



Cosumnes Oaks Wolfpack Boosters

Coaches/Advisor Packet 2024-2025

WELCOME COACHES AND CLUB LEADERS TO A NEW ACADEMIC YEAR

We extend a warm welcome to our coaches and club leaders. Your dedication and leadership are at the heart of our vibrant community, and we're excited to have you on board for another academic year.

Within this package, you will find critical information that outlines the guidelines and rules within Boosters and the Cosumnes Oaks High School. Your commitment to upholding these standards is integral to our collective success.

As we navigate the year ahead, we are confident that your dedication will continue to enhance the educational journey of our students and foster a sense of unity within the COHS community. Your contributions not only strengthen Boosters but also leave an indelible mark on the lives you touch.

Thank you for being champions of growth, integrity, and excellence. We look forward to the achievements and milestones that lie ahead, and we are here to support you every step of the way.



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WOLFPACK BOOSTER BOARD MEMBERS AND CONTACT INFORMATION

EXECUTIVE BOARD

President – Andrea Smith | president@cohsboosters.com

Vice President – Jessica Rogers | vicepresident@cohsboosters.com

Secretary – Traci Shelp | secretary@cohsboosters.com

Treasurer - Open Position

Controller - [Lori Jeremic](mailto:Lori.Jeremic@cohsboosters.com) | treasury@cohsboosters.com

DIRECTORS

Director 1 - Yajahira Bolanos | cohsboostersdirector1@gmail.com

Music/Band (COHS, EPMS), Men's Tennis, Robotics, Women's Golf, Women's Soccer, Women's Tennis, VAPA/Drama, Women's Basketball, Football, Cross Country, Medical Pathway, Men's Soccer, Track & Field, Men's Basketball, Softball, Baseball, Cheerleading, Men's Golf, Men's Volleyball, Swimming, Women's Volleyball, Wrestling

COMMITTEES

Fireworks Booth – Open Position

Senior Grad Events – Open Position



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PURPOSE OF THE WOLFPACK BOOSTERS

The primary purpose of the Wolfpack Boosters is to support the diverse range of student body activity programs at Cosumnes Oak High School. We achieve this by fostering a sense of school spirit, promoting citizenship, encouraging academic excellence, and nurturing physical growth through spirited competition.

An essential aspect of our mission is to instill and uphold the values of good sportsmanship among both students and adults participating in all activities at Cosumnes Oak High School. We firmly believe that cultivating a culture of respect and fair play enhances the overall experience of every student involved.

Additionally, we actively work to establish and maintain positive relationships between Cosumnes Oak High School and other educational institutions engaged in extracurricular and academic pursuits. By promoting camaraderie and collaboration, we aim to create a supportive network that enriches the educational journey of all students.

At the Wolfpack Boosters, our unwavering commitment lies in creating a nurturing environment that empowers students to flourish academically, athletically, and personally. Through collective effort and dedication, we endeavor to inspire lifelong values and lasting memories for the entire Cosumnes Oak High School community.

WHY REGISTER WITH THE WOLFPACK BOOSTERS?

Registering your sports, clubs, or groups with The Wolfpack Boosters offers a multitude of benefits that support the overall well-being and success of Cosumnes Oaks High School and its affiliates. As the dedicated volunteer parent and community support group, the Wolfpack Boosters relies on the commitment of parents and interested individuals who volunteer their time and effort. By organizing fundraising events, we strive to provide essential resources for enhancing school life and supporting various funding activities.

WHAT THE WOLFPACK BOOSTERS PROVIDES?

The COHS Wolfpack Boosters (WPB) serves as a platform for parents to actively support their students, coaches, and group leaders. By becoming involved with the group their student is interested in, parents can play an integral role in fostering a thriving school community. Since students may be active in multiple groups or parents may have more than one student participating in different groups, these groups operate as affiliate groups or subgroups under the umbrella of the WPB.

To effectively manage the diverse range of student activities at Cosumnes Oaks High School, our booster club operates as the primary umbrella organization, providing the following support to each of its registered affiliate groups and sub-groups:

- **Liability Insurance for Approved Fundraising Events:** We offer liability coverage for sanctioned Booster Club fundraising events.
- **Federal Non-Profit Tax Identification and Non-Profit Corporation:** The Wolfpack Boosters operate as a registered non-profit corporation, ensuring compliance with legal requirements and regulations.
- **Bank Account and Accounting System:** Each group gains access to a designated bank



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account and a comprehensive accounting system to manage all deposits and withdrawals.

