



THE FOUNDATION OF JAMES MADISON HIGH SCHOOL

GUIDELINES FOR CLUB PARTICIPATION

By-Laws

1. Each club is required to submit a copy of their By-Laws to the Foundation by the third week of September. If, there are no changes to your current “Bylaw’s” then just the adoption of bylaws needs to be completed by your current booster board.
 - a. Summer/Fall Sports – An “Adoption of Bylaws” is required prior to processing any requests during June – September with the new incoming Booster Board of Directors.
2. Along with the By-Laws each club is **required** to submit a copy of the “Adoption of By-Laws” signed by each clubs officers by the third week of September each year.
3. NO STUDENTS CAN BE BOARD MEMBERS

Foundation Club Participation

1. A designated representative from each club is required to attend the monthly Foundation meetings. Only the Head Coach or Booster Board of Directors are authorized to attend on behalf of the club.
 - a. In the event, the designee is unable to attend; they are to have an alternate represent their respective organization.
 - b. More than 2 absences by a club to the monthly Foundation meetings will jeopardize the clubs standing with the Foundation and can lead to termination from the Foundation.
2. Foundation meetings are held on the 3rd Thursday of each month from September – May with a break in December and June - August. Meetings are generally held in room 101, if unavailable they will be in the Library.

Treasury/Accounting Responsibilities

1. Although the Foundation keeps financial records for each individual club, it is the individual club Treasure’s responsibility to additionally audit their records to ensure accuracy. Any discrepancies should be brought to the attention of the Foundation Treasurer and President as soon as possible.
2. Each Club will receive an accounting of any account activity (credits and debits) at the monthly Foundation meeting.

Notes:

Check Requests

1. All requests for bills to be paid on behalf of your club require the “Grant/Donation Request Form” aka Check Request.
 - a. All requests require two signatures by the Booster Club Board of Directors per the submitted “Adoption of Bylaws”.
 - b. All forms require a copy of the receipt or invoice to be attached
 - c. If an officer or Head Coach is requesting reimbursement, that individual **CAN NOT** be a signer on the request form.
2. All payment requests will be sent via Chase Bank online payment whenever possible.
 - a. You should allow 7-10 business days for payments to be completed
3. Physical check requests should be requested no later than Tuesday prior to a monthly Foundation meeting.
 - a. Physical checks require 2 Foundation Board Member signatures. Therefore, these requests need to be clearly communicated as early as possible to allow for coordination.
 - i. We understand there will be instances when you will need a check sooner rather than later, please understand that each of the Foundation members also have full time jobs and will do their very best to accommodate. In these instances, please contact the Treasurer and President immediately for assistance.
4. Physical Documents sent with check requests – When needing to send a document with a check, all information on the document should be completed by the Club upon submission. The Foundation assumes no responsibility in completing these forms or the information contained. Additionally, these types of requests require a physical check be sent with them in lieu of an online check. Therefore, please allow more time for processing.

Notes:

Deposits

1. All Clubs have been provided with deposit books that signify their respective Club (i.e. Football, Cheer, etc.) In the event you are not able to use your Club deposit slip, please write on the front of the deposit slip your respective Club.
 - a. Chase Bank has had a recent policy change, when depositing **cash**, the individual making the deposit will need to have a government issued ID with them.
 - b. Please inform the treasurer or president ASAP if you need more deposit slips, these take an average of 3-4 weeks to receive upon ordering.
2. All deposits should be followed up with an email ASAP to the Foundation Treasurer at madisonfoundationtreasurer@gmail.com
 - a. Include: Date of deposit, Amount of deposit, and designate if the moneys where for fundraising, donation, etc.
 - i. If you **DO NOT** indicate what the money was collected from (i.e. fundraiser, spirit pack, banquet, etc.) we will **ASSUME** this was fundraising monies.
3. All returned checks (NSF) are the responsibility of the clubs and the NSF fee will be deducted from the clubs account.
 - a. The Treasurer will be notified either by the Foundation Treasurer or President of any returned checks. Additionally, a copy of the check will be provided to the treasurer as well.

Donations

1. Those requesting donation letters to be generated by the Foundation. The email request should include the following:
 - a. Recipient Name
 - b. Amount of Donation
 - c. Either physical mailing address or email address

**Please allow 5-7 business days for these to be completed*

Notes:

Fundraising

1. All requests for Fundraising must be presented to the Foundation for review/approval on the “SDUSD Request for approval of fundraising Activity by a Non-district Organization Form”. This is in accordance with the district required procedure.
 - a. Upon review/approval by the Foundation, the form will be forwarded to Principal, Richard Nash for review/approval.
 - b. Principal Nash, will then provide the approval/denial back to the requester.
2. All Fundraising requests **MUST** have the start and end date(s) of the fundraiser on the form at the time of submission.
3. All Fundraiser requests **MUST** be submitted for review/approval **at least 2 weeks** prior to any event taking place.
4. Any fundraiser conducted without the proper approval, will be subject to forfeiture of the funds. Multiple offenses can be reason for a clubs termination from the Foundation.

Foundation Member Dues

1. The Foundation requests all Foundation Clubs to donate 2% up to the first \$7500.00 of donations received and 1% thereafter each fiscal year beginning July 1st – June 30th.
 - a. These dues defray the costs for banking, liability insurance, filing status and administrative costs incurred by the Foundation to maintain the 501 (c)(3) status and bank account(s).
 - i. Only funds that are donation, fundraising or determined profit will be subject to the member dues. Money collected for spirit packs, required equipment (i.e cheer boxes), banquet, etc. will not be subject to the member dues process as these are reimbursement for expenditures.
 1. **Hence the importance to clearly communicate what the money was collected for on deposits.**
 - b. Club accounts will be debited on June 30th of each year for the current fiscal years dues.
 - i. In the event that a club does not have the funds available in their account to pay their dues:
 1. Club will be notified of outstanding dues immediately and either pay the dues upon notification or will forfeit upon deposit until the outstanding dues have been paid. If dues remain outstand, the clubs standing with the Foundation can be terminated.

Notes:

Foundation Contact Info:

President – Carrie Abel	858-395-9542
Vice President – Ryan Huckabone	858-699-4822
Treasurer – Darla Needham	858-361-0323
Secretary – Pat Doman	858-496-8410 ext. 2220
Director – Sherri Pietanza	619-876-2761
Director – Dewey Westgate	619-871-8047
Director – Jesse Rogers	858- 496-8410 ext.4901
Director of Information – Michael Aleman	858-382-2117
Director – TBD	

Foundation Email Address: foundationmadisonhs@gmail.com

Foundation Treasurer Email Address: madisonfoundationtreasurer@gmail.com

Mailing Address:

Foundation of James Madison High School
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San Diego, Ca 92117-2706