



Stadium High School Boosters Mini-Boosters Booster Session

Monday
September 25, 2023
Following the Boosters Mtg

Agenda

- Requirements of Minis
- Commitments to Boosters
- Fundraising/Expenditure Plans
- Quarterly Fiscal/Financial Report



Requirements of Minis

- Members of mini's are members of Boosters, no additional membership requirements. All are welcome!
- Mandatory Representation at monthly Booster Meetings
- Committee charter is on file with Boosters
- Bank account at Umpqua Bank
 - Boosters President and Secretary is named on the account
 - Boosters Treasurer has access to records
- Participates with a donation to the Boosters Annual Auction



Commitments to Stadium Boosters

- Boosters President, Secretary, & Treasurer have Banking Access
- Boosters Board Approves Fundraising and Expenditure Plans
- Quarterly Financial Reports
 - Q1 – August – October
 - Q2 – November – January
 - Q3 – February – April
 - Q4 – May - July
- Members are Members of Stadium Boosters
- Contribution to the Auction
- Participation in Stadium Boosters Events





STADIUM BOOSTERS HIGH SCHOOL

Stadium High School Boosters Club Fundraising Guidelines

1. Mini-boosters cannot purchase items that are supplied by Tacoma Public Schools.
2. Mini-boosters can purchase snacks, disposable items, senior night items, commemorative items, etc.
3. Any advertising must make clear that funds raised are for the mini-boosters, not the team/club or school directly, and must state (1) what the funds are to be used for and (2) that it is a mini-boosters fundraiser.
4. Students may assist with fundraisers, but the fundraiser must be organized by the mini-boosters.

Fundraising Guidelines (cont'd)

5. Mini-boosters will present a fundraising plan to the Stadium Boosters Club Board for approval, prior to conducting fundraisers. The Board will review the plan for conflicts with previously approved fundraisers. The Boosters Board will provide a template for fundraising plans. Plans are to be submitted to the Board's Mini-Booster Liaison via e-mail. The Board will review the submitted plans at their next scheduled meeting. The Board recognizes that plans change and fundraising opportunities might be presented with short notice. If there is an activity with short notice, submission to the Board is still required. The Board will do its best to act within the timeline as long as it is communicated.
6. Receipts must be provided to the mini-booster Treasurer for all purchases bought with mini-booster funds quarterly. This includes purchases made with debit or credit cards or reimbursements.
7. The mini-booster Treasurer will upload copies of all receipts, when they submit their quarterly financial reports to the designated folder on the Boosters Google Drive, in case they are needed for audit purposes.



Stadium High School **NAME OF MINI-BOOSTER**

Request:

I, **name**, request the Stadium Boosters Board approval of the fundraising plan for the **team/club** mini-booster. (Please include if this is a new request/approval or an amendment/update to an already approved plan.) Funds raised will be used for - _____
provide details on what the funds will be used for (examples: senior nights, gear, equipment, coaches, referees, tournament entry fees, field/pool rental).

The mini-booster board met in **month** to update their fundraising plan for the 2022 season:

	Fundraiser Idea	Potential Timing
1		In advance of fall sports season
2		September 7, 2022
3		October 15 - Nov 20, 2022

Fundraising/Expenditure Plan (cont'd)

The mini-booster board met in month to update their fundraising plan for the 2022 season:

	Fundraiser Idea	Potential Timing
1		In advance of fall sports season
2		September 7, 2022
3		October 15 - Nov 20, 2022

Any documents publicizing the fundraiser need to clearly state:

- That this is a mini-booster fundraiser.
- What the funds raised will be used for.



Stadium High School Girls' Swim and Dive Mini-Boosters
Quarterly Report
August - October 2022

The mini-boosters board met in August to update their fundraising plan for the 2022 season:

	Fundraiser Idea	Potential Timing
1	Shirts for Swim and Dive Team Supporters	In advance of fall sports season
2	GardenSphere Takeover	September
3	Brewer's Row/Cook's Tavern Takeover & Giveo	October
4	Wreaths/Garlands	November
5	Concession Sales	
6	Team Knit Hats	In advance of fall sports season

Fundraising/Expenditure Plan (cont'd)

Mini-booster President submitted the plan to the Stadium Boosters Board for approval of changes from previously approved plans (addition of Brewer's Row/Cook's Tavern Takeover & concession sales).

Banking Information:

Date	Deposit/Withdraw	Balance
August 1, 2022		\$0
May 9, 2022	+ \$507.53	\$507.53



Stadium High School **NAME OF MINI-BOOSTER**
Quarterly Report
QUARTER NUMBER AND YEAR

The quarterly financial report is for the mini-booster to report their financial information with the Boosters Board. This information will be used for Boosters to ensure that financial control rules are being followed, for tax filings, etc.

Fundraisers Held: This is fundraising activity for just the quarter that is being reported.

	Fundraiser	Dates	Gross Income*	Expenses
1				
2				
3				
4				

* If the fundraiser grossed more than \$5,000.00 additional information is needed for IRS reporting. The Stadium Boosters Treasurer will follow-up with you.

Quarterly Report (continued)

Banking Information: Banking activity \$200.00 or more.

Date	Deposit/Withdraw	Purpose



Stadium High School Girls Swim & Dive Mini-Booster
Quarterly Report
Quarter 1 – FY2023

The quarterly financial report is for the Girls Swim & Dive mini-booster (mini) to report their financial information with the Boosters Board. This information will be used for Boosters to ensure that financial control rules are being followed, for tax filings, etc. This covers the mini’s activities for August through October 2022.

Fundraisers Held: This is fundraising activity for just the quarter that is being reported.

	Fundraiser	Dates	Gross Income*	Expenses
1	Clothing Sales	8/15 – 9/20/2022	\$318.00	\$0
2	Givio	10/15 – 11/30/2022	Ongoing	\$0
3	Greenery Sales	10/15 – 11/20/2022	Ongoing	\$0

* If the fundraiser grossed more than \$5,000.00 additional information is needed for IRS reporting. The Stadium Boosters Treasurer will follow-up with you.