



**Butler Athletic Booster Club Bylaws
Version 2**



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Version History	<p>Version 2.0 Summary</p> <ul style="list-style-type: none"> • (Link) Expanded section on Finances, specifically detailing how money is to be collected, managed and distributed. Article 6: Fundraising Process • (Link) Added Section 11, under Article 6: Finances – this section details the role of the Financial Secretary and the information provided. • (Link) Added Tentative fundraisers for 2011-2012 that details the fundraisers BABC will be involved in for this school year. This will be updated throughout the year and published again for 2012-2013 year. secured. • (Link) Added fundraising Deposit Form and details in the Fundraising Process on how funds are to be collected, managed and tracked.
	<p>Version 2.1 Summary</p> <ul style="list-style-type: none"> • 9/9/11 – Removed sentence in Secretary Role section detailing that secretary falls under the management of the Vice President and President. This information is true for all roles and does not need to be stated for this role. • 9/9/11 – Added Club Sport Amendment. Detailing out how BABC will support club sports.
	<p>Version 2.2 Summary</p> <ul style="list-style-type: none"> • 11/14/11 – Added Section 12: Details how BABC Debit/Credit Card is to be used and process for completing proper paperwork. • 11/16/11 – Revised name of Financial Reimbursement/Expense Form to Team Account Expense Form
	<p>Version 2.3 Summary</p> <ul style="list-style-type: none"> • 1/9/12 – Clarified how Player Pack (Apparel) profits are handled. • 1/9/12 – New penalty for teams that fail to provide concession volunteers during their sporting events. • 1/9/12 – Revised Online Voting section. • Section 3 of Finances. Stating that teams will receive 50% of all Player Pack (Apparel) proceeds. Section 12: Details how BABC Debit/Credit Card is to be used and process for completing proper paperwork. • 11/16/11 – Revised name of Financial Reimbursement/Expense Form to Team Account Expense Form

ARTICLE 1
ORGANIZATION

Section 1: Name and Location

The name of this organization shall be Butler Athletic Booster Club, herein after referred to as the BABC. The BABC is a non-legal entity, but maintains a mailbox in the main office of the David W. Butler High School, located at 1810 Matthews-Mint Hill Road, Matthews, NC 28105. The office number is 980-343-6300.

Section 2: Purpose

The organization's primary purpose is to support and enhance the student athletes of the various NCHSAA-sanctioned teams within David W. Butler High School by offering support, physically, financially, or otherwise, necessary to offer those teams the opportunity to participate and compete at a level higher than otherwise possible without the organization's assistance. Non NCHSAA-sanctioned teams may be supported at the Board's discretion.

Section 3: Objectives

1. To promote the interests of Butler High School through its athletic programs.
2. To promote school spirit by encouraging student participation and attendance in all athletic events, in turn fostering a strong sense of pride in our students, athletes, coaches, staff, parents, alumni, and community members.
3. To aid and assist the athletic program by organizing projects, fund-raisers, concessions, and other special events which will promote and support Butler Athletics.
4. To create and uphold a positive relationship between Butler Athletics and the communities they represent.
5. To promote a good working relationship with the athletic director, coaches, school administration and staff.
6. To promote academic excellence and recognize athletic achievement through an annual scholarship program.

Section 4: Committees & Chair Leaders

1. There shall be committees formed from the general membership. All committees are formed on a volunteer basis with one-two people acting as "chair(s)". The term of each committee shall be for the minimal period of one school year but may be perpetual with a revolving membership.
2. All Chairs shall be responsible for all monies generated by their respective committee and shall turn said monies over to the treasurer with accompanied report of the activity where necessary in a timely manner.
3. No committee member shall receive any compensation for any services rendered to the organization.
4. Each committee chair or co-chair shall have one vote.
5. The chair from each committee will present a brief report at each monthly meeting. Any ideas, thoughts, plans, or questions should be brought to the Board at this time. A yearly report shall be generated by each committee chair person and submitted at the final meeting in June as well as any records pertaining to the previous year's activities.
6. Each chair is responsible for obtaining approval of the Board before spending, or committing to spend, the organization's funds.

