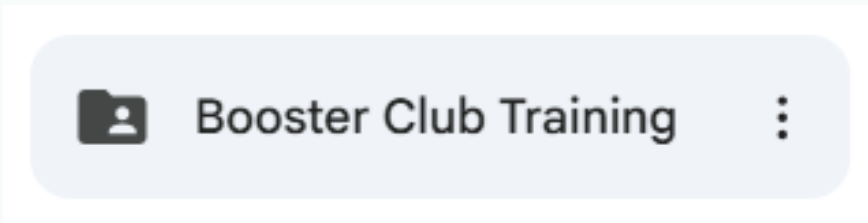
Step 6: Final Documentation Submission

Step 7: Record Retention Recommendation

Please see the CCPTB Handbook, pgs 10-14, for full details on the dissolution process

Training Resources

Booster Club Training Google Folder



ECISD Policy

PTA & Booster Clubs - Ector County Independent School District

ectorcountysisd.org

ECISD Development Office

COMMUNICATION COUNCIL FOR PARENT
TEACHER & BOOSTER CLUB
ORGANIZATIONS

"EMPOWERING PARTNERSHIPS FOR
STUDENT SUCCESS...TOGETHER, WE
ACHIEVE MORE."

INTRODUCTION

The Development Office provides oversight and support to parent-teacher and booster club organizations operating in support of ECISD.

This presentation provides an overview of how parent organizations operate, the responsibilities of officers and volunteers, and the important role you play in supporting your booster club or parent organization.

WHAT ARE PARENT ORGANIZATIONS AND BOOSTER CLUBS

Parent organizations (such as PTA and PTOs) and booster clubs are independent, nonprofit organizations made up of parents, guardians, community members, and supporters who work together to enhance the educational experience of students.

• Parent organizations (PTA/PTO): Support the overall school

UIL Booster Club Guidelines

Guidelines for Booster Clubs — University Interscholastic League (UIL)

Guidelines for Booster Clubs

uiltextas.org /

Booster Club Guidelines

ROLE OF BOOSTER CLUBS

Neighborhood patterns form booster clubs to help enrich the school's participation in extracurricular activities. The fundraising role of booster clubs is particularly crucial in today's economic climate. Positive and direct communication can prevent most problems. Keep the superintendent informed of all activities.

- Have a chain of command for communication with the administration.
- Clear all activities through your administration.
- The superintendent or a designee who does not coach or direct a UHS contest but has approval authority over booster clubs should be invited to all meetings. All meetings should be open to the public.
- Booster clubs should approve school administration of all club activities. Make sure your local administration has a copy of all booster club publications, invite administrators to all booster club meetings. Have an officer meet with the school administration regularly.
- School administration should approve booster clubs of all school activities.
- Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of scoring letters and all other criteria dealing with interschool programs are under the jurisdiction of the local school administration.
- Minutes should be taken at each meeting and kept on file at the school.
- Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

WRITTEN POLICIES

Booster clubs should develop and annually review policies to cover:

- How to obtain administrative approval before beginning projects;
- How to plan and publicize meetings;
- Bookkeeping and fund administration including process to obtain superintendent's approval prior to raising or spending funds;
- Election of officers (suggestion: one president, one secretary, one treasurer, and three vice presidents; one vice president to oversee fall, winter and spring sports);
- Voting, distributing and filing minutes;
- Public communications;
- Proper interaction with music and theatre directors and academic and athletic coaches through the lines of authority as established by the school board;
- A partnership code governing behavior of booster club members and fans at contests, treatment of officials, guards, judges, etc.; and
- Plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

ROLE OF THE SUPERINTENDENT

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.

PARENTS

- Remember: The classroom comes first!
- Help conduct fair and equitable competition adhere to rules, uphold the law and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school, and then support its decisions.
- Set standards by which you expect children to conduct themselves, and live by those standards yourself.
- Be aware of capabilities and limitations of young people. Don't have unrealistic expectations.
- Allow your children to live their own lives.
- Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.
- Show respect to the supporters of your children.
- Prayer: Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.

