GK Booster Meeting Agenda

October 14, 2024

7:00 PM via Zoom

Zoom Meeting Information

Meeting ID: 850 447 8402

Passcode: 669458

Call to Order (Melissa)

• Welcome

• Attendee Introductions

• Review Mission Statement

• Review Booster Guidelines

Board Report (Melissa)

• 2024 - 2025 Board

- Secretary

• Scholarships

Booster Activities (Amber)

• Concessions Updates

• Fundraising Guidelines

Secretary's Report (Melissa)

• Review of the minutes

• Grants

• Correspondence

Treasurer's Report (Amy)

• Notable income/expenses

• Notable anticipated income/expenses

Administrative Report

• Upcoming school events

Forum

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.

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--EXPENSES
FY 2024-2025

Expenses	July	August	September	October	November	December	January	February	March	April	May	June	Total B4 M.F.	Merchant Fees	Total Expenses
Art													0.00		0.00
Athletic Dept													0.00		0.00
Band													0.00		0.00
Baseball			1,211.99										1,211.99	23.34	1,235.33
Basketball - boys													0.00	1.58	1.58
Basketball - girls													0.00		0.00
Boom Squad													0.00		0.00
Bowling													0.00		0.00
Cheerleading			634.63										634.63	114.11	748.74
Choir			300.00										300.00		300.00
Cross Country													0.00		0.00
DECA													0.00		0.00
Fastpitch													0.00		0.00
Flag Football													0.00		0.00
Football													0.00		0.00
Golf-Boys													0.00		0.00
Golf-Girls													0.00		0.00
JROTC			5,505.00										5,505.00	2.52	5,507.52
Lacrosse- Girls													0.00		0.00
Leadership													0.00		0.00
Orchestra													0.00		0.00
Renaissance													0.00		0.00
Robotics													0.00		0.00
Soccer -Boys													0.00	0.48	0.48
Soccer -Girls													0.00	0.48	0.48
Spanish Club													0.00	0.62	0.62
Swim-Girls													0.00	0.96	0.96
Teachers & Staff													0.00		0.00
Track													0.00		0.00
Unify One													0.00		0.00
Volleyball													0.00		0.00
Wrestling - boys													0.00		0.00
Wrestling - girls													0.00	0.62	0.62
Accounts with 0.00															
Dance													0.00		0.00
Sports Medicine													0.00		0.00
Tennis - Boys													0.00		0.00
Tennis - Girls													0.00		0.00
	0.00	0.00	7,651.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		144.71	7,651.62
															7,796.33

Monthly capture of Booster Funds--INCOME
FY 2024-2025

Income													
	July	August	September	October	November	December	January	February	March	April	May	June	Total Income
Art													0.00
Athletic Dept													0.00
Band													0.00
Baseball			1,140.00										1,140.00
Basketball - boys			65.00										65.00
Basketball - girls													0.00
Boom Squad													0.00
Bowling													0.00
Cheerleading		7,622.50	4,602.50										12,225.00
Choir													0.00
Cross Country													0.00
DECA													0.00
Fastpitch		250.00											250.00
Flag Football - girls													0.00
Football													0.00
Golf-Boys													0.00
Golf-Girls													0.00
JROTC			90.00										90.00
Lacrosse- Girls													0.00
Leadership													0.00
Orchestra													0.00
Renaissance													0.00
Robitics													0.00
Soccer -Boys			20.00										20.00
Soccer -Girls			20.00										20.00
Spanish Club			25.00										25.00
Swim-Girls			40.00										40.00
Teachers & Staff													0.00
Track													0.00
Unify One													0.00
Volleyball			4,732.90										4,732.90
Wrestling - boys													0.00
Wrestling - girls			25.00										25.00
Accounts with 0.00													
Dance													0.00
Sports Medicine													0.00
Tennis - Boys													0.00
Tennis - Girls													0.00
	0.00	7,872.50	10,760.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,632.90
													18,632.90

