

New Umbrella Board Formation Checklist

Forming an umbrella booster club board is a key step toward creating a unified, efficient support system for all school programs. This checklist is designed to help us guide you through the essential steps to establish your board, ensure legal compliance, and set a strong foundation for collaboration and success across all affiliated groups.

New Board Name:

Formation Steps	Responsible Party	Timeframe	Task Completed
Identify the New Board Members <ul style="list-style-type: none"> New Board Signs Letter of Intent Details and steps 	High School Board	1 Week	<input type="checkbox"/> Complete
Complete District Booster Club Formation <ul style="list-style-type: none"> Email completed form to district 	President/ Secretary	1 Day	<input type="checkbox"/> Complete
Complete Legal Formation of Club <ul style="list-style-type: none"> EIN with State Approve By Laws Complete 1023 Form 	Board AcceleratedIP	1-2 Weeks	<input type="checkbox"/> Complete
Bank Account Setup <ul style="list-style-type: none"> Set appointment with Bank Partner for main account set up. Schedule Sub Accounts appt for individual teams 	President/ Treasurer Rebooster	1 Day	<input type="checkbox"/> Complete
Initiate the Rebooster Portal Set Up <ul style="list-style-type: none"> Follow Rebooster Portal checklist from email received 	Board Member Rebooster	2-3 days	<input type="checkbox"/> Complete
Have Initial Board Meeting <ul style="list-style-type: none"> Include the Athletic Director or Principal 	Full Board Rebooster	1 hour	<input type="checkbox"/> Complete
Complete Website Go-Live <ul style="list-style-type: none"> Identify Teams and Desired Pages 	Board Member Rebooster	1-2 Weeks	<input type="checkbox"/> Complete
Complete Community Directory Set Up <ul style="list-style-type: none"> Identify Sponsor Attraction Game Plan 	Full Board Rebooster	1-2 Weeks	<input type="checkbox"/> Complete