

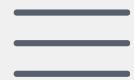


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MONTHLY MEMBERS MEETING

The purpose of the Club is to support and promote academics, arts, activities and athletics by engaging in activities that generate funds or resources for items and support for the acquisitions, maintenance, and/or operation of any student program. The Club will give fair and equitable consideration to all Graham Kapowsin High School (GKHS) sanctioned clubs, sports, activities and programs.

January 7, 2025



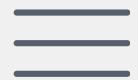


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AGENDA & ATTENDANCE

Call to Order

Approval of
Minutes

Treasurer's
Report

President's
Report

Committee
Reports

Administration
Update

Business
Old & New

Announcements
& Reminders

DID YOU KNOW?

A **quorum** is required to conduct official Booster Club business!

For general membership meetings, at **least 10 current members** must be present..

APPROVAL OF MINUTES

For legal reasons we need to approve the previous months minutes

Secretary will provide them. Discussion may happen

A quorum is required to approve the minutes



Members Meeting Minutes

December 4, 2025 | 6:30–7:01 PM

Call to Order

- Meeting called to order at 6:30 PM

Board Attendance

- Amanda – Vice President
- John – Treasurer
- Diego – Secretary

Member Attendance

- David Baker – Baseball
- Malia Lebron – Flag Football
- Tanica Wittig – Cheer
- Patrick Bakke – Girls Soccer / Boys Soccer
- Noel Wittig – Cheer
- Heather Lebron – Flag Football
- Christine – Online
- Teresa – Online

Approval of Previous Minutes

- Treasurer presented minutes from the previous meeting
- Minutes were reviewed, unable to approve – No quorum

Treasurer's Report

- Treasurer presented the current financial report
 - Reviewed updates to the General Fund balance
 - Discussed the status of an uncashed \$4,000 scholarship check from a prior year

Vice President Updates

- Program attendance reminders for:
 - Volunteer participation
 - Merchandise sales coverage
- Reviewed upcoming fundraising events
- Shared volunteer opportunities
- Covered miscellaneous announcements and monitoring of GK communications

Membership & Committees

- Membership report presented
 - Reviewed open board and committee positions
 - Discussed requirements for establishing a committee

Old & New Business

- Reviewed current and updated business practices

Sponsorship Request

- Baseball presented a sponsorship support request
- Motion made by Treasurer to continue support
 - Seconded by Tanica Wittig
 - Motion passed – all in favor

Open Floor Discussion

- Members expressed concerns regarding:
 - Why sponsorships were denied for certain sports
 - Discussed the Booster Club's approach to future business sponsorship support

Adjournment

- Meeting adjourned at 7:01 PM

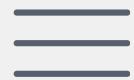


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FUNDRAISING PROPOSALS

Girls Basketball

Boys Basketball

Softball



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TREASURERS REPORT

Income:

\$3,719.57

Expenses:

\$2,020.66

Bank of America:

\$115,012.44

Greater Fund Balance:
\$56,295.42

PayPal Accounts:

- NA
- NA

System & Platform Updates

- Shared invoicing issues arise in tracking individual team fees with shared same day deposits. As such Payment processing fees are allocated based on GoDaddy settlement (payout) date, as fees are assessed at settlement rather than at the time of sale.

Administrative Updates & Outstanding Items

- Creating tracker to include identification of all tips so that we can effectively manage scholarships to meet expected usage of funds.

Other Key Updates

Pending Item: 4,000 check from BEST Scholarship is being paid today. Local level point of contact is only option we have for paying this check despite previous issues. Club will have to absorb check cancelling fee.