COMMITTEES SHALL BE ESTABLISHED AS FOLLOWS:

1. CONCESSIONS-to plan, organize, purchase/maintain stock, co-ordinate volunteers and oversee operations including opening and closing of concessions stands during various sanctioned teams.
2. MEMBERSHIP-responsible for soliciting memberships from all adults and students who are interested in promoting the objectives of the BABC.
3. BANNERS-to solicit, design and display Corporate Sponsor banners around athletic fields and/or gymnasium.
4. WALK OF FAME-to sell, order and display bricks designed to commemorate Butler athletes, both past and present, in the "Walk of Fame" near the athletic fields.
5. SCHOLARSHIPS-to distribute, collect, organize, and tabulate application packages to interested Butler senior athletes on NCHSAA sanctioned teams and Butler senior cheerleaders. Determine the designated winners and present the annual BABC Athletic Scholarships during the Senior Awards ceremony in May.
6. 50/50 RAFFLE-to organize groups of Butler athletes from rotating teams to sell raffle tickets during the home football games. 50% of proceeds go to the winner to be announced and awarded during halftime of the game. The other half to be turned over to the treasurer to be added to the general fund.
7. MERCHANDISE-to design, order, organize, display and sell spirit-wear, memorabilia, etc from the merchandise trailer during home football, baseball and/or softball games, and from the merchandise room(s) during home basketball games, open houses, school lunches, or various other times as scheduled throughout the school year.
8. HOSPITALITY & PUBLICITY-to provide hospitality rooms for the enjoyment of officials, coaches or other Board designees during tournaments or other special events. Responsible for promoting the accomplishments of Butler athletes and sharing the activities of the BABC with the school and community. Also responsible for any cards, flowers, or recognitions necessary on behalf of the BABC in the event of illness, death, or special circumstances.

9. FUNDRAISING- to assume full responsibility for the planning, organizing and execution of the major fundraising events of the BABC.
10. WEB-PAGE ADMINISTRATOR-to update and maintain the BABC web page.
11. CAPITAL IMPROVEMENTS- responsible for overseeing the maintenance and improvement of athletic facilities and equipment.

Section 5: Relationship within School

The BABC and its members are expected to adhere to the rules and regulations which have been set forth by the Charlotte-Mecklenburg School Board and the North Carolina High School Athletic Association.

Section 1: Purpose

The Chairperson is responsible for the solicitation of BABC Season Passes and Memberships from all adults and students who are interested in promoting the objectives of the Athletic Boosters. The membership shall be open to all parents/guardians, faculty, coaches, students, alumni and parent of alumni, and any person in the community who is interested in promoting the objective of the club.

Section 2: Responsibilities

1. Preparing cards and distributing to paid members
2. Tracking season pass sales and memberships
3. Reporting all progress and sales to the board
4. Obtaining quotes for necessary purchases (such as signs, cards, stickers, etc.)
5. Providing membership lists as needed to Athletic Director
6. Maintaining and publishing the BABC Brochure
7. Maintaining and publishing the Registration Forms

Section 3: Guidelines:

1. The President of the Butler Athletic Booster Club receives a family season pass, with all privileges, free of charge.
2. Children 6 and under, and Adults 60 and over are admitted to athletic events at no charge.
3. The Board shall determine annual membership dues, cost of the season passes, and the percentage of season pass sales that will be split between the Athletic Directors Budget and the Booster Club in May, prior to the ensuing year.
4. Season Passes are valid from August 1st to June 1st.
5. All money collected shall be given to the Treasurer in a timely, organized manner as received.
6. Season passes are good for Home Events at Butler High School, and exclude any tournaments and playoff games.

Section 4: Loss of Membership

1. Any member of said organization, who commits an act that would bring the club in disrepute, or violates the principles, mission, or by-laws of the Butler Athletic Booster Club, may be removed from their position. Any member of the organization who has associated him/herself with or becomes a party to any pressure group to exert influence upon any student athlete, parent, coach, or school official for self-motivation may be subject to the removal of their membership and its privileges.
2. If any member attempts to use any Butler Athletic Booster meeting or scheduled event as a forum for expressing criticisms or negative comments in direct conflict of this organization's objectives may be subject to the removal of their membership and its privileges.
3. The execution of Items 1 and 2, under Section 4, shall be by two-thirds vote of the executive and voting members present at any regularly scheduled meeting following the submission of a motion stating such action be taken.

