



SKYLINE HIGH SCHOOL BOOSTER CLUB



All Teams. All Clubs. All Kids.

Welcome to the Skyline Booster Club

Welcome to the Skyline Booster Club! Whether you are a coach, advisor, parent, club/team representative, or a general member, we thank you for the time and energy you spend to ensure that all Skyline students have the opportunity to be enriched by at least one of the many teams and clubs offered at Skyline High School. These experiences not only provide a fun and healthy outlet for students, but they also help keep students connected and engaged as they face the challenges of their high school years.

The Skyline High School Booster Club is a 501(c)(3) organization whose mission is to support opportunities that allow all Skyline students to be involved in extracurricular activities at the school. **Our motto: All Teams. All Clubs. All Kids.**

Parents, alumni, and the community can support this mission by joining the Booster Club, donating, and volunteering.

The money raised by the Booster Club goes directly back into the school community through promoting participation, events, recognition and grants that help support the needs of Skyline High School and its individual clubs and teams.

We have prepared an introduction packet to help explain how the Skyline Booster Club operates and how the Booster Club can help support your team/club.

- How your club/team becomes eligible to use Booster Club benefits
- How the Booster Club raises money
- How your group can raise funds through the Booster Club
- How you can request a grant from the Booster Club
- Responsibilities of the club/team parent representative

If, after going through the introduction packet, you have additional questions, please feel free to contact an Executive Board member.

President: Kathy Baril: president@skylineboosterclub.com

Treasurer: Gretchen Carpenter: treasurer@skylineboosterclub.com

Secretary: Deb Smith: secretary@skylineboosterclub.com

Membership: membership@skylineboosterclub.com

The Skyline Booster Club board and members thank you for your time and commitment to the students at Skyline.

Kathy Baril

2015-2016 Skyline Booster Club President



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Booster Club Operations

Account Eligibility: In order to be eligible for an account with the Skyline Booster Club, a club/team must be a recognized ASB club or team or have special approval from the Skyline High School Administration. **A club/team representative must be present at the General Membership meetings of the Skyline Booster Club or send someone in their place to remain active.**

Booster Club Funds: One of the goals of the Skyline Booster Club is to raise money to enhance the teams and clubs at Skyline. The Skyline Booster Club maintains monies in two types of accounts: the General Fund and Individual club/team accounts. Monies in the Individual club/team accounts are used as agreed by the club/team coach or advisor and the Booster Club parent representative (provided Booster Club and Issaquah School District guidelines are followed). Monies in the General Fund are used to pay the costs of doing Booster Club business, to promote school spirit, and to support clubs/teams through grant requests.

The Booster Club raises money for the General Fund by:

- Selling Skyline spirit gear
- Accepting tax deductible donations
- Collecting membership fees
- Matching Funds

The Booster Club raises money for Individual clubs/teams by:

- Accepting tax deductible donations on behalf of the Individual team or club accounts.
- Allowing parents to allocate a portion of their membership fee to the club/team of their choice. For the 2015-2016 school the year, the amount is \$40.
- By providing opportunities for parents of students in Skyline programs to work the concession stands throughout the school year.
- Providing grants to Skyline teams and clubs (upon approved General Fund requests)

The Booster Club assists individual clubs/teams in their fundraising efforts by:

- Maintaining Booster Club as an IRS Section 501(c)(3) tax-exemption organization
- Providing insurance for approved fundraisers (see list attached). Additional fundraisers can be added by the Booster Club Board as requested by clubs and teams.
- Maintaining an insured bank account
- Providing guidance to ensure all District and Booster Club guidelines are followed

Booster Club Membership

The Booster Club bylaws establish three types of membership. The membership types:

1. Parents and Guardians
2. Skyline High School Employees
3. Community Members

Membership provides three main opportunities to parents of Skyline students:

- Allows parents to be eligible to work in the Skyline concession stands which allows for the parents to raise money for the club or team of their choice.
- **Clubs or teams with 50% or more family memberships in the Skyline Booster Club** are eligible for grants from the Booster Club General Fund.
- **Clubs or teams with 50% or more family memberships in the Skyline Booster Club** are eligible to earn Spirit Opportunities.

