

BOOSTER DIRECTOR HANDBOOK 2024-2025

<https://www.bhsboosters.org>

go to “Director Hub”

The Main Booster Executive Board is comprised of the following:

- **PRESIDENT** (president@bhsboosters.org) - Brian Sanders
- **VICE PRESIDENT** (vicepresident@bhsboosters.org) - Kelly Ryan & Dawn Engels
- **TREASURER** (treasurer@bhsboosters.org) - Theresa Friedman
- **ASSISTANT TREASURER** (assttreasurer@bhsboosters.org) - Matt Balgeman
- **SECRETARY** (secretary@bhsboosters.org) - Terea Eid

PURPOSE OF MAIN BOOSTER EXECUTIVE BOARD

- **PROVIDE SUPPORT**

BHS Booster Club is a 501(c)3 tax exempt organization that is separate from Bartlett High School and U-46 District. While we are here to support and collaborate with the school and its activities, leaders, coaches, etc. do not fall under the direction of the school or district. Main Boosters makes sure individual club activities adhere to [Bartlett High School Booster Bylaws](#) (on website under “Director Hub” - “General Documents”)

Main Boosters can also assist Clubs in the cases where they are having difficulties with individual members or coach relationships.

- **FINANCIAL CLEARING HOUSE**

BHS Main Boosters handle the financial accounts for participating activities. This allows for proper tax filing and 501 (C3) tax exemption status. Clubs are not allowed to have individual financial accounts. Using Main Boosters as your activity’s financial clearing house comes with compliance rules that will be covered in further topics.

- **LIAISON WITH SCHOOL**

Main Boosters have very few rules on what activities can do and how they do it. Most of the rules governing Booster groups are School District U-46 rules. Main Boosters help groups be aware of these rules. District rules can be found in District Policy #8.090 [School Board Policy for Booster Groups](#)

- **SPECIAL PROJECTS**

Main Boosters directly run few activities. We normally are responsible for:

- Two or Three fundraisers
- The Booster Scholarships (2-3 per year, \$1000 each)
- Special projects the board elects to take on.

BOOSTER MEETINGS

- Main Boosters meetings are usually held on the the 3rd Monday of the month (with a few exceptions) at 7pm in the BHS library. The BHS Athletic Director (AD) is usually in attendance, simply to serve as a liaison with the school, not as a Booster member (On website under [“About” - “Meetings”](#)).
- Meetings are an opportunity to network with other groups and stay informed with new information pertaining to Boosters. Groups are strongly encouraged to attend each month (even when their club is off season). If the group’s Booster Director cannot attend a meeting, they are encouraged to send a substitute to attend in their place. Groups are not limited to only the Director for these meetings. All are welcome to attend.
- Individual Booster groups schedule their own meetings with their group as they see fit.

MAIN BOOSTER MEMBERSHIP

- To be a voting member or a board member for an individual club, a person must have a student in that activity, along with a paid main booster membership (any level).
- Anyone that does not have a student in the activity or does not have a paid membership should not vote on issues or handle money for individual booster activities. They can assist the activity in other ways, but they may not hold a board position or vote.
- To be a Main Boosters member, you do not need a child in an activity, but you do need to purchase a membership.
- Booster Directors receive a free “Green” level Booster Membership.

- There is a “Voting Membership” available for only \$20.
- Booster Directors should let their families know about the Booster Memberships. (On the website under “[About](#)” - “[Membership](#)”) and that this is a part of being able to vote on expenditures for their club.
- A person without a membership should never be handling money. A membership serves as a protection for your club, especially in the case of mishandling funds, as this gives Main Boosters a course of action (revoking membership) as a penalty.

PURPOSE OF CLUB SPECIFIC BOOSTER CLUBS

- Support a specific club or team in ways that improve the experience of the students in those activities
- Financial support (optional)
 - Some booster clubs conduct fundraisers in an effort to have funds to provide things for their groups which are not able to be provided from the coaches’ account. Coaches accounts are completely separate from Booster accounts.

INDIVIDUAL CLUB BOARD POSITIONS

- **PRESIDENT**-Must be a voting member (see above) and each activity must fill this position
- **DIRECTOR**-Must be a voting member, can be the same person as the President. The Director is the activity’s liaison to Main Boosters and should attend each Main Booster meeting to represent the activity.
- Ideally board positions should align with the Main Boosters Executive Board but are optional based on circumstance and as decided by the activity. If no other positions are elected, the President will fulfill all the responsibilities.
- Activities shall hold elections at their May meeting each year, unless the group votes to enact a self selected election date that better corresponds with that group’s calendar. Once an individual group’s board changes, a member of the group must communicate the changes with the Main Booster [secretary](#).
- Coaches may help recruit potential Booster members for their groups; however, they may not dictate which parents serve in board positions, especially in cases where more than one person is interested in serving in a position. In this situation, a vote among voting members of that group should be held.