Section 1: General Membership Meeting

1. 4 per yr 1st Monday of scheduled months/open house events.
2. Open to all members and those who wish to attend.
3. Members are required to attend 2 of 4 meetings to maintain membership.
4. If vote is taken only members to vote.

Section 2: Executive Board Meetings

1. 2nd Monday of each month 6:30pm
2. Unless agreed upon by executive board

Section 3: Notice of Meetings

1. Notice of General Membership Meetings shall be published in the BHS Calendar and on the Schools & Booster Club website.
2. The upcoming General meeting must be announced at the General Membership Meeting.
3. One week or more notice must be given of the date and time of the upcoming General meeting.
4. Annual Board/Coaches Meeting to be held 2nd Monday of August. Coaches attendance is mandatory if coaches wish for BABC to handle team account funds.

Section 4: Order of Business Call to Order

1. Approval of Minutes(read email prior to meeting)/Old business
2. Treasurer's Report
3. President's Report
4. Athletic Director's Report
5. Committee's Report
6. New Business Report
7. Round Table/General Topics
8. Robert's Rules of Order (See Chart on preceding page)

Section 5: Voting

- 1) Simple majority, all board members and committee chairs can vote.
- 2) Must be present to vote.
- 3) Gen. meetings only BABC members are allowed to vote, if vote is taken for Board Member elections.

Section 6: Quorum

- 1) 7 Board members/Committee chairs, which 2 shall be the president, vice president or secretary

Section 7: Adoption and Amendments to Bylaws

- 1) Must be performed at general membership meetings and a vote taken to see the general consensus of the general membership.
- 2) Final vote to amend bylaws to be done by executive board

Section 8: Phone, Email, Online Voting Policy

- 1) Preferred method for voting would be in person.
- 2) In the event that in-person is not a feasible option, online voting will be initiated by BABC President at this password protected location: <http://butlerbooster.proboards.com/index.cgi>
 - a. All voting responses should be done using the discussion boards.
 - b. Votes will be required a minimum of 24 hours after the notification has been sent out.
 - c. Roberts Rule of Order will "Reply to All" button.
 - d. At the conclusion of the voting, the President will inform all board members of the total votes and outcome.

Section 9: Emergency Voting

- 1) Any member can call for emergency meeting, must give 24 hour notice & must have quorum, all board members and chairs may vote at such meetings.

Roberts Rule of Order

Part 1 – Main Motions

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for ...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Section 1: Officers and Chairs

The Officers of the club shall be the President, Vice-President, Treasurer, and Secretary. In addition to the officers, the Athletic Director of BHS shall constitute the Executive Officers of the BABC.

Section 2: Board Members

The BHS Athletic Booster Club Board shall be comprised of the Officers, the Athletic Director and the chairpersons or co-chairpersons of each committee. The Athletic Director's vote will break any tie in the vote among the Board.

Section 3: Duties of Officers

President – The President shall be the Chief Executive Officer of the BABC. He/She shall preside at all meetings of the Board as the chairperson, shall manage the business of the BABC, and see that all orders and resolutions of the Board are implemented. Additionally, the duties of the President include, but are not limited to the following tasks - Subject to Board approval:

- Issue the call for special Board meetings.
- Appoint standing committees as well as chairs or co-chairs of those committees, and act as an ex-officio member of each committee.
- Call for regular monthly committee reports.
- See that regular elections are held.
- Appoint a member to fill the unexpired term of any other office or position on the Board, in the event that it becomes vacant

Vice President – The Vice-President shall succeed the President in the event that the President's office becomes vacant. The VP shall also act in place of the President in case the President is absent. The Vice-President shall also serve as liaison with other organizations at the discretion of the President, and individual team representatives.

Secretary – He/she shall keep the general club records, including minutes of the Club and Board meetings, committee appointments, officers' list and list of members showing their addresses, telephone numbers and e-mails if available.