COACHES AND DIRECTORS

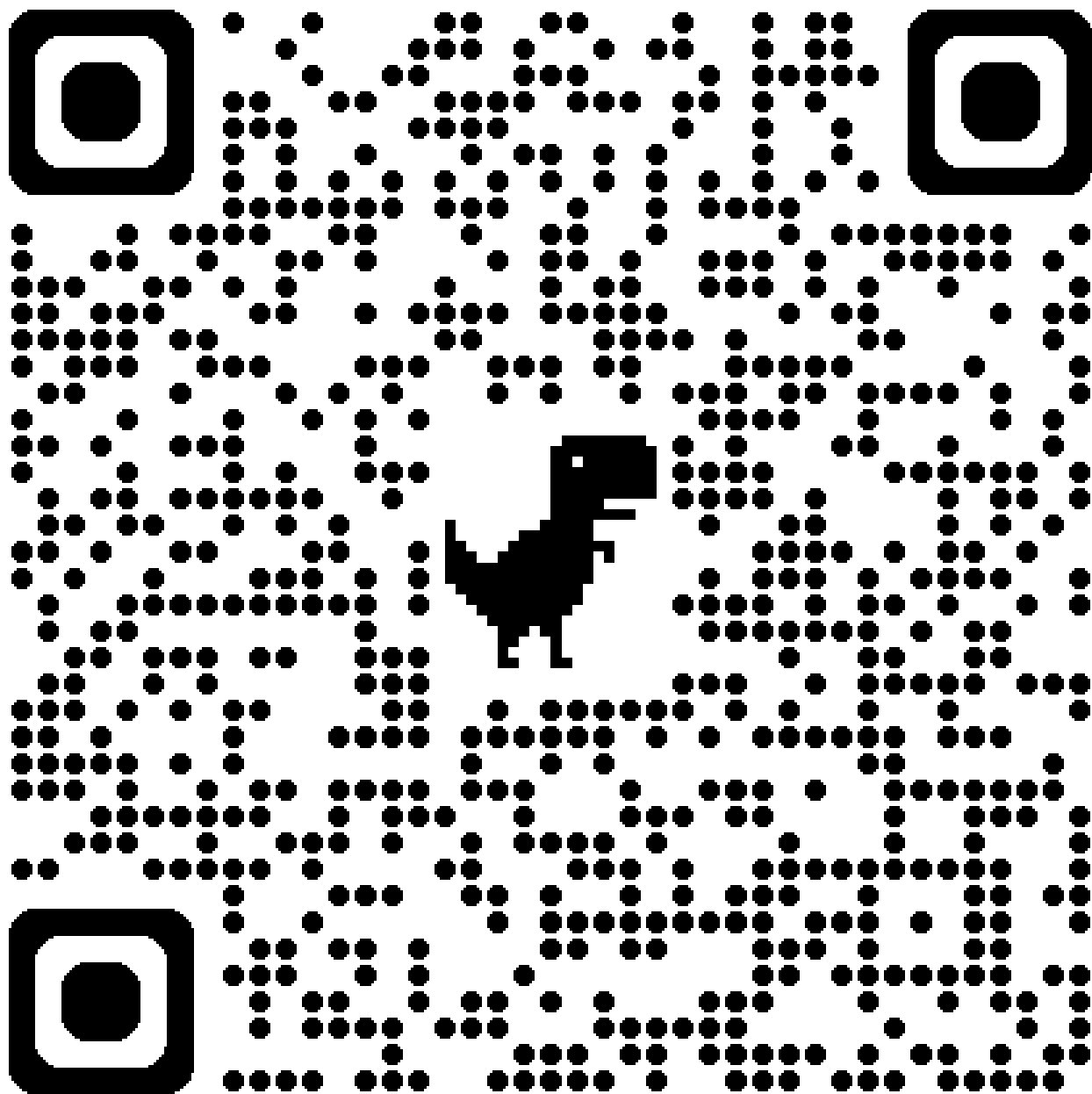
- Be sure your booster club work list has been approved by your superintendent before it goes to the booster club.
- Work with your administration to determine what your club can provide.
- Make your request to the club benefit as many students as possible.
- Attend the booster club meetings and/or know what the club is doing.
- Understand that your advisory role to the booster is without vote.
- Support other programs within your district.
- Meet with parents regularly and make them aware of relevant rules.
- Involve your staff with your booster club. Let the booster club know who your staff is and what duties they perform.

CLUB FINANCES

Fundraising | Stands | Stands | Gifts to Coaches

Attendance

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* Indicates required question

Full Name (Last, First) *

Your answer

Booster Club Board Position *

Choose

Campus *

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