

Broken Arrow Special Olympics Booster Club

Purpose: Booster Clubs exist to assist and support the coach with extra activities associated with the team. It will be responsible for supporting the Special Olympics team by raising money for all team activities and any other tasks such as providing refreshments, finding sponsors for food, etc. The club will work through the Coach and Athletic Department to provide assistance for the planned activities.

What We Need: Annually, it costs us approximately \$20,000 to attend Area and Summer Games and keep our expenses for athletes at \$0. We need a group of people dedicated to getting the word out about Broken Arrow Special Olympics and able to share the responsibility in raising those funds.

By Laws:

The name of the organization must be Broken Arrow Special Olympics Booster Club.

- Must have objectives, which are detailed in the By Laws.
- A minimum of 4 meetings per school year must be called for the purpose of electing officers, reviewing treasurer's reports, and conducting any other business as required to fulfill the objective of this club.
- Must have a minimum of 2 elected officers and 3 active members to constitute a quorum at all meetings.
- Who can join:
 - Active Membership: The membership of this booster club shall be limited to Parents or Guardians of students currently enrolled in BASO. All active members are entitled to vote on events.
 - Special Membership: Membership in the association is extended to any member of the community. These non-parent or guardian member will be special members and invited to participate in the association as non-voting members.
 - Membership Dues: Membership fees and dues will be voted on by the Booster Club Executive Board based on the needs of the annual budget. Membership can be tiered into levels such as Black, Gold, White, etc. offering perks such as team spirit wear, tickets to the team banquet, etc. as incentive for participation. Only Active Members who have paid annual dues have voting rights.

Officers: Must serve a minimum of 1 year, each year, officers shall be elected by a majority vote of active members present. Vacancies shall be filled by appointment by the President and Head Coach for the balance of the school year.

- President:** The President shall preside at all meetings of the Booster Club, create meeting agendas, maintain communication between the booster club and team parents, work with Head Coach to appoint all committees necessary, and shall be ex-officio member of all committees.
- Vice President:** The Vice President shall assume all duties of the president in his or her absence.
- Secretary:** The Secretary shall keep records and minutes of all meetings and attend to the correspondence; create and maintain master contact list; publish booster club, player and parent directory.
- Treasurer:** The Treasurer shall keep an accurate record of all receipts and disbursements, shall show each activity separately, shall receive all funds due to the club, and shall deposit all funds in the account of the BASO Booster Club Fund within the Activity Account Guidelines of BAPS.

- Duties of the Secretary/Treasure may be combined if needed but will be the same requirements of both duties.
- An Executive Board shall be established and consist of the Booster Club Officers, Head Coach, and three active board members determined by the Head Coach and Booster President.

Can Do's:

- Must be voluntary and provide unified support for the student activities of the school.
- Encourage involvement by all parents of students currently participating.
- Use school facilities with prior approval of the Facilities Director and Athletic Department.
- Obtain annual approval of the Athletic Department for all fundraising activities.
- Meet with the Athletic Department Financial Secretary on a monthly basis and provide copies of financial records. (One board member only)
- Submit the name, address and telephone number of all current officers and the authorized signers of purchase order requisitions to the Athletic Department.
- Pay all taxes and debts incurred by BASO.
- Comply with administrative regulations and BA School Board policies when donating money or gifts to the school.
- Communicate and collaborate with the Sports Information Coordinator when creating material including pictures to be distributed to the public.

Will Not's:

- Hold funds associated with the Booster Club overnight, all funds must be deposited at Bank of Oklahoma at 81st and 145th or given to the Athletic Financial Secretary on the same day money is collected.
- Give a sponsor or coach a gift card, gift certificate, or cash from any source in recognition of, or appreciation of coaching.
- Give anything, including awards to students without prior approval from school admin.
- Employ or pay any Booster Club member or BA employee for services rendered with Booster Club Funds.
- Sign contracts or pay expenses directly from Booster Club accounts for any arrangements for student travel associated with BASO.
- Have any elected or appointed officers that do not have a child who is actively participating in the program during the current school year.
- Use the school's tax ID number without permission or for personal purchases reimbursed by the booster club.
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