- **Website/Mobile Phone App:** Teams and clubs can utilize our user-friendly platform for registration, payment collection, and communication.
- **Fundraiser Management:** We provide support in organizing and managing fundraisers, streamlining the money collection process through our website and Square store.
- **Access Square Services:** Boosters can use available online store services and accept payments through Square, along with a portable credit card reader for added convenience.

DISTINGUISHING BOOSTER AND ASB EVENTS

Associated Student Body (ASB)

- ASB serves as the central account for all school clubs and sports, managing their financial transactions.
- Fundraising activities and expenditure for clubs are handled through the ASB account.
- ASB-sponsored activities occur during regular school hours, including a half-hour before and after school.
- After-school events like dances, games, and in-season tournaments that are school functions are classified as ASB events for fundraising.
- ASB funds are considered public money and must be processed exclusively through the designated ASB account.
- The funds are intended to benefit the students of the school in accordance with legal guidelines.
- ASB funds cannot be mixed with any other account.

Wolfpack Booster Club

- Booster funds are raised by authorized WPB activities and supported by adult volunteer members of the WPB.
- These funds are private and non-profit corporation funds, and they must not be mixed with other accounts.
- WPB sponsored events can be held at any time, but those during school hours or solicited on campus require School Board approval.
- Events held before or after school hours are acceptable, and the funds raised are still considered WPB Funds.
- WPB funds can be used to reimburse the ASB account for school expenditures.
- Wolfpack Boosters is a self-standing non-profit organization with proper liability insurance.



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- The organization's liability lies with the organization itself, not with individual members or Board Members.
- WPB has a federally established non-profit status, allowing it to operate as a non-profit business under corporate status.
- WPB operates autonomously from the school and student body but cooperates with school policies and administration for a positive relationship.
- Cosumnes Oaks Wolfpack Boosters has been recognized by the Elk Grove Unified School District's Board of Education as an auxiliary unit supporting Cosumnes Oaks High School, as defined in the Education Code §72670 by the Board Resolution.

Can Wolfpack Booster Club Pay Stipends to Coaches and Assistants?

No. WPB has agreed not to pay any form of stipend to any person affiliated with a WPB group, sport, or club. However, the WPB can designate funds back to the ASB for the sole purpose of paying a stipend. A check in the designated amount will be drafted directly to ASB from the affiliate or subgroup and will serve as a donation to the ASB for the sole purpose of paying a stipend. The ASB will process the stipend request as determined by the guiding practices of the EGUSD.

Can the Wolfpack Booster Club Sponsor an "In-Season" Tournament?

No. WPB cannot host or support tournaments that coincide with the sport's season. If a club or sport wishes to sponsor a 'tournament', it must run through ASB. All venues at a tournament typical of a regular season game will be conducted the same way as a game. Boosters can support spirit wear sales, vendor supported snack sales (premade – pre-purchased food items sold by a vendor carrying their own health department certificate)



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COSUMNES OAKS WOLFPACK BOOSTERS GROUP PROCEDURES

To ensure compliance with school policies, by-laws, legal requirements, and insurance coverage, it is crucial that each authorized person, WPB Affiliate, or WPB Sub-group follows the designated procedures. Failure to comply may result in the freezing of funds until the group adheres to the established procedures of The Wolfpack Booster Club.

We are dedicated to providing unwavering support to all COHS teams, clubs, and groups, fostering a positive and thriving educational environment for every student. Register with The Wolfpack Boosters and join us in making a significant impact on the success and growth of our school community.

Annual Registration with the Wolfpack Boosters:

To become an authorized WPB group and gain access to our valuable support, every team, club, or program must complete the Annual Registration process. Registration forms for the current school year are valid from August 1st to July 30th.

- **How to Register**

You can find the fillable PDF registration forms online at www.cohsboosters.com. Select the Teams and Clubs tab then scroll down to Coaches Corner. All forms can be emailed to the Director and President.

- **Registration Fee**

As part of the registration, each group will be automatically charged an annual fee to support the administration operations of the Wolfpack Boosters. The fee is \$75.00 or 2% (whichever is greater) of your annual expenses as outlined in your budget.

