



AGENDA
GK Booster Club Meeting
October 16, 2023
7:00 PM In Person and Virtual Meeting

Zoom

Meeting ID: 850 447 8402

Passcode: 669458

Call to Order

- Welcome
- Attendee Introductions

State of the Booster

Booster Activities

- Concessions Updates
- Fundraising Guidelines

Secretary's Report

- Review of the minutes
- Grants
- Correspondence
- Membership

Spirit Wear Update

- Inventory Update / Trailer Update
- Merchandise for 2023 – 2024

Treasurer's Report

- Notable income/expenses
- Notable anticipated income/expenses

Administrative Report

- Upcoming school events



Mission Statement

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.

GKHS Booster Community:

Concessions

The GK Booster Club is taking over concessions for GKHS this year and we have an opportunity for you to raise money for your club or sport. We are still working out the details with GK, but we committed to making this a worthwhile venture for your club / sport. We will keep you updated as the Fall season progresses. We will donate \$25 per hour per person to your group. We will have tip jars out and 100% of the tips will go to your group as well. Or students can also get volunteer hours, but they can't get both.

At the end of the season after we figure out our profit for the season (minus expenses and ASB / Booster portion), we will provide bonuses to each group based on the number of hours worked with us.

If you or your child have a Food Handler's card, please send a copy to gkhsbooster@gmail.com for us to have on file.

Meeting Schedule

Our 2023 – 2024 meeting schedule is attached. We plan on having our meetings in person, but we will always have a virtual option for you to attend.



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Reimbursement and Grant Guidelines

Reimbursements will be due to our email via gkhsbooster@gmail.com the Thursday before the Booster meeting. The checks will be available for in-person pick up or will be mailed after the meeting.

If you submit a grant request, we are requesting that you attend the meeting (in person or virtually.) If there isn't a representative and there are questions from the Membership or Board, we will have to re-present your request the next month.

All Registrations and Travel must go through ASB, but we can transfer your Booster funds to ASB.

Feel free to reach out anytime if you have any questions or concerns,

Your 2023 - 2024 Booster Board

Melissa Blecha Yeager – President

Talia Euell - Vice President

Amy Benum – Treasurer

Tricia Garber - Secretary

Amber Hornbeck - Fundraising Chair

2023 - 2024 Booster Meetings

Watch the newsletter for more info

All meetings start at 7:00 P.M in the GK Commons and via Zoom.

- September 18
- October 16
- November 13
- December 11
- January 8
- February 12
- March 11
- April 8
- May 13
- June 17

www.gkbooster.org

AGENDA

GK Booster Club Meeting September 18, 2023

Call to Order - The meeting was called to order at 7:03 pm via Zoom and in-person

• Attendee Introductions- the meeting was held in person and via Zoom: Melissa, Talia, Amy, Amber, Diego, Jenico, Jennifer, Brad, Steve-wrestler, ASB client: Teresa George, Thom Duncanson: Online: Angela, Shelah Coleman, Jazzy assistant cheer, Matt Yarkowsky
Taylor Logan: cheer coach

GK Booster Mission

[-https://docs.google.com/presentation/d/10AODSp6L4udAH3oIHNW908ulfBgZdnMM/edit - slide=id.p2](https://docs.google.com/presentation/d/10AODSp6L4udAH3oIHNW908ulfBgZdnMM/edit-slide=id.p2)

Secretary's Report- The secretary was absent, but the minutes were attached to the link that was sent out and on the GK Booster website.

Grants-

Discussion about grants and reimbursements:

- Reimbursement: once-a-month reimbursement and fundraiser checklist.
- New form about guidelines for coaches, sports, and clubs. Before the fundraiser completed the form. Review the form.
- Do not wear GK apparel at fundraisers.
- Uniforms have to be approved by Mr. Duncanson before purchase.
- Mr. Yarkosky will let staff know about the new fundraiser checklist.

Donation: What is the rule for donating items? Ex towels. It is two types of donation. Having to fill a form with ASB and it will become ASB property. Also, have to fill out a form for cash donations

Concession stand topics:

- The concession is going well. \$25 per hour. The Board is doing set up and clean up. 5 to 9 p.m. concession funds will be determined each qtr.
- A parent asked if they could take over a concession and purchase an item. Melissa stated no that everything is covered by the Booster.
- A parent asked about the amount of the cut for ASB. Melissa explained that it is not public.
- A parent asked what the money could be used for. No uniform or register but sports supplies. ASB would have to pay to register.
- A parent asked why all sports are not a part of Booster. Melissa explained that some teams have a booster but we cover all sports.
- Someone asked about how to see the budget. Explained that minutes and reports are on the website monthly. Coach and advisor do request for reimbursement.

