

A Parent Group is defined as being a group of parents, which is organized, and seeks to support a specific activity, whether sports, the arts, academic or otherwise and whose purpose does not conflict with the the Jaguar Booster Club. However, for you protection as well as for the school and the School District, please review the following expectations for operating a Parent Booster Group.

- Parent Groups must operate under the umbrella and with the approval of Jaguar Booster Club ("JBC"). JBC carries an insurance policy that will cover the operations of these 'special' interest parent groups. **There is no exception to this rule.**
- Parent Groups are bound to follow the Bylaws of Jaguar Booster Club, and must operate accordingly. Failure to abide by the JBC Bylaws may lead to a review or audit of the Parent Group for corrective action.
- Parent Groups are to have a minimum of a director in place, for any group with more than 25 participants the group shall consist of a Director, Directors of communication, and a Bookkeeper. Current names, addresses, email addresses and phone numbers of each group must be given in writing to the JBC President(s) within two (2) weeks of them being appointed. The Parent Group Director and Bookkeeper may not be related.
- Directors are the main liaison between the Chairman of Sports and Chairman of Arts and Academics. The Director will work closely with the Chairmen and communicate all fundraising efforts before any event plan begins. The Director is responsible for all communication to the Chairman of Public Relations with all fundraisers news, achievements and special announcements. The Director is also responsible for keeping track of all funds raised and coming into the group and to ensure all funds raised are given to the Jaguar Booster Club Treasurer for deposit into the JBC bank account.
- If any individual group is larger than 25 participants, each group shall have a Director, Director of Communication and a book keeper.
  - The responsibilities of the Director of Communications is to assist the Director with communication to the Board Chairman's, and the parent volunteers in the group.
  - The responsibility of the Director and or bookkeeper of clubs over 25 is to handle and record all funds coming into with receipt and to ensure that all raised funds are given to the Club Treasurer within three (3) business days
- It is mandatory to have your Parent Group Director and Communicator attend regular JBC meetings. The Director or communicator is responsible for sharing information from the JBC meeting to the Parent Group members.
- In the event of resignation during their term, the Parent Group Director, Communicator, or Bookkeeper must submit their resignations in writing to the President(s) of JBC within two (2) weeks of resignation.
- Parent Groups must submit a copy of meeting minutes to the JBC President(s) once the minutes have been approved. This should occur on a quarterly basis at minimum. If no meetings have been held within the quarter, notify the JBC President(s) of the fact in writing.

- Each parent group is required to send monthly financial statements to the JBC President(s) as well as an annual budget breaking down wants, needs and desires of their group. This must be presented to the Executive Board by June 15.
- If your parent group is planning an activity/event this must be presented to the appropriate chairman for executive board approval. All pertinent information must be detailed - Purpose of the fund-raiser, - Type of fund-raising activity (i.e., candy sale, carnival) - Date(s), time(s), and place(s) of the activity, - Name of the sponsoring organization, - Name and phone number of organization's representative, - Name and phone number of person(s) in charge of the fund-raiser, and - Name and phone number of the person(s) who will be handling the money for the fundraiser.... If the plan entails use of campus or fields you will also need to fill out a "Facilities Use" form. This is very important! It enables the staff at North Creek High School to coordinate the activities that occur on any given day on site. This is also important for insurance reasons.
- All flyers, posters must be approved by the JBC Board.
- Know the difference between ASB and Booster.
  - ASB - if the students are involved in the activity/ event and can not continue without them being there this is ASB. Any funds raised by this event must be deposited into the school account.
  - Booster - parent and coach run activity/event, students may be involved but if they leave the activity/event can still be run. Any funds raised by this event will be deposited into the booster account.
- All checks, drafts, bill of exchange, or other obligations for payment of money over \$1000 of any such group balance whom are requesting money shall be signed in the name of Jaguar Booster by both the Treasurer and President.
- All funds raised by the Parent Groups are to deposited into the JBC account, money must be received by the JBC Treasurer within three (3) business.
- A portion of the proceeds of any and all activities and events will go into the general booster club. This meaning the parent group will receive 80% of all funds made and 20% to the general booster club. The only exception to this is if you have a company match your fundraising efforts. The match will be go to your group at 100%.
- All groups who pay individuals for services more than \$599 must have the individual complete a w-9 form, BEFORE the payment that takes them over the \$599 limit. This would include accompanists, guest speakers for camp, landscapers, umpires, or any services for which your group pays. Once the w-9 is complete, a copy must be forwarded to the JBC CFO. Year-end amounts paid to each person will be verified, and a 1099 will be sent out.
- All parent groups are expected to raise funds for all their facilitators and coaches wants, needs and desires. The general fund is available upon shortage of monies needed and can be requested with the correct forms. To request this form please contact the correct Chairman for your group.
- Our ultimate goal is to have all groups participate with each other in order to help them meet their goals.

- All parent groups will be required to bring volunteers to all of the Jaguar Booster Club general events and fundraisers.