



Parent Group Guidelines

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 Jaguar Booster Club. However, for your 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. (Bylaws will be available to view on the website soon)

COMMUNICATION

- ❖ JBC related emails always come directly from a parent and should not be sent from the coaches. When asking for support for any JBC related event, whether it is monetary or service, this also should not come from the Coaches, and should only be sent by a Booster parent, leaving the Coaches off of the emails.
- ❖ These emails should also refrain from using verbiage like "need to", "required", "mandatory", "playing fee", "should, have to, pay to play"..Any and all Booster related donations are optional and cannot be deemed mandatory by any means, or insinuated that an athlete will not play if they do not pay.
- ❖ When communicating to request Booster support, please include the "why" and what the funds will be used for. Also give other options if the families cannot give monetary donations at this time-Can they help serve a team dinner or go pick it up? Can they help set up before a game?
- ❖ Let's remember that we are all volunteers and for some of us our time is priceless, so if we choose to spend it on and with the athletes, instead of buying dinner, please recognize that value and thank them.

Example email to send to parents for Booster support:

Hello (Sport/Club/Group) Parents!!

We are so excited to get the new season going!! First off-Thank you!!!! Thank you for your time, support and commitment to making this a great year for our kids. We have so many fun things planned for this year and we would love your help to make it a success. This season we thought it would be great to offer:

-(what you want Booster's to pay for) Ex. Team dinners

-(what you want Booster's to pay for) Ex. End of Year Banquet

-(what you want Booster's to pay for) Ex. Team bonding event

These are things that we have to do on our own, as a group. If you are able, please consider offering monetary support for these events. You can go here (JBC link) to do so. If this is not the best timing for you, don't worry! We will have many volunteer opportunities throughout the season as well! We will need help with (xxx) Ex. Picking up and serving the team dinners. Stay tuned as we will continue to send out communication as we get closer.

Again, THANK YOU for being here and all of your support!!

This same general format could be used when sharing an upcoming fundraiser event.

PARENT GROUPS/ POSITIONS

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, but not limited to the below positions. These positions are to be voted upon at the first parent meeting of the season, for each sport, each year. Please reach out to Stephanie, JBC President, if you would like help with the voting process each year. The Parent Group Director and Bookkeeper may not be related.

➤ Director

- Directors are the main liaison between JBC and their sports/art/activity(Chairman of Sports and Chairman of Arts and Academics if in place). The Director will work closely with the JBC President(Chairmen if in place) and communicate all fundraising efforts before any event plan begins. The Director is responsible for all communication to JBC 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.

➤ Directors of communication

- The responsibilities of the Director of Communications is to assist the Director with communication to the JBC board and all the parents in the group. Each parent group can decide if additional tasks will be included. here(newsletters, minutes kept).

➤ Bookkeeper

- The responsibility of the bookkeeper is to handle and record all funds coming in with receipt and to ensure that all raised funds are deposited into the JBC account within the required timeframes outlined below.

- ❖ 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.
- ❖ 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 resignations in writing to the President(s) of JBC within two (2) weeks of resignation.
- ❖ Parent groups are required to vote on all decisions, led by the director, that entail spending money within the groups Booster account. One parent cannot solely decide this on their own. The director must communicate that a vote will be happening on (this date) and what the vote is for, and where this is taking place. Parents can choose not to come, but then they are giving up their right to vote on said topic. If only 3 parents show up for the vote, then that is who votes. Majority vote rules. The director should then email out the outcome of the vote to the entire group. The specific topic does not need to be voted upon again.
- ❖ Each parent group is required to send an annual budget breaking down wants, needs and desires of their group. This must be presented to the Executive Board by June 15. This budget also needs to be voted upon by the entire parent group before submitting. Once it has been submitted, these items do not need to be voted upon again.

❖ **Know the difference between ASB and Booster.**

- ❖ ASB - if the students are involved in the activity/event and it could not continue without them being there, this is ASB. Are the students wearing their school uniforms or school logo apparel during the event? Does it appear to be a "school" fundraiser? If the answer is yes to any of these questions, then it is ASB. Any funds raised by this event must be deposited into the school account. Primarily Coach led.
- ❖ 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. Primarily parent led.
- ❖ We do and we can work together in a joint venture. The proper paperwork must be filled out prior to the event. This needs to go through Kristy in ASB.

