



JHSBC Program Manual

General Information – Juanita High School Booster Club (JHSBC)

- A group of parent, staff and community volunteers who work to pursue the support and development of student programs because we believe quality programs enrich the high school educational experience for ALL students.
- The JHSBC provides support to all participating programs by providing a treasurer to maintain financial records & tax forms/records for these programs. Without the JHSBC, each program would have to provide their own treasurer, maintain, and pay for their own non-profit status, and/or work solely within the constraints of the ASB and LWSD for funding. The benefit of JHSBC is that it serves as the umbrella for the entire program to reduce the needs for each individual program expenses and needs. Without increased participation and new leadership, JHSBC is at risk of being unable to operate effectively.
- JHSBC works with the Athletic Director, Coaches, Performing Arts Directors, and activity leaders, on larger projects that need funding or support.
- JHSBC recognizes students by highlighting achievements in the newsletter, on social media, and by providing college scholarships each spring.

EXECUTIVE COMMITTEE MEMBERS/CONTACT INFO

President - Kristen Riess, JuanitaHSBC@gmail.com
(questions regarding JHSBC policy or procedures)

Co-Vice President - Denise Ghilarducci JuanitaHSBC@gmail.com
(questions regarding Program Representative roles & responsibilities, Liaison to Coaches/Directors)

Co-Vice President- **OPEN** (questions about feeder school and community involvement)

Treasurer - Shannon Kruger JuanitaHSBCTreasurer@gmail.com
(questions on deposits, check & reimbursement requests, team balances)

Secretary - Becky Berkompas JuanitaHSBC@gmail.com
(questions on JHSBC minutes, legal documents, membership)

Community Relations - Victoria Gray JuanitaHSBC@gmail.com
(questions regarding advertising and social media)

Fundraising Chair - Trish Johnson JuanitaHSBC@gmail.com
(questions regarding Booster Club General Fund Fundraising & Shop with Scrip)

Non-elected position:

Athletic Director - Jason Thurston – jthurston@lwsd.org

Newsletter - JuanitaHSBCNewsletter@gmail.com

Program Responsibilities (Athletic Teams, Performing Arts Programs, Clubs)

<p>Booster Club Representative</p>	<ul style="list-style-type: none"> ○ Provide 1 parent to serve on either the Executive Board or on one of the other committees (example; Football provides a parent, Band provides a parent, Cheer provides a parent, etc.) Executive Board Meetings are held monthly. Committee meetings are held as needed for specific committees. <p><i>~Executive Board~</i> President, (Co) Vice President, Treasurer, Secretary, Fundraising Chair, Community Relations. These positions shall be voted into office each spring to start in June prior to the new school year start in fall.</p> <p><i>~Committees~</i> – Auction/Fundraising, Scholarship, Audit, Nominating, and Raven Spirit Wear, ETC.</p>
<p>Program Representative</p>	<ul style="list-style-type: none"> ○ Provide 1 parent or coach/director to attend meetings and serve as a liaison between JHSBC and programs. (Example; Football provides parent or Coach, Band provides parent or Director, Cheer provides a parent or coach etc.) General Meetings are held 4 times a year. ○ Help disseminate information and report needs back to the board. Program Representative should be identified, and contact information shared with JHSBC, in September. A great time to for a coach to secure a representative for the following year is at the season end. ○ Attend at least 75% of the general board meetings. Dates and times are published in September. ○ Failure to meet this expectation or support major JHSBC fundraiser could result in up to a \$250 deduction from activity account.
<p>Auction (or other fundraising event)</p>	<p>The Auction and other events serve as the primary fundraiser to support the JHSBC’s operating budget, including scholarship awards and program grants. Auction event is held off-site, usually spring, which may include live and/or silent Auction, direct fund a program, food, drinks and games. Other events will be communicated as needed.</p> <ul style="list-style-type: none"> ○ Donate at least 1 auction item (basket, tickets, experience, gift cards, etc.) and 1 bottle of wine (or other similar item as requested) for games. ○ Help publicize event to parents/community.
<p>Newsletter</p>	<ul style="list-style-type: none"> ○ Submit information for the JHSBC newsletter. These are opportunities to give team/group updates, season summaries, workout/practice schedule, performance dates/info, highlights, fundraising events, etc. ○ Athletics: Coaches or Program Representative should please submit 1-2 paragraphs and pictures (if possible) for the newsletter at least during your team season. Feel free to submit at other times if you wish to highlight fundraising or student achievements. ○ Performing Arts and Club leaders: please submit 1-2 paragraphs and pictures (if possible) 1+ times a year as events, fundraisers or student achievements occur.



MONEY 101

FUNDRAISING

- Each program is responsible for their own fundraising. Joint fundraising occurs with the annual auction or other whole JHSBC fundraising events.
- Each program is responsible for ensuring their fundraising efforts do not impact other established fundraising efforts and should confirm with the JHSBC executive board for approval of fundraiser.
- ALL fundraising must have “Benefitting the Juanita High School Booster Club” on advertising. This keeps us in line with the rules regarding our 501(C)(3) status. (example “Pizza Night at Mod, hosted by Juanita Gymnastics, benefiting the Juanita High School Booster Club”)
- Communications going out from your group on need approval prior to sending out.
- Fundraising must be planned, organized, and managed under the direction of the parent representatives.
- Use of district/school facilities per district policy.
- Treasurer should be notified if doing any raffles or auctions at fundraising events.
- **No Wearing of Uniforms for Booster events:** Uniform wearing is for competing only. Wearing a uniform makes it an ASB event.
- **Waiver** is needed from camp participants if run through your program as a fundraiser.
- **Building Use:** A JHSBC board member must sign building use form for insurance coverage purposes. If a coach signs the Building Use form it becomes the schools liability and is considered part of the ASB program.

MONEY

- All monies raised must be financially accounted for and recorded through the JHSBC Treasurer.
- All monies for disbursement and deposit must be accompanied by the appropriate forms found on the JHSBC website.
- All monies for deposit must be counted and witnessed by at least two parents. **No coaches or students can handle fundraising monies.** Failure to follow this requirement will result in immediate rejection of funds for deposit into the JHSBC account. Only parents can sign the deposit form.
- Mutually agreeable arrangements must be made with the JHSBC Treasurer for deposits and disbursement requests. Treasurer will set a schedule for writing checks for reimbursement purposes.
- All monies should be safely kept until arrangement can be made for deposit.
- Money should never be deposited in personal accounts.
- Any fund requests over \$1,000 need to be approved by the Athletic Director.
- **Check Requests:** Program Representative and coach/director must sign and approve check requests. Receipts, invoices and/or any supporting materials must be included when submitted.
- **Receiving Funds:** Checks must be made payable to JHSBC or Juanita High School Booster Club

CONTRACTS AND LOANS

- A board member is the only approved member to sign, execute and deliver any instrument in the name of and on the behalf of the Juanita High School Booster Club.
- No loans shall be contracted on behalf of the Juanita High School Booster Club.