November Statement of Financial Position

01-General Fund	37,193.71	
Art	25.00	
Athletic Department	311.55	
Band	19.09	
Baseball	4,407.13	
Basketball - Boys	165.03	
Basketball - Girls	337.45	Swim - Girls 564.04
Boom Squad	9.56	Teachers & Staff 365.99
Bowling	24.26	Tennis - Boys 0.00
Cheerleading	14,590.11	Tennis - Girls 0.00
Choir	2,987.91	Track 4,455.44
Cross Country	158.59	Dance Team 3,405.35
Dance Team	0.00	DECA 20.00
DECA	115.00	Fastpitch 431.89
Fastpitch	7,612.84	Flag Football - Girls -21.19
Flag Football - Girls	654.61	Football
Football	1,325.96	GK Elite Basketball -782.20
GK Elite Basketball		Golf - Boys 373.09
Golf - Boys		Golf - Girls 623.47
Golf - Girls		JROTC 17,800.51
JROTC		Lacrosse - Girls 1,091.23
Lacrosse - Girls		Leadership 651.36
Leadership		Mi Gente Latino Club 907.68
Mi Gente Latino Club		Orchestra 841.95
Orchestra		Renaissance 239.83
Renaissance		Robotics 473.82
Robotics		Soccer - Boys 3,937.27
Soccer - Boys		Soccer-Boys & Girls 0.00
Soccer-Boys & Girls		Soccer - Girls 5,675.18
Soccer - Girls		Spanish Club 19.93
Spanish Club		Sports Medicine 0.00
Sports Medicine		Total for Bank of America \$111,012.44



PRESIDENT'S REPORT



DID YOU KNOW?

Team funds deposited into the Booster Club account are tracked as "**encumbered funds**" for each group.

Deposits:

Must include a completed cash count sheet.

Records:

Each team must keep their own bookkeeping.

Spending:

Requires a completed check request form.

Participation:

Teams with funds **must** have a member attend Booster meetings.

Program Attendance Reminder

- Our bylaws require 10 members present to conduct business — we haven't been meeting quorum.
- Every program must have one representative at each general meeting (Bylaws 8.02d).
 - Missing one month is fine — we're looking for overall consistency.
- Attendance is required to stay active and to access Booster funds.
- We only ask for 1 hour per month. Reps can join in person or online.
- Booster works on give + take. We can't continue supporting programs without consistent participation.
- 7 meetings left this year. Please line up your program reps or plan to attend.

Merchandise Sales Opportunities

- We're looking for volunteers to help sell merch during winter sports.
- Starting next week, we plan to sell once a week throughout the season.
- If coaches or parents want us at a specific game or event, please reach out and let us know!

Volunteer Opportunities & Fundraiser Support

- We're looking for individuals who want to take on a more active role within the Booster Club.
- We also need support with:
 - Roses at the Cheer Competition
 - Fundraisers to help purchase a new pop-up tent for spring
- Possible fundraiser ideas:
 - Paint Night
 - Line Dancing Class
 - Cookie-Making Class
 - Date Night Fundraiser (kids' drop-off event)
- Anyone with connections for these events is welcome to reach out.
- If you're interested or have suggestions, we'd love to hear from you.

Notes from Morning announcements

- Unified Basketball
 - Attention basketball fans! Come support your Unified Basketball team as they play their first game of the season against the varsity boys' team Friday at 7:00 PM. See you there!
- Library Books Due
 - All library books checked out before break are due this week. Please return or renew your books by Friday.

Membership Cards & Engagement

- To strengthen community and spirit, **membership cards** have been created.
- Small giveaways encouraged engagement and helped attendees learn more about what we do.
- Cards will be distributed at Booster meetings (unless otherwise announced).
- Add your name to the google form get your card today

SMS reminders!

- Text GKHSC to 84576

Fundraising Guidelines Update

Bylaw Reference: Article VII, Section 7.04(b)

"Specific guidelines and/or procedures for fundraising will be established and modified as required by the board."

- Updated guidelines for **2025–2026 school year**:
- All fundraising activities using the Booster Club's nonprofit (NPO) status and/or EIN will be considered **formal requests for funds**.
- These requests will follow Article VII, Section 7.03(b): reviewed at a general membership meeting, with a representative present for discussion.
- **End dates will be required for all fundraisers** to ensure teams are not competing for the same donors.
- Ensures **documentation, accountability, and nonprofit compliance**.
- Several teams have reached out to learn about fundraisers.
- We are guiding teams on how we would like them to present their proposals and requests.

