

Booster Group Annual Requirements

1. Prior to the start of the season or school year, provide a **list of officers** with contact information

2. Within one month of the start of the school year or one month prior to the start of the season, provide a copy of the **Annual Financial Plan** including fundraisers and expenditures

3. Name an **FDIC insured depository bank** and follow appropriate accounting practices in maintaining and disbursing funds.

4. Provide a copy of the **bylaws** which contain the following elements;
 - a. The official name of the group
 - b. The group's purpose
 - c. The group's membership eligibility criteria
 - d. A statement that there will be no discrimination
 - e. An explanation of dues if applicable
 - f. Names, titles, and duties of all club officers

5. Submit **meeting minutes** and treasurer's report to the AD or building principal within one week of each booster/PTO meeting

6. Submit end of the season/year **financial report** to the board within a month after their respective banquet or no later than the last day of school for that school year.