GENERAL

- Clubs should maintain their own bylaws to describe how the group functions and handles club specific activities. These bylaws should be modeled after the [Main](#)

[Booster Bylaws](#) which take precedence over club level bylaws. Clubs can choose to simply adopt all the same rules as the Main Booster Bylaws and then add in club specific sections such as election dates.

- It is the responsibility of the club's Director to try to create a clear, organized way to share information with a future Director for that group. The current Director should also try to line up a future Director for the following year, whenever possible. If a Director is having difficulties finding a replacement Director, they may want to ask their coach(s) for assistance or reach out to the Main Boosters for additional assistance. Main Boosters should always be informed of any changes to a group's leadership.
- Clubs are encouraged to have a gmail account to house their documents and improve transfer of information from one Director to the next. This gmail account should be on file with the Main Booster [Secretary](#).
- Clubs are encouraged to ask volunteers within their groups to be in charge of smaller things (ie - senior gifts, t-shirts) in order to recruit more volunteers in a less intimidating way, rather than asking volunteers to take on a board position.
- Clubs should consider having at least one family event/ and or be present at the coach's meeting at the beginning of their season to network with other parents and increase participation.
- Directors of groups are not supposed to ask coaches for parent contact information collected on 8 to 18 (many of these emails are not email addresses that parents use often). It may be helpful to create a sheet that can be filled out by the athletes and parents (at your start of the season event) to obtain some basic information such as parent email addresses and parent phone numbers. This will improve communication within your group for the season.

FUNDRAISERS

- Coaches fundraisers and Booster fundraisers should always be kept separate. Booster money stays in the Booster account, while coaches have their own accounts housed with the school. There are often IHSA or District rules that must be followed that make this very important.
- Coaches are encouraged by the school to only conduct one fundraiser per year, whereas Boosters may conduct more than one fundraiser.
- While Booster groups may work with coaches to ascertain potential financial needs, coaches may not dictate how Booster funds are spent, just as Boosters may not dictate how coach funds are spent.
- No coach or Booster fundraiser can be mandatory.
- Boosters may not directly give money to coaches.

- Check the Fundraising Calendar to make sure your fundraiser does not conflict with another group's fundraiser (On website under ["Director Hub" - "Fundraising Calendar"](#)).
- Submit a Fundraising Application Form (on website under ["Director Hub" - "Fundraising Application"](#)). This is not actually an application, the Main Board simply makes sure your Fundraiser is in compliance with school and IHSA rules and troubleshoots any potential issues.
- Fundraisers or events involving adult topics (i.e. alcohol, gambling) cannot be advertised at school or held at school.

"BOOSTER EVENTS"

- A Booster event is one in which the activity's boosters plan, manage and facilitate financial payments for the event. These Booster events can use the Main Booster tax exempt ID.
- A Booster event will also be any event that a Booster activity brings to the School as an idea for participation. The School may approve the event, but that does not make it a school event. Example: If your activity has an idea for an event at the school involving an outside organization, and your activity begins the process of getting that event to come to our school, it is your event to manage.
- Any events taking place on school grounds (fundraisers, pasta parties, end of season banquets, meetings) require pre authorization from the school. Use of school grounds also requires a U-46 staff member (usually your coach) as your sponsor to be present during the event. Fill out the Facilities Rental Form (on website under ["Director Hub" - "General Documents"](#)). This completed form must be emailed to Filomena Bruno in the main office (Filomenabruno@u-46.org).
- A Team or School event is one that is organized by the Coach or Staff and financial payments are handled by anyone other than Main Boosters. Booster members are welcome to assist at the direction of the U-46 employee running the event, but these do not qualify as Booster events.
- Some events are managed by both U-46 staff and Boosters, in those cases the event will be considered a Booster event only if payments are done through the Boosters financial account.
- Main Boosters encourages groups to be innovative and try new things. If your activity is considering a new fundraiser, event or celebration please get permission from the school, keep your coach/sponsor informed and let Main Boosters know what you are doing so we can make sure no one inadvertently violates district rules or our 501(c)(3) tax status.