Bylaws Review

- COVID-era adjustments are discontinued.
- The Booster Club will return to **pre-COVID bylaws** for consistency, transparency, and equitable support.
- **Bylaws:**
 - **Article I, Section 1.03 – Objectives:** Inclusive membership, school spirit, financial support, event assistance, community involvement.
 - **Article VI, Section 6.02 – Quorum:** 10 or more current members required.
 - **Article VII, Section 7.03(b) – Allocation of Funds:** Requests reviewed at first meeting after submission; requesting party must attend.
 - **Article VIII, Section 8.02(b) – Finances:** Each member organization must maintain complete bookkeeping records.
 - **Article VIII, Section 8.02(d) – Meeting Participation:** Organizations strongly encouraged to attend each general membership meeting.



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CHAIR & COMMITTEE REPORTS

- ▶ Standing Committees keep the Booster Club running year-round.
- ▶ Chairs are appointed by the President and approved by the Board.
- ▶ The Membership Committee manages member info, dues, and recruiting.
- ▶ Chairs can build a team and must keep records for their successor.
- ▶ We're looking for help in Social Media, Fundraising, Merchandise, and more.

▶ Membership Report

▶ Fundraising & Merchandise Report

▶ Social Media Report

▶ Historian Report

▶ Nominations & Scholarship Report

Membership Report

- **Chair Still Needed:** 1-2 position (training available).
- **Workload:** Light most of year, but constant
- **Process:**
 - Google Form created for member info (reduces manual entry).
 - Exploring portal integration for long-term accuracy.
- **Outreach:**
 - Chairs to attend new parent meetings for sports/clubs.
 - Work with clubs/sports to determine needs.
- **Membership Cards:**
 - Encourage ownership & belonging.
 - Small themed gifts at varsity games when card is presented.
 - Seeking more incentive ideas.
- **Chair Duties:**
 - Recruit, renew, retain members.
 - Maintain accurate membership list.
 - Distribute cards/benefits.
 - Promote at events with Communications Chair.
 - Provide regular updates to board/members.
 - Ensure confidentiality of member info.
 - Send welcome emails to new members.

Scholarship Report

- **Talked with Mike Stallman he agreed to guide**
- **Chairs Still Needed:** 3-5 members
- **Workload:** light most of the year, busy in spring
- **Responsibilities:**
 - Work with BEST scholarship & school counselors.
 - Review applications fairly.
 - Promote opportunities.
 - Present awards at ceremonies.

Fundraising Report

- **Chair Still Needed:** 1 position (training available).
- **Process:**
 - Streamlined & automated, but time-intensive.
 - Must coordinate with ASB to avoid overlap.
 - Clear start/end dates required.
- **Responsibilities:**
 - Coordinate with reps/volunteers/board.
 - Track deadlines & prevent overlap.
 - Recruit/organize volunteers.
 - Evaluate past fundraisers & suggest improvements.
 - Promote opportunities/results (with Social Media Chair).
- **New Requirement:**
 - All fundraisers must be presented at a meeting (after online submission, before start date).
 - Presentations can be given by reps; students encouraged to co-present.
- **Current Fundraiser:**
 - Cheer boxes ending 10/31
 - Still looking for sponsors
 - Jrotc corrected communication error
 - Worked fair and raised over 10K
 - Baseball banners ending 11/20
 - Looking for 2 sponsorship banners
- **Policy Reminder:**
 - Non-compliance with new guidelines = funds become ASB as per the guidelines if improper signage or handling all fundraisers default to ASB

Social Media Report

- **Working with Shelah Coleman.**
- **Open to more who are interested**
- **Responsibilities:**
 - Manage & update accounts.
 - Promote events, fundraisers, accomplishments.
 - Share accurate info with board/chairs.
 - Ensure all content follows guidelines.
 - Monitor engagement & respond as needed.

Merchandise Report

- **Chair Still Needed:** 1 position
- **Process:**
 - Coordinate design, ordering, and sales of booster merchandise/spiritwear.
 - Manage vendor relationships, pricing, and inventory.
 - Set up & oversee spiritwear sales at school events and online platforms.
 - Maintain accurate sales/expense records (work with Treasurer).
 - Promote merchandise through school & booster communication channels.
 - Maintain stock levels and recommend new products based on interest.
- **Issue:** ASB selling items historically sold by Boosters (working with admin for resolution).
 - We have worked with Admin and think we have a path forward that will prevent any more confusion.
- **Updates:**
 - New crewneck design to roll out, new order will be here 10/17
 - POS system still working with go daddy support
 - We have less than 35 sweaters in total and have a home game this week.
 - Also will reach out to soccer to support them after 10/17 also maybe a JV football game if there is one.