More details on the three types of Membership can be found on the Membership page.



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Club/Team Parent Representative

Before participating in the Skyline Booster Club for the current school year, the advisor or coach for the clubs/teams must select a Booster Club parent representative. The parent representative must be a current Skyline Booster Club member. Clubs and teams are also encouraged to have an additional volunteer as a club/team treasurer that can work directly with the Skyline Booster Club treasurer.

The parent representative's role is to:

- Act as a liaison between the Skyline club/team and the Booster Club.
- Work with the club/team's advisor/coach, and club/team treasurer to determine the funds needed for their group and how they will be spent.
- Inform their parent members when the Concession Sign-Up Genius opens, to sign up for concession working opportunities.
- Encourage parents of students of Skyline clubs/teams to become Booster Club members.
- Ensure club/team representation at the Skyline Booster Club General Membership meetings.
- Ensure that their correct club/team information is found on the Skyline Booster Club website.
- Send posts for social media outlets for the club/team.
- When 50% membership occurs for the club/team, work with the Board to determine the Spirit Award.

The link for all the forms needed for Booster Club operations:

http://skylineboosterclub.com/Page/Forms%20_%20Documents/Forms%20_%20Documents

To check club/team membership:

<https://skylineboosterclub.ourschoolpages.com/Packet/Join/FamilyInfoSignedInPacketPage/0>

To contact a Skyline Booster Club Board Member:

<http://skylineboosterclub.com/Page/Boosters/BoardMembers>

The link for Concession Sign-Up: <http://skylineboosterclub.com/Home>



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How the Skyline Booster Club Website Can Help Your Club/Team

- Club and team contact information can be posted on the programs page.
- Every club/team can post a link to their own individual website.
- Every club/team can have a page on the website if they so desire (free of charge). Please contact the webmaster at webmaster@skylineboosterclub.com if you would like to develop a page for the website.
- Each club/team Representative can track memberships and donations that are made through Skyline Booster Club for their individual club/team.
- Each club/team has the ability to collect donations and fees for events through the Booster Club website. If you are interested in this feature, contact the webmaster, Alicia Veevaert at webmaster@skylineboosterclub.com
- ***Not sure how to start your fundraiser or what to do once you have collected funds?*** All pertinent procedures and forms can be found on the website under the “Forms” tab. Here is the link:
http://skylineboosterclub.com/Page/Forms%20_%20Documents/Forms%20_%20Documents



Booster Club Individual Group Fund -- Spending Guidelines

These guidelines apply to Individual Groups' Booster Club accounts (i.e. Girls Soccer, Baseball, Dance, Robotics etc). The intent of these guidelines is to assist coaches, advisors, and parent advisors in making sure that funds are raised and spent within the school district, Booster Club and nonprofit requirements. The monies in individual club/team accounts come primarily from membership fee designations, club/team fundraisers, designated donations and/or matching funds. Requests can be made for General Fund grants by following the procedures at the end of this section.