Treasurer – The Treasurer shall receive all monies and deposit the same in a bank recommended by the Board and shall pay out monies only in authority of the Board. All checks and vouchers must be signed by the Treasurer or the President. He/she shall prepare and submit written monthly financial reports to the Board.

Board - The Athletic Booster Club Board shall consist of the Officers, the Athletic Director of Butler High School and the chairpersons or co-chairpersons of the standing committees.

The Board shall be responsible for the execution, through its officers and committee chairpersons, of the authorized policies of the club. All major projects shall first be considered and shaped by the Board. It shall authorize expenditures, have the books and accounts audited annually, designate or recommend a bank for deposit of the funds and have the power to overrule or modify the action of any Officer of the Club. The Board, may, for good cause, declare any office vacant, upon 2/3 vote of the Board.

Section 4: Elections

The officers of this club shall be elected at the June Board meeting. The President shall appoint a nominating committee of three (3) at the March Board meeting each year, whose purpose will be proposing the names of candidates for the Officers. The nominating committee will also propose a secondary slate of names for committee chairs. The nominating committee shall report and recommend candidates at the June meeting and the election of all Officers and committee chairs shall be held immediately thereafter.

Section 5: Terms of Office

All Officers and committee chairs shall be elected annually, shall take office at the beginning of the July meeting and shall hold office for one year. All Officers and committee chairs shall serve consecutive terms in the same position upon successful re-election. Any Board member shall remain on the Board in another position upon new election.

Section 6: Loss of Executive Board Position

Any executive board member, who commits an act that would bring the Butler Athletic Boosters in disrepute, or violates the principles, mission, or by-laws of the Butler Athletic Boosters, may be removed from their position. The removal of an executive board member shall be by two-thirds vote of the remaining executive board members present. The vote shall be held at the next closed session meeting subsequent to the allegations being made, and the accused member shall have the opportunity to rebut/refute the allegations at that time.

Section 7: Non-Profit Status and Dissolution

This is a non-profit, non-stock membership organization. No part of this organization's assets or net income shall benefit any of its officers or members or any other private individual either during the organization's existence or upon its dissolution. Upon the dissolution of this organization, all remaining assets of the organization shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purposes.

Section 1: Sports Team Interaction

Each sport, team or activity shall at all times have a designated parent or guardian representative (team mom or dad) to serve as the spokesperson for that sport in all matters coming before the organization, whether related to that particular sport or otherwise.

- 1) This sport representative shall be elected or nominated by the head varsity coach of each sport, who shall notify a board representative of any changes or substitutions occurring during the membership year.
- 2) This person may serve as the representative for more than one sport; but, will not be able to vote on items nominated at the board level.
- 3) BABC is encouraged to participate in school meetings (i.e., Sports Meetings, Open House) where BABC Membership can be promoted and communicated.

Teams that have concessions during their sporting events are responsible for providing volunteers to run the concessions. BABC will provide sign-up sheets for parents to volunteer, communicate with coaches/team parent. Teams that fail to provide concession volunteers for their sporting events will not receive support from the Booster Club until adequate volunteers are provided. Teams will still have access to their account funds; however, any request for financial assistance or support will be automatically denied.

Section 2: Role of Athletic Director

- 1) The Athletic Director will attend each meeting as a school representative.
- 2) In the event that the Athletic Director cannot attend the Booster Club meeting, either the Principal or Assistant Principal or another administrator shall serve as the school representative.
- 3) The Athletic Director will present a report at all general membership meetings which will provide a status update on the athletic programs.
- 4) The Athletic Director and Principal will be the final decision makers regarding all matters pertaining to the athletic program of the school.
- 5) The Athletic Director and Principal will both have the right to remove any member of the Athletic Booster Board.
- 6) The Athletic Director's vote will break any tie in the vote among the Board.

Section 3: Committees

- 1) There shall be such committees appointed from the general membership as deemed necessary by the Executive Board or the general membership to properly execute all of the organization's programs and activities.
- 2) Committee chairpersons shall be appointed by the President.
- 3) The term of each committee shall be determined by the Executive Board or general membership, and may be perpetual with a revolving membership.