Historian Report

- **New Role:** Shannon accepted historian position after outreach to founding members.
- **Purpose:** Provide historical knowledge, ensure alignment with original club intent.
- **Responsibilities:**
 - Maintain records of activities, events, achievements.
 - Collect photos, flyers, programs, documentation.
 - Create organized archive (digital/physical).
 - Assist with end-of-year highlights report/presentation.
 - Preserve history/traditions for future members.

Nominations Report

- **Committee Still Needed:** At least 3 members (every Spring)
- **Responsibilities:**
 - Present slate of officer nominees (who have agreed to serve).
 - Accept nominations from floor at voting meeting.
 - Oversee election process, ensuring bylaws & policies followed.
 - Recruit & present qualified candidates.
 - Provide transparent communication on openings/timelines.
 - Maintain confidentiality & impartiality.

GKHS Booster Club Volunteers needed



Supporting GKHS Academics, Arts, Activities and Athletics

Join our booster club leadership team.

We're looking for passionate, committed parents and community members to help us make a difference at GKHS

If you're ready to get involved, build community and support our amazing students - [WE NEED YOU](#)

OPEN VOLUNTEER CHAIR POSITIONS:



Membership Chair

Help grow and manage our membership. Organize membership drives and promote benefits of the membership.



Volunteer Manager Chair

Coordinate and support the amazing volunteers who make everything happen.



Fundraiser Chair

Ensure all fundraising efforts align with the club's mission and GKHS guidelines. Communicate with ASB and clubs on going and planned events.



Alumni Chair

Build and maintain a database of GKHS alumni. Engage alumni through newsletters, social media, and special events.



Communications Chair

Draft and distribute regular newsletters and email updates to members and the community. Work closely with the social media and membership chairs.



Scholarships Committee

Review applications in a fair and confidential manner.



Social Media Chair

Manage and grow the booster club's presence on social media platforms. Highlight student achievements, alumni spotlights, and school news.



Nominations Committee

Oversee the annual nomination and election process for board positions. Solicit and vet candidates for upcoming openings.



Community Engagement Chair

Coordinate community participation in booster events. Promote GKHS achievements and work with the school social worker to get the school's needs to the broader community.

Ready to volunteer or learn more?

GKHSBooster@gmail.com

gkbooster.org

facebook.com/GKBoosterClub

Instagram.com/gkhsbooster/



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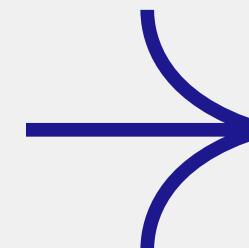
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ADMINISTRATION REPORT

The Administration Report is a brief update from the Principal or Athletic Director. It covers important school news, athletic updates, upcoming events, and any needs or requests for Booster Club support.



Principal

Call Outs

- Gratitude and Wins
- Staff Culture and Climate
- Academic and Attendance Focus

Upcoming dates

- 5, 12, 26 – Late Arrival
- 19 – Martin Luther King, Jr. Day – No School

Athletic Director

Winter Sports update

- Boys Basketball:
 - V 7-4 (9 left) | JV 3-5 (9 left) | C 1-5 (9 left)
- Girls Basketball:
 - V 2-8 (10 left) | JV 4-5 (10 left) | C 0-4 (4 left)
- Girls Flag Football:
 - V 6-2 (6 left) | JV 4-2 (6 left) | C 4-1 (6 left)
- Bowling:
 - 4-5 (2 matches left)
- Wrestling:
 - Records pending



OLD & NEW BUSINESS



Old Business refers to topics that were previously discussed in past meetings and still need to be addressed or completed. This can include updates on fundraisers, pending purchases, or unfinished tasks that were tabled for later discussion.

New Business includes any new topics, ideas, or proposals being introduced for the first time. This might involve planning upcoming events, reviewing new budget requests, or discussing new opportunities for the club.