- Each club/team is required to have a parent representative and a treasurer. Representatives will co-sign all funds requests with the advisor/coach. The representative is required to attend the General Membership meetings or send a replacement. The person must be a Skyline Booster Club parent member for the current year. Teams and clubs must have a Booster Club representative in order to withdraw funds from their account.
- The Booster Individual account can be used to raise and bank money for equipment, travel, trips, transportation, and stipends for advisors/coaches. **When it comes time to purchase these items the money must be transferred to the club/team's ASB account (per district policy).** The Booster Club executive committee can help you get a start on this process. Please keep in mind that travel approval can take up to 60 plus days. Leave yourself plenty of time to make the trip happen.
- Booster Club Individual accounts may be used to purchase individual personal items, food, banquets, plaques, off-season tournaments fees, and training and development for both kids and coaches/advisors. The team/club is encouraged to remember that the money was raised by all the families in the program and should be used to benefit the most kids possible. The Board encourages you to verify that travel cost reimbursements can be made before the travel happens (including off-season).
- Fundraisers run by the team must be approved by the Skyline Booster Club in order to be covered by the Skyline Booster Club's insurance. **All monies collected need to be deposited on the day of collection. There are night deposits slips and bags available to any club/team upon request.**
 - **The Booster Club is a parent organization that assists in raising funds for students at Skyline: All fundraisers must be run by parents and money collected by parents. When kids are running the fundraisers and handling money it is an ASB fundraiser and must be run through the school ASB.**
 - Booster Club is available to help with fundraisers by accepting online payments. Please contact the Skyline Booster Club Webmaster, Alicia Veevaert at: webmaster@skylineboosterclub.com.

- Cash Handling Procedures are attached. If you need help with this, contact Gretchen Carpenter, Skyline Booster Club Treasurer at: treasurer@skylineboosterclub.com.
- The following fundraisers are approved and just require a message to the Booster Club President, indicating the time frame and club/team that will be running the fundraiser. You must notify the President at president@skylineboosterclub.com before the fundraiser begins.

Approved Fundraisers:

Brown Bear Car Wash	Holiday Bazaar
Bread Braids	One Day Youth Camps
Bake Sale / Popcorn	Clothing / Textile Drive
Merchandise / Logo Wear	Mattress Fundraiser
Squak Mt. Poinsettias	Drive 4 UR School

(Anything requiring a logo must have the Athletic Director's prior approval)

- Online fundraising with organizations like gofundme.com or snapraise.com are **not** approved fundraisers and money from these organizations cannot be accepted by the Booster Club at this time. If you would like more information on this, please contact the President at president@skylineboosterclub.com.
- The forms needed to make deposits or requests for reimbursements/payments can be found at this link:
http://skylineboosterclub.ourschoolpages.com/Page/Forms%20_%20Documents/Forms%20_%20Documents
- Grant Requests - Money is granted to various student organizations through the year according to the amount of money budgeted from the General Fund each year. When additional funds are raised during the school year, they can be added to the Grant money pool.
 - Grant Eligibility: In order for a club or team to be eligible for a grant at least 50% of their families must be current members in the Skyline Booster Club. The club or team will also be required to report what fund raising activities they sponsored prior to the request to meet their grant request.
 - Grant Application: The application can be found on the Skyline Booster Club website. The completed application should be mailed to: grants@skylineboosterclub.com along with the VP that represents that club/team.
 - Grant Review: Grants will be reviewed at the monthly Board of Directors meeting following the date received. Additional questions or concerns may be brought up at this time.
 - It is advised that a team representative who can answer questions regarding the grant request attend the Board of Directors meeting. Contact the President at president@skylineboosterclub.com, to discuss who will be attending to determine meeting logistics.



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Booster Club Concessions

Use of the Skyline concession stands is a privilege granted to Skyline Booster Club by Skyline High School: we need to honor that privilege.

All concessions for the 2015-2016 school year will be run with one concession inventory that is managed through the Skyline Booster Club General fund. The concession stand will be open for as many events as we have parents to staff. The monies made in the Booster Club concession stands are split into two portions. The teams and clubs represented by the parents who staffed the concession stand over the season will receive 40% of the intake of funds for the season (i.e. Fall, Winter and Spring). The other 60% will cover the cost of supplies, inventory and permits. The 40% will be divided by the shifts worked over the season and then distributed to clubs/teams the week following the ending of the last event of the season.

When parents sign up to work these events they must be a Booster Club members. They must be a member in order for Booster Club insurance to cover them and the money the parent's handle.