Monthly capture of Booster Funds
FY 2024-2025

	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	203.66		203.66										
PayPal Giving Fund	200.00			200.00									
Other	0.00												
Memberships													
Annual	10.00			10.00									
Lifetime	470.00		40.00	430.00									
Sales of Inventory	0.00												
All GK merchandise items	17,321.00			17,321.00									
Concession income	5,975.00			5,975.00									
Annual Club Dues	0.00												
Totals	24,179.66	0.00	243.66	23,936.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenses	Total												
Grants													
Link Crew	0.00												
Sunshine Club/Staff meals	0.00												
VIE	351.58			351.58									
Senior Breakfast	0.00												
Scholarships	3,500.00		2,250.00	1,250.00									
Inventory													
Spiritwear	14,665.00	2,628.00	2,980.00	9,057.00									
Blankets	0.00												
Bags, stickers, hats, tumbler	2,370.00		2,370.00										
Concession purchases	6,500.65			6,500.65									
Concession Labor to club/tea	0.00												
Operating													
WSBCA annual fee	0.00												
State renewal	0.00												
GoDaddy	1,050.34			1,050.34									
Software- Accounting	108.11	32.43	37.84	37.84									
Software - Mail Chimp	0.00												
Software - Zoom	0.00												
PO Box	0.00												
Insurance	0.00												
Bank Fees - BOA	0.00												
Misc/Office Supplies	163.14		85.32	77.82									
Hauler trailer tabs/insuranc	0.00												
Totals	28,708.82	2,660.43	7,723.16	18,325.23	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	415.12		1.04	414.08										144.71	559.83

Summary capture of Booster Funds

FY 2024-2025 THROUGH September 30 2024

	Opening bank balance	Income this FY	Expenses this FY	Ending 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	3,152.06	**1,140.00**	**1,235.33**	3,056.73
Basketball - boys	121.61	**65.00**	**1.58**	185.03
Basketball - girls	337.45	0.00	0.00	337.45
Boom Squad	9.56	0.00	0.00	9.56
Bowling	24.26	0.00	0.00	24.26
Cheerleading	3,107.63	**12,225.00**	**748.74**	14,583.89
Choir	605.40	0.00	**300.00**	305.40
Cross Country	158.59	0.00	0.00	158.59
DECA	115.00	0.00	0.00	115.00
Fastpitch	4,895.03	**250.00**	0.00	5,145.03
Flag Football - Girls	252.87	0.00	0.00	252.87
Football	1,335.96	0.00	0.00	1,335.96
Golf-Boys	373.09	0.00	0.00	373.09
Golf-Girls	633.47	0.00	0.00	633.47
JROTC	6,860.00	**90.00**	**5,507.52**	1,442.48
Lacrosse- Girls	2,436.12	0.00	0.00	2,436.12
Leadership	1,367.68	0.00	0.00	1,367.68
Orchestra	851.95	0.00	0.00	851.95
Renaissance	239.83	0.00	0.00	239.83
Robotics	473.82	0.00	0.00	473.82
Soccer -Boys	4,140.25	**20.00**	**0.48**	4,159.77
Soccer -Girls	4,475.66	**20.00**	**0.48**	4,495.18
Spanish Club	15.55	**25.00**	**0.62**	39.93
Swim-Girls	95.00	**40.00**	**0.96**	134.04
Teachers & Staff	365.99	0.00	0.00	365.99
Track	4,225.44	0.00	0.00	4,225.44
Unify One	2,900.35	0.00	0.00	2,900.35
Volleyball	744.56	**4,732.90**	0.00	5,477.46
Wrestling - boys	961.42	0.00	0.00	961.42
Wrestling - girls	(25.57)	**25.00**	**0.62**	(1.19)
General Fund	17,125.53	24,179.66	29,123.94	12,181.25
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	**62,731.20**	**42,812.56**	**36,920.27**	**68,623.49**
GTCF-fund	47,975.89	0.00	0.00	47,975.89
Total Assets	**110,707.09**	**42,812.56**	**36,920.27**	**116,599.38**

