Booster Club Checklist

Please verify the following information is current and maintained on file on your campus.

Send the completed form and items 1, 2, 3 & 4 to the Fine Arts Office.

Deadline: September 8, 2023

Organization: ________________________ Campus: _________________________

___ 1. Slate of officers – names, addresses, phone numbers, email addresses

___ 2. Bylaws and Constitution (only if updated)

___ 3. Detailed budget identifying all fund raising activities, receipts and

projected expenditures .

___ 4. List of all meeting dates for this school year.

___ 5. Periodic financial statements (WUHDVXUHU ¶V UHSRUWV) itemizing all receipts

and expenditures filed with the building principal and Fine Arts Office

within 5 days after each meeting.

___ 6. Minutes of each meeting filed with the building principal and Fine Arts

Office within 5 days after each meeting.

REMINDER: Fundraising requests are due to the Communications Office according to

district regulations GE (R) Local (submission dates are -XQH

VW

for July-October

activities, 2FWREHU

VW

for November-February activities and)HEUXDU\

VW

for March June

activities)

_________________________ _________________________ Booster Club President

Organization Sponsor

_________________________ _________________________ Principal

Superintendent’s Designee

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