

Booster Clubs

Mission:

All booster clubs should have a written mission statement that is consistent with and indicates a connection to the missions of PFAA and P4A.

Organizational Structure

Each booster club should have a recognized organizational structure with officers and duties stated in writing. Officer positions should include (but are not limited to) President, and Treasurer.

Process for Events and Fundraisers

- 1) Submit a *Fundraiser Request Form** to the P4A Executive Board in advance of the proposed event. Your request must be submitted before the Executive Board meeting, held on the first Wednesday of each month, where it will be discussed and voted on for approval and will be notified of approval (or denial) by email from the Board within 7 business days.
- 2) After approval from the P4A Executive Board, fill out and submit the school's *Activities Request Form*, available in the front office, six weeks prior to the event. No advertising or pre-sales should take place until the school administration has given approval for the event.
- 3) As soon as the event or fundraiser is approved, form a committee to break down tasks and items needed. Designate a contact person to coordinate the many emails and volunteers that will come in.
- 4) Advertise the event and items needed. To use the PTO manager email system: (FYIP4A@gmail.com)
 - a. Email the PTO Communication Chair with an announcement – exactly as you would like it to read - of the event, items/donations needed, and deadline.
 - b. Be sure to clearly indicate the contact person/s and contact's information.
 - c. Provide a clear set of instructions for how donations should be turned in, including how they should be labeled if dropping off to the school office
- 5) If collection of funds using Payscale is applicable, contact the P4A Financial Secretary.
- 6) If start-up money is required for your event you will need to fill out a *P4A Check Request Form** and submit to any member of the Executive Board.
- 7) Collect money earned from your event:
 - a. Record each amount on the *P4A Deposit Form**.
 - b. Turn in the money along with the completed *Deposit Form* to the P4A Financial Secretary.
 - c. Money must be collected and turned into the Financial Secretary in enough time to allow four (4) business days between deposits and withdrawals for the same event.

General Procedures:

Booster club Presidents, Treasurers, Fundraiser Chairs and Co-chairs may sign *Parent Participation Record** (PPR) forms. To keep records accurate, remind volunteers to have their forms signed as hours are completed.

*All P4A documents can be found on the P4A Website.

P4A is a registered Non Profit 501c(3).