116,599.38

GKHS ASB QUICK REFERENCE

All fundraisers, payments and purchases must be approved by your club, ASB and Administration prior to ordering/purchasing or setting up events.
If it is not approved prior to the event or purchase, the payment may be denied and can result in the coach or advisor being responsible for the cost. If your club does not have the funds to cover the purchase it may be denied or tabled for more information on how the club will cover the cost. If you know that the cost will be covered through a booster donation for example, the club can enter that information in the notes section of the green sheet. This will allow us to move forward with the approval process.
(We ask that the requests be submitted at least 2 weeks prior to need.)

When making **a purchase** please do not use your personal credit card. Please check out an ASB card for any purchases. The signed receipt and card are returned to ASB as soon as possible. We highly encourage you to take a photo on your cell phone after you sign the receipt, saving it or emailing it to yourself and ASB. This provides us with a back up in the event the receipt is misplaced. **(Check out cards are not able to be used for any online purchase.)**

Online orders can not be made on personal accounts or delivered to any address other than the school. I (Teresa ASB) have a business account through Amazon and Costco for us to use. When there are items you want from there you can send me the list and I will place that order for you. Or come see me and we can work together on placing the order. For other websites, you can put the items into your cart then come by with your device and we can use my credit card to pay. **(Check out cards are not able to be used for any online purchase)**

Please note, an approval through a conversation with building administration is not an official approval required to move forward. We would look at that as acknowledgement that they would support the event and to move forward with the ASB approval process. The ASB approval process would be the submission of a Green sheet/sheet's (Expenditure Authorization Form) and the Pink Sheet/sheet's (Fundraiser Approval Form)

We strongly recommend that you turn in event (workshops, field trips, etc) requests as soon as you start planning them. We will need detailed information on the event (who, what, where, when, why) as well as an invoice or credit card link. We can only pay online if there are no convenience fees added to the cost. If there are, we will have to pay with a purchase order and that process takes considerably longer. BSD will not pre pay for events on P.O. unless it is a condition of registration. (another reason we prefer credit card links)

We are required to use approved vendors only, please refer to the approved vendor list. If the vendor is not on the list they will need to be added before we can move forward. There is a simple packet for them to fill out, please email me if you would like a copy. If the vendor has any agreements involved or requires any signatures, **Advisors and Coaches are not able to sign that *only administration can sign.*** If a signature is involved we will have to have a contract approval as well. This takes time, up to several weeks. This is why we want those requests as far ahead as possible.

Approved Fundraising/Vendors;
https://resources.finalsite.net/images/v1726764502/bethelsdorg/knu6ogruv8v6pp67va5l/ApprovedFundraisingrev09-2024.pdf

All payments and donations need to be paid directly to the school ASB account. The only exception would be when the event is run through boosters. Please ensure that any fundraising that is run through boosters is truly a parent driven event. If the kids are doing a majority of the work, it is most likely ASB. (Reach out to the booster club for their fundraising approval forms and policies.)

Travel:
When traveling is involved, be sure to have the field trip approval form submitted and approved. Requests for transportation will need all that information.

When lodging is involved, Secure your hotel and have them send me (tgeorge@bethelsd.org) a credit card authorization. I will fill that out and send it to the hotel to charge when you are checking out. I will need the receipts from the hotel signed and returned to me as soon as possible. (We like to look for places that include breakfast to save cost for club/sport and students ☺)

ASB cards are required for all clubs/sports/music and CTE clubs. If you are running events and money through ASB it is required that the students are members of the ASB. With HB1660 and assistance through Invest Ed and MCV programs this should not be an issue. If you have a student who needs help please reach out to myself or Katie Kimball for more information.