❖ **Why does JBC take a %?**

- As a Booster Umbrella Club, JBC is the main entity, and all the sports/clubs are underneath this umbrella. JBC obtains, and pays, for many things-insurance and fees, license fees, banking fees, tax filing, square and credit card fees, website fees, printing fees, concession fees-all of these and more are necessary to operate the JBC.
- If we did not have the Umbrella Booster Club, each individual group would need to obtain and maintain all of the above items on their own, and pay for them on their own.
- The % is each groups contribution to each of these fees.
- Anything left over remains in each groups % bucket. This is where scholarships can come from as well.

Type	Yes	No
Donations	x	
Sponsorships	x	
99 pledges(as long as it goes to something specific)		x
Fundraisers-spirit gear; selling items; spirit nights	x	
Company Match		x
Team booster support(meals, snacks, gear)		x
Concessions (40% restocking fee)	x	

FINANCES: A NEW google form has been created for all requests. Please use these going forward. Instructions below:

EXPENSES

- ❖ ONLY Parent Group Directors and Bookkeepers should be submitting a request. Requests submitted by anyone else, or by not using this form, will not be approved.
- ❖ All expense requests will be sent to JBC President for approval. Once approved, accounts payable, will be notified of this approval, and will submit payment/reimbursement. Upon submitting, Treasurer will respond to the submitted request with the date that it was submitted and requestor will receive an email confirmation.
- ❖ Requests received by treasurer on Friday by 5pm will be sent/paid by the following Tuesday.
- ❖ Requests received by treasurer by 5pm on Tuesday, will be sent/paid that Friday.
- ❖ If you have not received that final confirmation email with the date of payment, please email expenses@jaguarboosterclub.org and stephanie@jaguarboosterclub.org to follow up.
- ❖ If you need a quicker response, or an emergency check, please email stephanie@jaguarboosterclub.org.

DEPOSITS

- ❖ Only Directors and Bookkeepers should be making deposits and using this form.
- ❖ Each group will be responsible for making your own deposits. You will be given your own deposit book. Please reach out to JBC President if you need a new book.

- ❖ Deposits shall be made within one business day of the event.
- ❖ Once you make your deposit, this form needs to be filled out with the deposit receipt uploaded so that we can credit your account.
- ❖ Please ask for a financial report to be sent, if you would like one, after the deposit is made. If not, please verify the accuracy of the deposit each month at our General Booster Meeting. Please let Treasurer know right away if there is a discrepancy.
- ❖ **Exceptions-ongoing fundraisers will not have 15% of funds taken out, that go to JBC's general funds, until fundraiser is complete. 15% is taken off of the total deposits from the fundraiser, minus expenses. 15% is only charged on the total fundraiser profits. Please make sure to note to Treasurer if the deposit is for an ongoing fundraiser.

CASH MANAGEMENT-cash box; iPad; square

Request/Check Out:

- ❖ Requests must be made at least 3 days in advance of needing a cash box and iPad.
- ❖ Cash management will reach out to coordinate pick up of items.
- ❖ Cash box drop off must be coordinated with cash management, right after your event.
- ❖ A Cash Management Check in Form must be submitted, which will include your cash counting sheet, right after event.

Check-In:

Please submit this form upon dropping off the cash boxes and iPad. A completed cash counting sheet needs to be completed and submitted prior to dropping off.

EVENTS

CONCESSIONS

Request/Check Out:

- ❖ Directors must submit this request within 2 weeks of wanting to use the concessions.
- ❖ JBC President will approved based on availability from the master calendar.
- ❖ Form will be sent to cash management to assign iPad and cash box and coordinate pick up.
- ❖ Requesting group will need to coordinate with cash management drop off or pick up of cash boxes and iPad right after event.
- ❖ After using concessions please submit the Concessions [Check in Form](#)
- ❖ Requesting group will make their own deposit within 1 business day of the date of using concessions.
- ❖ **Concessions calculations-all money earned from JBC concessions will have 40% of deposit, taken out to pay for concessions food, drinks and supplies. Of the remaining 60% of deposit will go to the club/sport selling concessions
 - \$40.00 deposited to the concessions restocking account.
 - \$60.00 deposited to the club's account hosting concessions.

