

Opening a Mini-Boosters Bank Account

Documents Needed:

- Charter
- Meeting Minutes, showing
 - Adoption of Charter
 - Election of Officers
 - Banking Resolution - who are the signatories on the account
(Can be a separate document or included in the minutes)
 - Two people from the mini
 - Boosters President

Once these documents have been reviewed and approved by the Boosters Board, the Boosters President will connect the mini, via email, to a representative of Columbia Bank's Stadium branch, authorizing the creation of a non-profit bank account, under the umbrella of the Stadium Boosters Club.

Questions to be answered:

1. Will the mini want checks? (Mini Boosters can order counter checks, they are free.)
2. Will the mini representatives on the account want debit cards? (Before determining, make sure that you have read the Boosters Banking Guidelines.)

NOTE: All accounts need to have on-line access. The Stadium Boosters Club needs to also be given on-line access.

Identification Verification:

The bank representative will work directly with the representatives of the mini to schedule "identification verification." The representatives of the mini will need to go meet with the bank representative showing two pieces of identification to verify their identity. They do not need to go in together.

Signature Card:

Once both representatives of the mini have been verified, the bank representative will create a "signature card" for the account. This could take 2 business days. Once the signature card is ready, the two representatives of the mini and the Boosters President will sign the card. The completion of the signature card, completes the paperwork for the creation of the bank account.

Opening the Account:

Once the signature card is complete, the account is ready to be opened. To open the account, a minimum deposit of \$100 is needed.

Next Steps:

Once the account is opened, the mini booster will:

1. Inform the Stadium Boosters Club Treasurer and send (via email) the bank account number.

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2. Start submitting a quarterly financial report to the Stadium Boosters Club Treasurer and Mini-Boosters Liaison. (See template.)