Field trips and fees and HB1660
We are required to waive all costs to students who qualify for Free/Reduced lunch and have shared that information with the district to receive waivers and discounts. There are some exceptions. For example fees paid for state and national dues, fees paid for music competitions like solo ensemble and certain uniform expenses would not be waived.

Donation Pages and Online events

We have the ability to create donation page links for your group as well as online ticket sales. Please see Teresa in the ASB office for more information.

If you have any questions or need any help filling out forms please come see me. I am here to assist you so please don't hesitate to reach out. I would rather answer the same question 100 times than have an audit finding against our school. If we work together I know we can be successful!

Fundraising Manual
https://resources.finalsite.net/images/v1680902433/bethelsdorg/pbf2rykfszyjdrhjqjjn/fundraisinghandbookADA.pdf

Activity Coordinator Manual
https://resources.finalsite.net/images/v1680902413/bethelsdorg/wjlu1pl68nmslymzmboz/activitycoordinators_handbookADA.pdf

Fundraising form digital
https://resources.finalsite.net/images/v1680901191/bethelsdorg/gcfmj9zgdioxrjmpimpa/[illegible]RequestReconcilationForm1ADA.pdf

Expenditure form digital
https://resources.finalsite.net/images/v1680901232/bethelsdorg/siaakjksztr7rvcxefg5/ASB[illegible]nditureAuthorizationFormRev-11-19ADA.pdf

Meal Money signature sheet digital
https://resources.finalsite.net/images/v1680901251/bethelsdorg/qcek9enctygaulgbfz3g/MealMoneySignatureSheetrev-26-191.pdf

Meal Money request link from IK12
https://informedk12.com/link_campaigns/student-meal-money-request?token=EnXcUG[illegible]WEibi8mkh2Nj

Field Trip (day) link from IK12
https://informedk12.com/link_campaigns/field-trip-form-day-trip?token=trSsJoS6aB[illegible]EL8HFYb

Field (trip overnight) link from IK12

https://app.informedk12.com/link_campaigns/field-trip-form-overnight-superintendent-board-approval?token=eKPYEo51Z9LDrybLDngmRQno

Transportation requests

If you are wanting to use one of the vans at GK please fill out the google form that Jake Dorn. This link should get you to the form. Coaches please check with Rhonda Gibson prior to arranging a van to be sure she has not scheduled a bus. You must have a type 2 endorsement. This is a 4 hour class at the transportation department. Reach out to Jake Dorn to set up your class.

van Request - Graham Kapowsin High School - 2024/25

If our van is not available please use this link to request one through Transportation.

https://app.informedk12.com/link_campaigns/bus-or-van-field-trip-request-form-972baa80-6bfa-477a-901c-15f1735c7f4c?token=RckVQFYFD4cs87AesgadmCwc

Cash Handling & Contracts

- Parent organizations may provide a secure drop box in a school's main office for monetary proceeds and communications. District staff are not responsible for the content of drop boxes.
- A parent representative should be available to collect funds regularly.
- District staff must not handle any money on behalf of a parent organization during school day/in the classroom. (District staff can handle money, on their own time, for a single event outside of the school day such as a popcorn/movie night as long as it is turned over the same night!)
- Parent organizations may not sign contracts on behalf of Bethel Schools (this ensures liability and risk resides with the district).

Agencies & Resources

District Business Office
Joanne Klein, jklein@bethelsd.org
Teri Lott, tlott@bethelsd.org

ASB clerk or school secretary

Washington State PTA
www.wastatepta.org

WA State Booster Club Association
www.wsbca.org

Secretary of State
www.sos.wa.gov

Gambling Commission
www.wsgc.wa.gov

OSPI Office of Equity (Title IX)
www.k12.wa.us

Protect Your Nonprofit
www.protectyournonprofit.com

www.IRS.gov

Bethel School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Debbie Carlman, dcarlman@bethelsd.org, 253.800.2019; Title IX Coordinator, Bryan Streleski, bstreleski@bethelsd.org, 253.800.4302; and 504 Coordinator, Melissa Munson-Merritt, mmunsonmer@bethelsd.org, 253.800.2301. All individuals may be reached at this address: 516 176th Street East, Spanaway, WA 98387.

