

# 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 25, 2020**

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 meetings dates for this school year.

**Periodic financial statements (treasurer’s reports) itemizing all receipts and expenditures filed with the building principal and Fine Arts Office within 5 days after each meeting.**

**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 Fine Arts Office according to district regulations GE (R) Local (submission dates are June 1st for July-October activities, October 1st for November-February activities and February 1st for March-June activities)

\_\_\_\_\_  
Booster Club President

\_\_\_\_\_  
Organization Sponsor

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Superintendent’s Designee

**RETURN THIS FORM WITH ITEMS 1, 2, 3, 4**