- **Standard Events concessions stands** will appear on the Booster Club's Sign-Up Genius account at least every other week. **Students cannot work in the concessions stand.**
- **Special Events concession stands i.e.** all day events that are worked completely by the associated team/club (i.e. Wrestling Tourney, Bazaar, or Cheer Competition). For these events, 40% of the monies taken in during the event are deposited into the individual account.
- **Shifts in the Concession Stand** - Give your team three unique opportunities: (1) a chance to earn funds for your club/team. This requires no preplanning, no upfront money, and no minimum sales. (2) If you have a family who cannot afford to pay for fees or costs associated with a team, this is a great way for them to contribute. (3) It also is an opportunity to get to know other parents in the Skyline community.

- **Sign ups for shifts in the Concession Stand** - If a parent signs up for a concession stand shift for your group and does not show, the club/team will have a shift subtracted from your earnings that season.
- **Sign-Up Genius link can be found on the home page of the Skyline Boosters website.** - This is where you will find the opportunities to sign up to work concession shifts and earn money for your club/team.
- **Food Handler's Permit** - The Health Department requires that at least one person working in the concession stand have a food handler's permit. This helps to ensure that food is being handled properly, cooked to correct temperatures and all cooking utensils are being washed and sanitized correctly. It is the responsibility of the parent rep to make sure parents are aware of this and remind them at the beginning of the year to get a food handler's permit. The food handler's class and test can be taken online at:
<http://www.kingcounty.gov/healthservices/health/foodsafety/foodworker/online.aspx>

If you have questions regarding working the concession stands, please contact Deb Smith at: secretary@skylineboosterclub.com.



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Membership

Membership types: (1) Parents/Guardians (2) Skyline Staff (3) Community Members

1. Parents and Guardians

Qualifications

All parents, guardians, and other persons who have children enrolled and attending Skyline High School are eligible to become members of the Skyline Booster Club. The family membership fee is \$75 per year; \$35 goes toward the general fund and \$40 goes to a team or club designated by the member. If there is no designation, the \$40 will go into the General Fund. To volunteer for any Booster Club sponsored activities, you must be a Booster Club member. A parent can request a membership without designated donation, at a cost of \$35.

Rights and Responsibilities:

A family membership gives two adults in each family a vote and a voice at all General Membership meetings.

Family membership gives two adults in each family the right and responsibility to attend all meetings and events sponsored by the Skyline Booster Club, serve on committees and be nominated and elected to office.

Voting Members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws.

2. Skyline High School Employees

Qualifications

Employees of the Issaquah School District who serve as staff at Skyline High School, including coaches and administrators, can join the Skyline Booster Club for \$15. The membership fee will be put into the General Fund.

Rights and Responsibilities:

This gives them a voice but not a vote at all General Membership meetings. It allows them to serve on any committees.

3. Community Members

Qualifications

Community Members can join the Skyline Booster Club for \$50, \$25 goes to the General Fund and \$25 can be designated to any club or team. Community members must join as a person, not as a business.

Rights and Responsibilities:

This gives Community members (people without students currently at Skyline High School) the opportunity to show their support for the Skyline students and their involvement in extra-curricular activities at Skyline High School. This does not give them a voice or a vote on any items at General Membership meetings or in nomination or election of officers.

However, Community members can be asked to serve as advisors for Booster Club committees at the request of the committee chair.



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Why Membership?

1. Each time a family joins the Skyline Booster Club, \$40 of their membership can be designated for deposit in your individual club/team account.
2. If 50% of your families join Booster Club, your club/team becomes eligible for Booster Club grants.
3. Spirit Awards - are intended to reward clubs/teams not only for their commitment to being a part of Booster Club, but for their commitment to excellence and School Spirit. Teams/Clubs can use their Spirit Awards in a couple of ways or help the Board come up with a creative way to show off their team/club to the rest of the Skyline Community.
 - The **goal** is to increase school Spirit and celebrate the accomplishments of the Skyline students.
 - For example, if your program has an entrance fee for spectators and you have qualified for post-season game at home, the Booster Club will pay for 100 students with ASB cards to attend the event for free.
 - Spirit Rally: provide snacks for attendees (i.e. pizza, Jamba Juice, etc)
 - The Board will work with the team/club to come up with a spirit celebration.
 - The parent rep for the team/club is responsible for identifying that a team has qualified for a Spirit Award.