- A parent asked if a student or parent could volunteer or pay for club. Melissa explained that couldn't do both and had to pick either volunteer hours or payout to the club.
- Explained that volleyball and soccer will have concessions at the same time. But hot food will be inside and people will have to pick it up.
- Volunteers will need a food handler and can get reimbursed by GK Booster.
 - Mr. Duncanson stated they should work 5 hours to get reimbursed for The Food Handler's Card.
 - Go to Pierce County website to take food handler.
- At the concession stand the refrigerator was not cold but the health department had already checked.
- A parent asked if they had to stay for the entire time. Melissa explained to sign up on Sign Up Genius and hours is a busy time.
- Lots of questions about concessions. The concession was clean after the football game.
- No issue with cleaning concessions after the game.

Correspondence- Cheerleader fundraiser,

Treasurer's Report- The Treasurer's report is attached to the minutes.

Administrative Report-

- Mr. Yarkosky reported that there are 2,010 students at GK. More students.
- 9/26- Open House
- Oct 9 Homecoming Game
- Oct 14 Homecoming dance at GK
- Oct 25-27 Conference Student-led (Wed or Thursday late day)
- Need Volunteer Parent Advisor committee contact Mr. Yarkosky
- How do parents find out about homecoming? In an announcement on a website.
- Fall sports have started.
- Oct 17 ABC day 9 to 3 p.m. hosted GK.
 - Ribbon cut for the Health clinic Senate will be attending.
 - A parent asked how vendors sign up for ABC Day. Sign up ABCrocks.com
- Other topics: Question for Matt or Tom
- How to Sign up to volunteer on Sign up Genius? Provide GK Website
- How to order appeal? Go to GK Website to order an appeal and it is delivered to the school.

Next Meeting: October 16, 2023

The meeting was adjourned at 7:58 pm

Respectfully submitted,

Talia Euell, Vice President: filling in for Secretary



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GKHS Booster Fundraiser Checklist

Before you do any Fundraiser under the Booster umbrella - acknowledge you read the document by initialing each section and providing contact below. When complete send it to gkhsbooster@gmail.com.

Questions? Text Melissa at 206.465.2176.

_____ Parents must be Booster Club members AND do 51% of the work.
Otherwise it is an ASB event.

_____ Students must be supervised AND are not allowed to handle money.

_____ Students are not allowed to wear any uniform even if purchased by the parents.

_____ Any merchandise with GK Logo's must be signed off by the AD / Administration.

_____ All Registration Fees and Travel Costs must be paid for by ASB, but we can transfer
Booster funds to ASB.

_____ All signage MUST say - "Sponsored by GK Booster Club"

Contact Information

Contact Name (Parent or Coach)	
Cell Phone	
Email Address	
Coach Name and Club / Sport	
What type of Fundraiser are you requesting?	

Booster Club or ASB

Where do team/club fundraising proceeds go?

	Booster	ASB
Who's Fundraising/Selling?	Parents doing 51% + work AND must be booster club members	Students
Student Participation in Fundraiser?	Must be supervised by booster parent AND NO cash handling	Cash handled by student
Wearing School Uniforms to Fundraising Event?	Parent and/or booster purchased uniform/practice spirit wear	School purchased/issued uniforms and practice jerseys
Where did Inventory come from?		Purchased/given by ASB
Where – Fundraise on School Property?	Non-school hours AND with administration permission	During school hours
When Fundraising/Selling?	Non-school hours	School Hours
How to Advertise at Fundraising Event?	Must advertise as Booster Club	If NO Booster Club sign, becomes ASB