SPONSORSHIP

- If you have businesses that you'd like to advertise in exchange for fees there are potential opportunities to advertise at your sporting events, on t-shirts or on your group's webpage. Any advertising onsite must first be cleared with our Athletic Director. Advertising for bars, other "adult" businesses and political candidates will not be allowed. The Main Booster Executive Board should also be contacted before advertising is promised to businesses. District rules on advertising can be found in District Policy 8.090 [District Rules for Advertising](#)

GIFT RULES

- IHSA does not allow gifts to students (this includes senior gifts) by Boosters exceeding \$75
- IHSA does not allow state championship rings or trophies that exceed \$200

WEBSITE/ FACEBOOK/ SCHOOL BULLETIN

- Each group can have their own page on the Main Booster site free of charge. The content on that page is up to each activity as long as it is in compliance with U-46 rules.
- Groups are strongly encouraged to use their individual page on the Main Booster site. A member of the group can be given access to edit the page on the website. Contact the BHS Booster [Secretary](#) to learn how to set this up for your group and setting up a tutorial if desired.
- Groups can have their events promoted on the Booster FB page. Contact the BHS Booster [Vice President](#).
- If your group has their own website or social media platform, please provide the link to the Main Boosters Executive Board. These have to be in compliance with School District policies. Main Boosters can link individual pages to their main page.

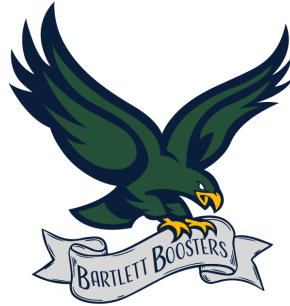
BOOSTER CAGE

- The School has allowed us use of a "cage" in the athletic tunnel. Activities can use this area to securely store products for their clubs. Careful labeling and teamwork is needed to keep this area organized because many activities use the same storage area.
- The cage door is broken and is locked using a padlock and chain. Make sure to pull the chain tight enough to leave very little space for kids to slip in through the gap.

- Keys for the cage can be given to Booster Directors. Inquire with the Main Booster [Secretary](#) if your club does not already have a key and would like to store items there.
- Drinks and food items are not to be stored in the cage after the group's season has ended.
- Some items are available for all clubs to use. These include tablecloths, centerpieces, food warmers, bingo equipment and senior poster stands. All this equipment is expected to be returned within 3 days of your group's event if you have your event offsite. Every time your group takes any of these items, you need to sign them out on the clipboard in the cage. If you take any of these items offsite, you must first get permission from the Main Booster [Secretary](#) so that s/he can follow up if items are not returned.

SCHOLARSHIPS

- Main Boosters offers 2-3 scholarships of \$1,000 each year.
- Clubs are allowed to offer their own scholarships if they choose (completely optional).
- Let the Main Boosters Executive Board know if you are offering a scholarship for your club.
- Set specific parameters for the application and review process for your club's sponsorship. Main Boosters can help you with tips/ best practices for this process if needed.
- Your scholarship application can be included with other scholarship applications in a packet in the main office available to students.



BOOSTER DIRECTOR FINANCIAL GUIDE 2024-2025

The Main Booster Treasurer of the BHS Booster Club, is responsible for overseeing the Checking and Money Market accounts for the BHS Booster Club, including the sub-accounts for each activity-specific club. The Main Booster Treasurer works with the Treasurer or President/Director at each club to deposit all funds earned by the club and to withdraw funds from their respective sub-account.

CHECK REQUESTS

As much heads up as possible should be given to the treasurer and Executive Board (in the case of >\$1500). Please plan ahead, especially for large reimbursements.

- Any expenses a club has should first be voted on by all members in compliance for that club (child in activity, paid membership any level). Financial decisions for any amount, should never be made by only one person in the group.
- Check totals that are \$1,500 or more need to also be approved by vote at the Main Booster Club level. Email all Booster Club Executive Board Members with your request, in addition to filling out a Check Request Form.
- If you are not quite sure of the amount your club needs but want to give ample time for the approval process, you may ask for approval of a purchase “Not to Exceed” a certain amount.
- Complete all required fields in the online check request (on website “[Director Hub](#)” - “[Check Request](#)”). You need to attach copies of all receipts to support the amount requested.
- Your club must have funds in your club’s bank account to cover the requested amount or explain how the requested amount will be covered in the immediate future (fundraiser paid for upfront, flow-through expense that students are paying for, etc.)

- Checks take at least 7 days to process and checks over \$1500 require two signatures, so extra time is needed.
- Checks will be provided at the monthly meetings (except in cases where special arrangements have been made).
- In some cases, the Main Booster treasurer can make large payments using the Booster credit card. Clubs can contact the [Treasurer](#) to inquire.
- Please cash checks within a week from receipt.