Section 4: Role of Coaches

- 1) Coaches of any sport may attend Executive Board meetings only to request an approval.
- 2) This request must be completed on the appropriate form and given to the Athletic Director at least one week prior to the meeting.
- 3) Coaches will not be members of the Executive Board and will not have a vote.
- 4) Coaches will not be present at BABC Board Meetings, and must direct all presentations and requests through the Athletic Director, unless recommended by the Athletic Director.

Section 5: General

- 1) The general objective shall be to sponsor activities and programs which will provide an additional funding source to enhance the extracurricular and approved intramural athletic programs of Butler High School.
- 2) The operating fiscal year of the Booster Club shall begin July 1 and end June 31 of the following year.
- 3) The objectives are as follows:
- 4) To encourage excellence in athletic education, sportsmanship and performance
- 5) To support these efforts financially
- 6) To encourage student, parent and community participation in the athletic program
- 7) To foster enjoyment of and encourage lifelong appreciation for athletics
- 8) To provide support and assistance to the athletes and coaches to obtain these objectives
- 9) To coordinate with and cooperate with other Booster organizations at Butler High School to the general benefit of the students, families and staff of Butler High School and the community.

Section 6: Club Sports

Overview: Clubs are defined as sporting team that is participating in a sport sanctioned by NC but not recognized or funded by CMS.

- These clubs do not receive financial support from the Butler Athletic Department, but must coordinate scheduling activities through the Butler Athletic Department. As of October 2011, the only club sport is Lacrosse (both Men's and Women's)
- **Booster Club Involvement:** If BABC chooses to support a club sport, the following will be enacted:
 - (1) The club will be responsible for following all policies and procedures related to BABC Bylaws, ex.: financial requests, fundraising, and representation by the BABC.
 - (2) The club will receive a line item in the financial account, and funds will be managed by the BABC, the same process as every other team.
 - (3) Funding:
 - (a) The club will be financially responsible for the funding of their coaches. BABC will not pay any funds toward the stipend/salary/expenses related to the coaches selected.
 - (b) BABC will be responsible for 50% of their Operating Costs with a cap at \$3,000 per team. The 50% Operating Cost is calculated between 30-60 days before their season starts. This is based on their roster size, fundraising collected to date, and replacement need. Operating Costs include, but may not be limited to:
 - (i) Uniforms
 - (ii) Security/EMS
 - (iii) Referees
 - (iv) Field Rental
 - (v) Team Transportation (CMS mandated bus usage with driver)
 - (c) Example: Team's estimated Operating Cost is \$7,500. But raised \$2,000 in fundraising efforts. The remaining \$5,500 will be divided 50% (\$2,750) between the club and BABC. BABC will credit their account with those funds to be dispersed through the normal financial process.
 - (d) Funds left in the club account at the end of the season will be used to help offset Operating Costs for the following season.
 - (4) The club will be expected to participate in all BABC fundraising events.
 - (5) The club will be expected to fund their own concessions (food and drink), and provide BABC with a deposit envelope with the amount collected for their team account.
 - (6) BABC will evaluate this relationship annual to ensure it is mutually beneficial, and will make revisions based on that evaluation.

Section 1: General

The operating fiscal year of the Boosters shall begin July 1 and end June 30 of the following year.

Section 2: Appropriations

It shall be the general policy of the Butler Athletic Booster Club (BABC) that any funds approved for distribution to a particular sport or Athletic Department shall be for the primary purpose of acquiring equipment and supplies to benefit the sports team(s) that will remain the property of Butler High School, and specifically excluding expenses related to uniforms, travel and accommodations. BABC Board will follow CMS policy regarding payment of coaches during off-season activities. An exception to this general policy may be granted upon the showing of good cause or exceptional circumstances by the requesting sport or Athletic Department.

There are two (2) sources of funds that can be accessed.