Simple Reference Chart prepared by Graham Kapowsin Booster Club Treasurer, 2020

Monthly capture of Booster Funds
FY 2023-2024

	Total	July	August	September	October	November	December	January	February	March	April	May	June
Income													
Donations													
Amazon Smile	0.00												
Benevity	0.00												
Fred Meyer/Kroger	0.00												
PayPal Giving Fund	0.00												
Other	0.00												
Memberships													
Annual	90.00		15.00	45.00	30.00								
Lifetime	180.00		30.00	150.00									
Sales of Inventory	1,980.00			1,980.00									
Spiritwear	9,920.00		4,580.00	4,585.00	755.00								
Blankets	2,235.00		795.00	1,360.00	80.00								
Bags, hats, tumblers	1,275.00	55.00	280.00	770.00	170.00								
Concession income	12,433.00			8,766.00	3,667.00								
Annual Club Dues	0.00												
Totals	28,113.00	55.00	5,700.00	17,656.00	4,702.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Total	July	August	September	October	November	December	January	February	March	April	May	June
Expenses													
Grants													
Link Crew	0.00												
Sunshine Club/Staff meals	0.00												
VIE	0.00												
Senior Breakfast	0.00												
Scholarships	0.00												
Inventory													
Spiritwear	15,855.50	3,070.00		12,785.50									
Blankets	1,500.00	1,500.00											
Bags, stickers, hats, tumbler	3,102.47	1,108.00	755.40	1,239.07									
Concession purchases	10,243.78		2,066.66	8,177.12									
Operating													
WSBCA annual fee	0.00												
State renewal	0.00												
GoDaddy	0.00												
Zoom	0.00												
Intuit-Quickbooks	97.29	32.43	32.43	32.43									
Software - Mail Chimp	219.00			219.00									
PO Box	0.00												
Insurance	0.00												
2nd card reader	196.73		196.73										
Misc	25.00	25.00											
Purchase haul trailer	0.00												
Totals	31,239.77	5,735.43	3,051.22	22,453.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Greater Tacoma Community Foundation													
Gains	0.00												
Losses/Fees	0.00												
Scholarships paid	0.00												

Merchant Fees	488.09		116.87	328.78	42.44								
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Summary capture of Booster Funds
FY 2023-2024

	Opening	Income	Expenses	Ending
	bank balance	this FY	this FY	bank balance
Art	25.00	0.00	0.00	25.00
Athletic Dept	311.55	0.00	0.00	311.55
Band	19.09	0.00	0.00	19.09
Baseball	8,563.84	10.00	0.44	8,573.40
Basketball - boys	96.85	0.00	0.00	96.85
Basketball - girls	394.03	7.50	0.28	401.25
Boom Squad	0.00	10.00	0.44	9.56
Cheerleading	2,334.53	21,930.00	3,521.04	20,743.49
Choir	13.99	0.00	0.00	13.99
Cross Country	158.59	0.00	0.00	158.59
DECA	115.00	0.00	0.00	115.00
Fastpitch	4,380.83	0.00	0.00	4,380.83
Football	1,345.96	0.00	0.00	1,345.96
Golf-Boys	373.09	0.00	0.00	373.09
Golf-Girls	646.25	7.50	0.28	653.47
JROTC	1,455.87	0.00	0.00	1,455.87
Lacrosse- Girls	5,526.52	0.00	0.00	5,526.52
Leadership	98.55	20.00	0.88	117.67
Orchestra	861.95	0.00	0.00	861.95
Renaissance	239.83	0.00	0.00	239.83
Robotics	473.82	0.00	0.00	473.82
Soccer -Boys	1,016.71	15.00	0.42	1,031.29
Soccer -Girls	1,051.62	55.00	0.96	1,105.66
Spanish Club	15.55	0.00	0.00	15.55
Swim-Girls	95.00	0.00	0.00	95.00
Teachers & Staff	365.99	0.00	0.00	365.99
Track	4,196.80	25.00	0.74	4,221.06
Unify One	2,910.35	0.00	0.00	2,910.35
Wrestling	24.48	0.00	0.00	24.48
Volleyball	627.15	1,525.00	1,409.02	743.13
General Fund	5,250.28	28,113.00	31,727.86	1,635.42
Accounts with 0.00				
Dance	0.00	0.00	0.00	0.00
Sports Medicine	0.00	0.00	0.00	0.00
Tennis - Boys	0.00	0.00	0.00	0.00
Tennis - Girls	0.00	0.00	0.00	0.00
Total in booster	42,989.07	51,718.00	36,662.36	58,044.71
GTCF-fund	43,874.92	0.00	0.00	43,874.92
Total Assets	86,863.99	51,718.00	36,662.36	101,919.63

101,919.63