Check-in:

- ❖ Please submit this form directly after using the concessions.
- ❖ Photos and inventory will need to be taken and submitted.
- ❖ Cash Management check in form will need to be submitted separately if used.

FUNDRAISERS/EVENTS

- ❖ If your parent group is planning an activity/event this must be presented to JBC for approval **PRIOR** to scheduling event via an Event Request form(available on the website and in the Google Drive). This is just to make sure we do not have overlapping of events and/or Spirit Nights so that each event is successful for each group. We keep an events calendar in the Google Drive to help with this.
 - ❖ For all booster events that are happening at school during the school time must be approved by JBC. JBC will be the only contact with NCHS.
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 - ❖ All flyers, posters must be approved by the JBC Board. All marketing/advertising **MUST** indicate that it is a Booster event and cannot say "TEAM". There are approved logos in the Google Drive that you may use.
- ❖ All Jaguar Booster Club fundraising events/activities must be approved and placed on the JBC master events calendar prior to the event/activity, at least 2 weeks prior to the date of the event. This master calendar can be found on the website, jaguarboosterclub.org, under the events tab. Please check here first before submitting request to make sure the date is available.
- ❖ Only previously approved fundraising and authorized activities may utilize the name of the Association or its taxpayer identification number. All groups must stay compliant within the non-profit license guideline and adhere to all insurance policies while using such.
- ❖ Upon the completion of the activity/event, all Parent Groups are required to provide records of income and expenditures to the Treasurer along with the amount deposited. This must be completed within 24 hours of the event. This will be tracked by expense and deposit forms.
- ❖ This form goes directly to the JBC President, Stephanie Maehl, for approval. If you have not gotten a response within 72 hours/3 days, please reach out via email, stephanie@jaguarboosterclub.org, to verify receipt.

FACILITIES REQUEST-End of Year Banquets; Team dinners(start at 6pm); etc.

- ❖ Facilities requests need to be submitted at least 2 weeks in advance of date the space is needed. It can take some time to get all approvals back. Parent directors need to be the ones submitting these requests.
- ❖ Facilities request are approved on a first come first serve basis. The order of approvals is as follow: District groups first--> Then school groups(admin, ASB, etc)--> Then Coaches for sports and other clubs--> Then external groups--> Then JBC. There is a chance that your reservation could get bumped or adjusted if one of these groups need the space at the same time, even if you already have an approval confirmation notice. We will do our best to let you know asap, and help with other accommodations.
- ❖ This request form will be sent to JBC President and Cathie C for approval(JBC side) and submittal. Once approved by the district, you will receive a confirmation form via email from this same form request, with the confirmation document from the district. Please read this document in case there were any time or space changes.

NEW! CHANGES FOR THIS YEAR REGARDING FEES BELOW:

Fees for Northshore facility and field rentals will increase beginning on September 1. It is worth noting that these fees have remained unchanged since 2009, but after careful consideration, district budget review, and a comparative analysis including other school districts, the Northshore School Board has recently approved the rate increase. We appreciate your understanding as we navigate this adjustment.

The approved changes include:

- ❖ A \$35 administrative fee will be introduced, which supports the costs associated with managing the rental process and maintaining the facilities. This fee will ensure that the District can continue to provide quality services and properly allocate resources.
- ❖ A \$35 administrative change fee will be applied to each request to change a confirmed rental.
- ❖ A weekend rate is being established, which is different from the weekday rental rate, for facility rentals. As the demand for rentals during weekends has increased, it has become necessary to adjust the pricing accordingly. This adjustment will help to ensure fair and reasonable fees for weekend usage.
- ❖ There will be an overall adjustment to weekday facility and field rates, including hourly rental fees and custodial overtime. This is being done to reflect the current economic landscape, rising operational and personnel costs, and increased demand for facility usage. By making these adjustments, the District aims to continue providing excellent facilities while maintaining fiscal responsibility.
- ❖ We encourage you to visit the [District's website](#) for detailed information about the revised rates and rental process. These new rates will start September 1, 2023 and will only affect new reservations. Existing reservations made before implementing the new rates will not be subject to the increase.

(Edited 6.17.23-subject to change to support the needs of the organization)