Money Handling Procedures

So you are about to start a fundraiser or money collection of some type. **What is the procedure to get the money into your club/team's individual account?**

- Make sure prior to the start of your fundraising event, you have notified the President at president@skylineboosterclub.com that you will be running the fundraiser and the time frame of the fundraiser. This ensures that your fundraiser is approved and covered by the Skyline Booster Club insurance.
- The collected money needs to be deposited into the Skyline Booster Club account on the **same day as the fundraising event**. The Skyline Booster Club insurance bond does **NOT** cover the loss of money that has not been deposited on the day of receipt. Club/team Treasurers have deposit bags and slips needed to make deposits - inclusive of night/after-hours deposits. Additional bags and deposit slips are available upon request.
- Two people need to count the money, and fill out a "Cash Counting Funds" form along with a deposit slip. Your club/team Treasurer has a form you can copy or they can be printed from the following link:
http://skylineboosterclub.com/Page/Forms%20_%20Documents/Forms%20_%20Documents.

One copy of this completed form needs to be sent to the Booster Club Treasurer and one copy to the club/team Treasurer.

- On the day of collection, two deposit choices are available:
 - 1) take the money into any Chase Bank branch during normal business hours, or
 - 2) place the funds in a plastic deposit bag and deposit it in the night drop at any Chase Bank branch
- The Chase Bank account number can be obtained from the Booster Club Treasurer at treasurer@skylineboosterclub.com.
- It is important to provide both the "Cash Counting Funds" form and deposit slip to the Skyline Booster Club Treasurer in a timely manner to ensure accurate deposits to your group's account.



How to Get a Cash Box

When hosting a fundraising event for your club/team and you need a cash box, please follow the procedures listed below to obtain a cash box. These procedures are important to ensure the Skyline Booster Club's integrity.

- ***In a timely manner***, notify the Skyline Booster Club President at president@skylineboosterclub.com that you will be running a fundraiser. If the fundraiser is not already on the already approved fundraiser list (found on the Booster Club website), the Board will need to approve it so that it is covered by the club insurance.
- Once the fundraiser is approved, a "Request for Payment/Expense Reimbursement" form needs to be filled out requesting the cash box funds.
- You will receive a cash box, cash bag, deposit slips, cash "Counting Funds" form, (one for each event day).
- The cash box should **never** be started with personal cash.
- On the "Counting Funds" form you will document the cash box starting \$ amount at the start of the event and the amount of funds raised on the day of the event to document the additional funds for deposit.
- Completely fill out the cash "Counting Funds" form and have 2 Booster Club members sign off on (verify) the starting and ending fund balances (at the beginning & end of the fundraiser funds collection). The money is only insured through the Booster Club if deposited on the same day it is collected.
- Two copies of the cash "Counting Funds" form are needed: one for your club/team Treasurer and one for the Skyline Booster Club Treasurer. A smart phone picture can be used for one of the copies.
- It is the preference of the Skyline Booster Club that as you leave the fundraiser the cash be taken directly to any Chase Bank branch for a day/night drop. The cash bag, a deposit slip, and cash should all be placed inside the plastic bank bag which can be deposited in the drop station at the front of the bank.
- If you choose not to use the night drop deposit, you will need to deposit the funds in the Chase Bank and send the deposit slip to treasurer@skylineboosterclub.com. If the deposit does not occur on the day collected, the money is not covered by the Skyline Booster Club bond.