OLD BUSINESS

Approval of October Meeting Minutes

- Quorum was not met in November, so October's minutes could not be approved.
- Quorum was not met in December, so November minutes could not be approved

Full Financial Audit

- Continued discussions with Steve regarding alternative audit solutions.

B.E.S.T. Scholarship Check

- Status update needed.

Sponsorships for Sports

- Kevin was scheduled to follow up with more information.
- We are waiting for update from Bryan on requirements.

Merchandise Sales & Event Coverage

- Chat about on how best to have volunteers sign up (sign up genius, text, website, ect)

"Tips to Scholarship Fund" Confirmation

- December meeting should confirm the process is functioning as intended.

NEW BUSINESS

Membership Growth for the 2026 Year

- Encourage each member to bring one new person to a meeting or event to increase active membership for the full 2026 year.
- Promote sign-ups at events and on social media.

Scholarship Season Preparation

- We need to start setup for the January–May scholarship cycle.
 - Review timeline, point system, and confirm committee support.

Winter Event Fundraiser – Cheer Competition Roses

- Schedule volunteers for selling roses at upcoming cheer competitions.
 - Confirm inventory, pricing, and event dates.

OPEN FLOOR





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ANNOUNCEMENTS & REMINDERS

Quick updates that highlight upcoming events, deadlines, volunteer needs, and any important information members should remember or act on.



**Volunteers for hustling
merchandise & chair and
committee positions**

**Make sure to subscribe
to our calendar for all
events and SMS!**

**Feedback from any and all
information provided to
better our service to you
and the school**

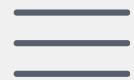


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MEETING ADJOURNED

Thank you, see you at the next meeting!

February 4th

March 4th

April 1st

May 6th

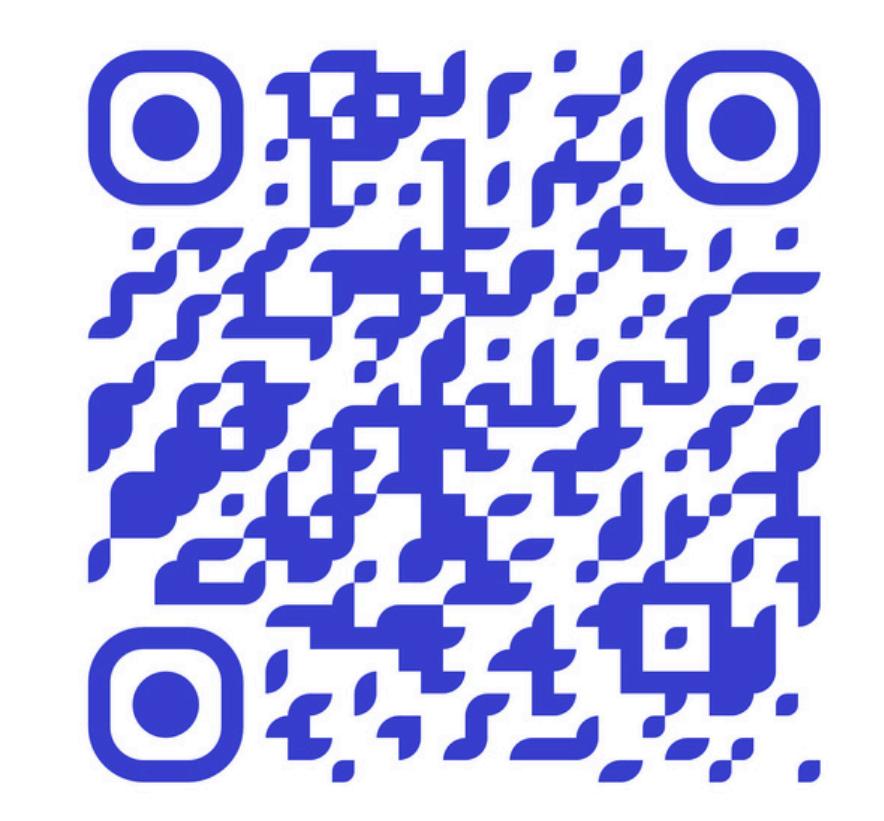
June 3rd



Membership Form



Meeting Survey



SMS Texting