DEPOSITS

- Deposits can be made in person at Harris bank (335 S. Main St., Bartlett). Indicate whether the deposit is for Bartlett High School Booster Club Main Checking account ending 7702 or the Concession account ending in 8370.
- Complete the online Deposit Slip (on website under "[Director Hub](#)" - "[Deposit Form](#)"). Take a photo of the Deposit Receipt from the bank and include it with your submission.
- If you do not complete a Deposit Slip, your funds will not be delegated to your group.

OTHER FINANCIALS

- Clubs are expected to keep their own financial records and not rely on the Main Booster Treasurer to do their accounting. Clubs can use this [Accounting worksheet](#) as a simple way to keep track of their accounting (on website under "Director Hub" - "General Documents"). The Main Booster Treasurer will provide a financial statement to each club on a monthly basis.
- Clubs running Booster events (defined earlier) can use the Main Booster Tax exempt ID (on website under "[Director Hub](#)" - "[General Documents](#)").
- Clubs can use "house" accounts for some concessions vendors (explained in concessions section below).
- If your club is looking for a way to receive on-line payments using our PayPal account, contact the Executive Board for your options.

SAM'S CARD

- Clubs can use the Main Booster Sam's Card, along with the Booster Club Credit/Debit card. Our Sam's account allows for non-taxable purchases. Email the board if you'd like to use the card(s).
- This card can be used by individual clubs to make bulk item purchases for Club use only (NOT for personal use). It is expected this card is returned in a timely manner so that other clubs can use the card.

- Select “tax-exempt” at checkout and do **NOT** use the balance on the card (it pays for the annual Sam’s membership)

CONCESSIONS

- Traditionally, the activity group that the event is for gets the first opportunity to run concessions at that event. If an event has participation of more than one activity, the groups can work together on concessions.
- The DuPage County Health Department is very active in inspecting our concessions. Anytime an activity wants to run concessions we must follow the proper permitting process and food safety rules. Health Department rules about [Food Safety](#) and [Food Service Requirements](#) (on website under “Director Hub” - “Concession Documents”). They also have a website with a page of ‘[Educational Topics](#)’ listed under the Food Safety heading.
- The County Health Department permitting process in some instances takes 30 days. Please plan in advance. **Main Boosters submits the dates we will be running concessions at the beginning of the season.** Please let the Main Boosters Executive Board know as soon as possible if there are any event dates where your group would like to sell concessions.

OUTDOOR CONCESSIONS

- Main Boosters owns a health department approved food tent that is available for activities to use. The tent weighs approximately 100 pounds and requires 4-6 people and about 30 minutes to put up.
- Use of the tent must be cleared at least 2 weeks in advance of your event. Message the Main Boosters Executive Board to request use of the tent.

INDOOR CONCESSIONS

In addition to the County Health Department, the BHS Cafeteria Manager very carefully inspects the condition of this area. Any groups wanting to sell indoor concessions must first meet with the lunchroom supervisor to be apprised of best practices when using this space. Documents pertaining to Indoor concessions are found on the website (under “[Director Hub](#)” - “[Concession Documents](#)”). This includes manuals for equipment, as well as a checklist to complete when running indoor concessions.

VENDOR ACCOUNTS

Main Boosters has accounts with a few suppliers to create ease of ordering, discounted prices and combined payments. Please discuss these options with the Main Booster Treasurer when planning concessions for the season.

- Pasta Mia provides us with the ability to buy pizza on credit. Clubs that use that service will submit the receipt given to them at their event along with a Booster Check Request to the Treasurer within 7 days of the event for payment. Even though your group is not needing a check, a Check Request is needed so the treasurer can deduct the amount from your group's balance.

CONCESSION ACCOUNTING

- Clubs who are running concessions are expected to report all expenses and profits to the treasurer. An [accounting worksheet](#) is provided on the website to help clubs with their booking ("Director Hub" - "Concession Documents")
- All concession revenue earned will be deposited into the Booster Concession Account (ending in 8370) and concession expenses should be submitted separately from other expenses.
- By keeping this in a separate account, the Main Booster Treasurer will be able to calculate the 15% fee collected by Main Boosters (which is used to purchase/ maintain equipment and pay for permits).
- If clubs do not submit clear accounting, they may lose concession privileges.

HANDLING OF MONEY Deposits of concessions money must be deposited within 2 business days of the event they are raised at.

HELPFUL VENDOR CONTACTS:

- **SPIRIT WEAR** (on main booster website) SwaggerNSass; Contact: Whitney Arado at wjarado@yahoo.com
- **EMBROIDERY** Dick Pond Athletics; Contact: Molly Molokie (Carol Stream location) at molly@dickpondathletics.com
- **SENIOR POSTERS** VIP Visual Image Photography; Contact Meghan Cronce at mcronce@vipis.com Posters can be made from the athletic photos taken at school and cost \$25