- 1) **Butler Athletic Booster Club (BABC) funds** – Funds raised by the Booster Club. This money is dispersed to various teams that commit to sharing in the cost of the requested funds.
 - a. Factors to be considered by the BABC in regard to any requisition of funds include, but shall not be limited to:
 - (a) The BABC's yearly budget and current financial condition
 - (b) Participation by the particular sport in the fundraising and other membership activities of the Organization
 - (c) The amount of any funds contributed by the particular sport toward the total cost of the requested item(s)
 - (d) The amount and frequency of previous requisitions from the particular sport in relation to other sports
 - (e) The compatibility of the requested item(s) with the mission, bylaws and policies of the Organization
2. **Team account funds** – Funds raised by a team to be used at its discretion. This money is deposited in the BABC bank account. The reason this is done is to allow for easier access to these funds rather than going through CMS financial process.

Section 3: Fundraisers

1. A fund raiser is defined as any activity whose specific purpose is to raise money that will be managed by the BABC.
2. All fund raisers must be approved by the Athletic Director & BABC prior to their initiation.
3. A preliminary list of fund raisers and activities for the next year must be submitted to the BABC Executive Board by the April meeting.
4. Before approval of a fund raiser, the BABC should take into consideration the fund raising efforts of other organizations within the community and the school in order to avoid conflicts and competition within the community and the school.
5. Teams will receive 50% of the proceeds of any "Player Pack" (Apparel) orders.
6. For a tentative list of fundraisers facilitated by BABC please see the appendix "[Tentative Fundraisers](#)"

Fundraising Process

1. Fundraising effort is communicated to Athletic Director
2. Athletic Director meets with Booster club to ensure no conflicts or issues are present with the fundraising effort.
3. Once approved the fundraising event can occur.
4. Team fundraising events must designate a Fundraising Representative a.k.a "Team Mom/Dad" that will handle the coordination, collection and tracking of finances. The Fundraising Representative cannot be a CMS employee.
5. The Fundraising Representative will coordinate directly with the Booster Club Treasurer to ensure alignment and moneys are properly transferred. This will be done using the [Fundraising Deposit Form](#).
6. The Fundraising Deposit form is to be completed by the Fundraising Representative and copies are provided for the Butler Financial Secretary and participating coach.
7. The Booster Club treasurer will provide a receipt to both Athletic Director and coach on the funds received; the transaction will also be noted in the Booster Club financial team statement ledger.
8. In the event the funds cannot be given directly to a BABC Board Member, funds are to be deposited into the BABC lockbox using the BABC Deposit Slip located in the Butler mailroom. This envelope has the required information the Fundraising Representative will need to complete. The Fundraising Representative will then seal the envelope and deposit it. Upon receipt of the envelope, the BABC Treasurer will contact the Fundraising Representative and confirm the deposit amount. At that point the Fundraising Representative will provide copies of the Deposit Form to the Butler Financial Secretary and associated coach.

Section 4: Request for Team account funds

1. A request for funds raised by a team must be presented to the Athletic Director for presentation to the Executive Board in writing. This is accomplished by filling out the TEAM ACCOUNT REQUEST FORM (see accompanying form), provided by the BABC.
2. This form is to be signed by assigned Head Coach (or his/her designee) of the sport and the Athletic Director.
3. A quote or invoice must accompany the form for the requested funds.

4. The form must state the name of the company or person funds are to be dispersed.
5. Reimbursements and bill payments will be issued on a monthly basis.

Section 5: Board Member Request for funds

1. A request for funds by a Board member must be presented to the Executive Board in writing. This is accomplished by filling out the TEAM ACCOUNT REQUEST FORM, provided by the BABC.
2. This form is to be signed by the President upon approval.
3. A receipt, quote or invoice must accompany the form for the requested funds.
4. The form must state the name of the company or person, to which funds will be dispersed.
5. Reimbursements and bill payments will be issued on a monthly basis.

Section 6: Request for Butler Athletic Booster Club Financial Assistance funds

- 1) Each team coach will submit a FINANCIAL ASSISTANCE REQUEST FORM to be presented to the Athletic Director for presentation to the Executive Board in writing.
- 2) While not mandatory, it is strongly encouraged that the Coach presents the request in person at one of the Executive Board Meetings, so that the need can be more fully explained as necessary.
- 3) The Executive Board will vote on the financial assistance request at the following months Board meeting.
- 4) The request MUST be approved before any purchase can be made. The request will include:
 - 1) A realistic estimate/quote for the cost of the project, if available.
 - 2) When the funding is needed.
 - 3) The type of fundraiser the team will be doing and how much money your fundraiser will profit.
 - 4) Once the request is approved, it is expected that the requesting team will run its own fundraiser to raise approximately half of the funds requested. It is the team's responsibility to conduct their fundraiser. Any such fundraisers will be conducted on behalf of the team AND the BABC. All Team fundraisers must be approved by the BABC, and the BHS Administration, and must follow the rules and guidelines of the CMS Board of Education.
 - 5) A valid final bill/invoice will be required before any BABC funds or Team funds will be released.