El Distrito Escolar de Bethel no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, nacionalidad, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, además ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Coordinadora de Cumplimiento de Derechos Civiles: Debbie Carlman, dcarlman@bethelsd.org, 253.800.2019; Coordinador del Título IX, Bryan Streleski, bstreleski@bethelsd.org, 253.800.4302; Coordinadora 504, Melissa Munson-Merritt, mmunsonmer@bethelsd.org, 253.800.2301. Todas las personas pueden ser contactadas en esta dirección: 516 176th Street East, Spanaway, WA 98387.

Bethel SCHOOLS

Partnership Guide for all Parent Organizations

Bethel Schools, PTAs, PTOs, Booster Clubs and Friends of the Library

Working in partnership for the success of students both in and outside of the classroom

2024-2025

Group Requirements

- All parent organizations working with our schools must have 501(c)(3) or 501(c)(4) status, on file with the District.
- To receive nonprofit status, organizations must file articles of incorporation and bylaws with the Secretary of State. Nonprofit organizations must adhere to state laws [RCW 24.03].
- Nonprofit organizations must operate with minimal or no cost to the schools.
- PTA/Booster Clubs shall obtain and maintain a Commercial General Liability Insurance policy naming the District as an additional insured. A minimum limit of $1,000,000 per occurrence and $2,000,000 annual aggregate is required.
- School employees are not to hold any parent organization executive committee positions or have signatory authority due to potential conflicts of interest. Please call finance for a plan if there is a shortage of non-school members in a particular year.
- Parent groups must follow school district policies and procedures when using district facilities.

Purchases & Donations

When the parent group and building are fundraising for a specific item, the building will **not** make the purchase until the parent group raises and donates agreed amount to the school for the specific item.

All donations received by the school will be used for purposes designated on the donation form.

Due to liability issues the District must pay for these items:

- Buses/Transportation (must arrange through the District's Transportation Department)
- Camps
- Field trips
- Sports and Other (IT) equipment
- Playground equipment
- Uniforms

If the parent organization chooses to fund any of these items, they will need to donate funds to the school, so that the school district can pay.

Events & Fundraising

- District facilities are available to parent organizations though the facility use process.
- All events/fundraisers must be coordinated with school administrators at least annually.
- Changes or additions to scheduled events will require approval with a school administrator.
- Parent group events must be advertised as such (ex.: "School Name Booster Club/ PTA Candy sales"). Any advertisement as "School Name Fundraiser" is considered an Associated Student Body (ASB) event.
- Money for on-going fundraisers may not be collected by school employees. School employees may handle cash for single or one-time event that occurs outside of the school day.

! *An event becomes a **school** event when any of the following occur:*

- A majority of the work is done by students
- Only the school's name is used
- Inventory is purchased by the school's ASB
- Money is receipted by the district and deposited into a school district account

GRAHAM-KAPOWSIN HIGH SCHOOL PRESENTS

FRIGHT NIGHT

SATURDAY
OCT 19
6-9PM

TICKETS
K-5: $3
ASB: $4
ADULTS/ NO ASB: $5
5 AND UNDER FREE
CASH ONLY AT THE DOOR

2024- 2025
GK Booster Meetings

Watch the newsletter for more info

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

Sept 9	Mar 10
Oct 14	Apr 14
Dec 9	May 12
Jan 13	June 9
Feb 10	

www.gkbooster.org

GK BOOSTER CONCESSIONS

FUNDRAISER FOR CLUB AND SPORTS

For each hour worked in the concession booth, we will donate $25 (plus tips) to the club or sport of your choice.

Supporting Scholarships and Clubs / Sports at GK

JOIN US AT

GKBOOSTER.ORG/CONCESSION-BOOTHS