**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sub-Booster Officers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Phone #** | **Email** |
| **President** |  |  |  |
| **Vice-President** |  |  |   |
| **Treasurer** |  |  |  |
| **Secretary** |  |  |  |
| **Member at Large** |  |  |  |
| **Member at Large** |  |  |  |
| **Member at Large** |  |  |  |
| **Member at Large** |  |  |  |
| **Coach/Director** |  |  |  |
| **Coach/Director** |  |  |  |

Does your organization have an established checking account? **Y N**

Acting on behalf of your Sub-Booster club, you hereby agree to the following terms as a participatory member of the Shadow Ridge High School Main Booster Club (SRHSMBC) organization:

* The Sub-Booster club is a group of individuals whose mission is to enrich the designed sport/club by working closely with the head coach/director by providing financial support, as well as promote opportunities to build and strengthen relationships among all involved. If there are issues between the Sub-Booster members and head coach/director, the SRHSMBC will intervene and provide mediation to come to a resolution that supports the sport/club and students.
* An annual membership fee in the amount of $175 shall be paid to the SRHSMBC to support administrative fees. Fees must be paid by the September SRHSMBC meeting. Failure to pay the annual membership fee on time will result in the following consequences: 1st- Warning, 2nd- $25, 3rd- $50, 4th- Removal from the SRHSMBC organization.
* At least 1 member of the Sub-Booster club shall attend each monthly SRHSMBC meeting. Fines will be assessed for missed meetings with no representation: 1st- Warning, 2nd- $25, 3rd- $50, 4th- Removal from the SRHSMBC organization.
* At each monthly meeting, the SRHSMBC Treasurer must be provided with each Sub-Booster clubs monthly financial statement, receipts, and bank statement. The financial statement must detail the budget to actual expenditures. Cash receipts and disbursement reports should be available for review when needed or at the annual audit. The template for financial statement will be provided and must be used. Failure to provide a monthly financial statement in the appropriate format and by the 15th of the following month will result in the following consequences: 1st- Warning, 2nd- $25, 3rd- $50, 4th- Removal from the SRHSMBC organization. *Example: January’s monthly financial is due at February’s monthly meeting but no later than February 15th.*
* The responsibility for accounting, safeguarding and disbursement of funds rests with the Sub-Booster club officers.
* An annual financial recap is to be submitted to the SRHSMBC Treasurer for annual tax reporting purposes. Failure to provide an annual financial statement will result in the following consequences: 1st- $50 fine if not turned in by July 31st, 2nd - $100 fine if not turned in by August 15th, 3rd - Removal from the SRHSMBC organization if not turned in by August 31st.
* All Sub-Booster clubs checking accounts must comply with SRHSMBC bylaws and utilize the 501(c)(3) tax ID. Verification that this task has been completed for new accounts must be provided to the SRHSMBC Treasurer by August 15th or within 2 weeks of opening a new bank account. Failure to provide this verification will result in the following consequences: 1st- Warning, 2nd- $25, 3rd- $50, 4th- Removal from the SRHSMBC organization.
* Dysart School District employees should not serve in an advisory capacity to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds. Employees cannot participate in any formal voting held by the booster club.
* SRHSMBC Sub-Booster clubs are expected to actively fundraise for their organization’s needs. The SRHSMBC shall provide: guidance, opportunities, support and connections for fundraising opportunities.
* All fundraising activities must be formally voted on and approved by majority vote at Sub-Boosters monthly meetings. After Sub-Booster approval, said activity must be coordinated and approved through the SRHSMBC. Upon approval, all activities will be posted on the SRHSMBC Fundraising calendar and reviewed monthly at the SRHSMBC monthly meeting.
* Fines assessed to the Sub-Booster club shall be paid by the following monthly SRHSMBC meeting. Failure to pay the fines will result in the following consequences: 1st - $25, 2nd - $50, 3rd - $100 4th - Removal from the SRHSMBC organization.
* Fundraising activities shall support the athletic/educational goals of the school and must not exploit students. Activities, projects and fundraising must comply with SRHSMBC bylaws, Dysart Unified School District regulations, and state and county laws.
* Sub-Boosters are required to have one (1) monthly meeting during the August – May. All meetings must follow the SRHSMBC meeting guidelines. Meeting must have start time and end times, roll-call, review monthly financial statement, and hold formal votes on fundraising activities as well as expenditures.
* Sub-Booster meeting minutes and monthly financials must be publically published on Sub-Booster website. If said Sub-Booster does not have a website, they may submit their monthly reports to the SRHSMBC Admin and he/she will publish on the SRHSMBC website.

 We, the undersigned, hereby consent and agree to the preceding pages of the 2017-2018 SRHSMBC Sub-Booster Membership Guidelines Agreement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Sub-Booster President:** |  | **Sub-Booster Vice President:** |  |
|  | **Signature:** |  | **Signature:** |  |
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|  | **Print:** |  | **Print:** |  |
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|  | **Date:** |  | **Date:** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Sub-Booster Treasurer:** |  | **Sub-Booster Secretary:** |  |
|  | **Signature:** |  | **Signature:** |  |
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|  | **Print:** |  | **Print:** |  |
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|  |  |  |  |  |
|  | **Date:** |  | **Date:** |  |
|  |  |  |  |  |

*\*Please return pages 1 and 4 to the Main Booster\**