Section 7: Expenditures

- 1) Expenditures will be dispersed once approved by the Executive Board. Upon approval, checks will be issued as directed on the Financial REIMBURSEMENT/EXPENSE REQUEST FORM OR FINANCIAL ASSISTANCE REQUEST FORM. Checks are dispersed on a monthly basis.
- 2) Awards: In addition to considering specific requisitions for the purchase of equipment and supplies, the BABC will fund year end awards for each team. Team awards are to be approved by the BABC Executive Board prior to placing the order for the awards.
- 3) Banquet allocation: The BABC will provide funds for each team's year end banquet. The BABC will provide \$5.00 per student athlete that is on the roster of the team. The coach will provide a roster to the Athletic Director along with a FINANCIAL REIMBURSEMENT/EXPENSE REQUEST FORM. Payment of the request can be provided via reimbursement with receipts or payment directly to a business with a valid invoice.

Section 8: Signatures

All expenditures will require the majority approval of a quorum of the Executive Board. A record of all expenditures shall be maintained together with proper receipts.

Section 9: Checks

The BABC will accept checks for team fundraisers to be placed in the Team Account. It is the team's responsibility to make sure the checks are valid. If a check is presented as Non-Sufficient Funds, the team account will be adjusted for the amount of the check plus the NSF fee charged by the bank. It is the responsibility of the team to collect the amount of the check plus the NSF bank fee in order to receive credit back into their account. The BABC Treasurer will notify the team coach when a check is returned as NSF.

Section 10: Non-profit status and dissolution

This is a non-profit, non-stock membership organization. No part of this organization's assets or net income shall benefit any of its officers or members or any other private individual either during the organization's existence or upon its dissolution. Upon dissolution of the Boosters, all remaining funds will be given to the Athletic department to be used at their discretion. The Boosters may be dissolved upon 2/3 vote of the Executive Board. If the Executive Board has not met for more than 1 year, the Athletic Director or the School Board may dissolve the Boosters at their discretion.

Section 11: Financial Secretary Record Keeping

Monthly financial statements will be emailed to the Butler Financial Secretary. This document is to be kept on file in the event of a financial audit. Any questions about finances with the Booster Club need to be directed to the treasurer and/or president. No part of the financial statement is to be disclosed to any outside party unless given direct permission from a BABC Executive Board member.

Section 12: BABC Debit/Credit Card Usage

BABC Debit Card can be used if ALL of the following circumstances are met:

1. Team account being charged has the funds to cover the transaction. This can simply be done through discussion with Treasurer.
 - i) *(ex. If softball team has \$500 in their account, but would like the BABC to use their debit card to purchase a new set of softballs for \$700. In this situation, BABC would NOT approve the request.)*
2. Appropriate form (Team Account) has been filled out and signed by BABC President and AD.
3. Receipt of transaction/exact charge statement will be provided to Treasurer immediately after transaction. This is done for accurate record keeping.



Team Account Expense Request

Butler Athletic Booster Club

***This form is used when pulling money for your BABC account.
Form must be filled out and returned to the AD before any purchase can be made.**

Date: _____

Requesting Coach/Member: _____ Sport: _____

Check Request:

Payable to: _____

Reason: _____

Amount including tax: \$ _____

Team Account to be charged: \$ _____

Vendor Information:

Description:

AD Signature: _____
(Required)

Date: _____

BABC President Signature: _____
(Optional)

Date: _____



Financial Assistance Request Form

Butler Athletic Booster Club

***This form is used asking BABC for financial assistance.**

Requesting Coach/Team: _____ Date: _____

Need: (What is the project/purpose of the funds requested?)

Estimated Cost: (Detailed billing estimate/quote.)

Please see attached invoice/quote

No invoice/quote attached

When is funding needed? (Please note that the BABC meets on the 2nd Monday of each month.)

Plans for Team funding: (Brief description of what fundraising efforts the team is doing.)

AD Signature: _____

Date: _____

BABC President Signature: _____

Date: _____

Dollar Amount Approved: _____



Fundraising Deposit Form

Butler Athletic Booster Club

This form is to be filled out by the team's Fundraising Representative (aka. "Team Mom/Dad") immediately after the fundraiser. The Fundraising Representative must NOT be employed by CMS). This form is to be completed and a copy is provided to the Butler Financial Secretary and the Associated Coach.

Date: _____

Fundraising Coordinator: _____

Fundraising Event: _____

Associated Coach(es): _____

Total in Checks	Total in Cash
TOTAL DEPOSIT	
Fundraising Coordinator Comments	

Enter dollar amount to be deposited into the correct account(s)	
\$	Athletic Director
\$	Baseball
\$	Cheerleader
\$	Cross Country
\$	Emily Rose
\$	Football
\$	Brian Garlock Golf Fund
\$	Men's Basketball
\$	Men's Lacrosse
\$	Men's Soccer
\$	Men's Tennis
\$	Softball
\$	Track
\$	Volleyball
\$	Women's Basketball
\$	Men's Lacrosse
\$	Women's Soccer
\$	Women's Tennis
\$	Booster's

Fundraising Representative Signature

BABC Board Member Signature

Check this box if the deposit slip was filled out instead of giving to a BABC Board Member.



2011-2012 Tentative Fundraisers

as of August 28, 2015

The following is a list of known and tentative fundraisers that the BABC will be involved in hosting or facilitating. This list is subject to change and be updated.

Date	Fundraiser Name	Description	Date Added
Year-Round	Concessions	All home sporting events or large school functions (Open House, Curriculum Night, etc.) concessions are run and managed by BABC, funds collected during these events are to be used for general fund or capital improvement effort (Scoreboard.)	July 27, 2011
Year-Round	Merchandise	All home sporting events or large school functions (Open House, Curriculum Night, etc.) concessions are run and managed by BABC, funds collected during these events are to be used for general fund or capital improvement effort (Scoreboard.)	July 27, 2011
Year-Round	Season Pass	BABC sells membership passes throughout the year. Passes can be a Annual pass (school-year long) or Seasonal pass (winter, fall, or spring season).	August, 2, 2011
Year-Round	Sponsor Night	BABC recognizes sponsors by providing them a table/booth to showcase their products/services at 1 home game each.	July 27, 2011
Year-Round	50/50 Raffle	Tickets sold at home games for \$1 or arm length for \$5, and at halftime of the game, a winner is randomly drawn and 50% goes toward the Booster Club, and 50% goes to the winner.	July 29, 2011
Mid May	Annual Golf Tournament	Host an annual Golf Tournament at a local club to raise money toward a capital improvement effort (Scoreboard).	July 27, 2011
Early Sept	Father-Son Slugfest	Assisting in organizing fundraiser for Baseball team. Baseball to receive all proceeds for this event, Booster club assisting in organizing and facilitating finances.	July 27, 2011
Late Sept	Madden Tournament	Annual video game tournament for general fund, leveraging relationship with Best Buy to host Madden Football game tournament.	July 27, 2011
Mid Oct	Butler BBQ	Annual BBQ event hosted at school to raise money for capital improvement effort (Scoreboard).	July 27, 2011
Mid Dec	Christmas Sale	Annual sale of new apparel and discounted merchandise. Funds generated go in general fund.	July 27, 2011
January	3-Point Shootout	3-Point Competition of student body conducted on half-time over several games. 80% of funds will be given directly to Basketball teams, 20% to BABC General Fund. Tickets sold for \$5 each participant, teams of two. 1 minute, as many 3-pointers as you can make. Winners receive trophy or t-shirt. Coordination with new coach TBD.	July 27, 2011
Mid-Feb	Bingo Night	Bingo Fundraiser. Exact details TBD.	November 14, 2011