- **Important Note for Groups with Existing Funds**

Groups with funds in the WPB banking account are also required to complete the Annual Registration. Failure to comply may result in the freezing of funds until the group adheres to the established procedures of the Wolfpack Booster Club.

- **Benefits of Registration**

Completing the registration establishes the requirement for a Booster financial tracking account specifically set up for your group. Moreover, it provides a clear record of the authorized persons responsible for fund withdrawals from that account. Please note that funds will not be accessible until the proper registration forms are submitted each year.

- **Two Levels of Groups Supported**

The Wolfpack Boosters offers support to two distinct levels of groups, namely, Affiliate Groups and Sub-Groups, as defined in our Bylaws. Each group type receives tailored assistance and resources to enhance their activities and contribute to the overall growth of Cosumnes Oaks High School.



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Responsibilities of Each Affiliate Group:

Each Affiliate Group associated with the Wolfpack Boosters will:

1. **Liaison Representation:** Be represented by a liaison from The Wolfpack Boosters Board, serving as a Director, to ensure effective communication and coordination.
2. **Attendance at Mandatory Meeting:** Send a representative to a mandatory meeting held at the beginning of each school year. The meeting will review rules, coordinate schedules, and establish Booster goals.
3. **Yearly Account Registration Form:** Provide the Wolfpack Boosters with an updated account registration form each year.
4. **Yearly Budget Submission:** Submit a copy of the yearly budget to The Wolfpack Boosters by the end of September of each school year. Funds cannot be distributed without an approved budget.
5. **Annual Administrative Fee:** Pay an annual administrative fee of \$75.00 or 2% of your annual expenses (whichever is greater) as outlined in your budget. This fee contributes to the organization's operating expenses.
6. **Liability Insurance Coverage:** Receive liability insurance coverage for all activities that meet The Wolfpack Boosters' requirements for liability.
7. **Fundraising Activities Management:** Be responsible for the management, distribution of funds, and accountability of all fundraising activities as determined by the yearly budget and in accordance with the established procedures of the Wolfpack Boosters.
8. **Bylaws Compliance:** Agree to adhere to the terms and conditions set forth by the Wolfpack Boosters' bylaws without exception. Non-compliant Affiliate Groups may have their assets frozen until compliance is confirmed through a quorum vote of Board members.

Additional Responsibilities of Each Sub-Group:

In addition to the above, Each Sub-Group associated with The Wolfpack Boosters will:

1. **Annual Report Submission:** Provide an annual report by January 15th of the school year in preparation for the Wolfpack Boosters' Tax filing.
2. **WPB Checking Account Access:** Have access to a WPB checking account under the 501(c)(3) Tax ID number of The Wolfpack Boosters.

AFFILIATE/SUBGROUP REPRESENTATION AT BOOSTER BOARD MEETINGS

Meeting Representative Requirement

To ensure effective communication and representation for all WPB groups at Cosumnes Oaks High School, each affiliate and sub-group will have a Director Representative from the Wolfpack Booster Executive Board. This assignment will take place before the September Annual WPB Meeting. The



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Director Representative will act on behalf of your group if you are unable to attend any meeting, serving as your liaison and supporting your group's interests.

Furthermore, all meetings of the COHS Wolfpack Boosters are open to the public, welcoming participation and input from all stakeholders. You have the option to send a representative to speak on your behalf during any meeting. This representative must either be an adult actively participating to support the group or the designated group sponsor. In case you send a representative, who is not listed on your sponsor form, please notify the director in advance to ensure proper recognition during the meeting.

Annual Coach/Advisor Meeting

A mandatory annual organizational meeting will be held no later than mid-September of each school year for all advisors, head coaches, or coach designees at COHS. This meeting covers several essential topics, including a review of Booster requirements, introduction of the Director, completion of annual group registration, updates to bylaws, and procedures. It serves as a valuable opportunity for coaches and advisors to stay informed and actively engage with the Wolfpack Boosters, fostering a collaborative and supportive environment for all teams and programs.

PROTOCOL FOR DISAGREEMENTS WITH WOLFPACK BOOSTERS

If any subgroup or affiliate group has a disagreement with the bylaws, the principal sponsor of the group should submit in writing to the President the specific disagreement prior to a monthly board meeting. The president shall make every effort to clarify the group's concerns and respond to the group in writing or by inviting the concerned parties to a closed session of the Wolfpack Booster Executive Board. Email correspondence to directors and the executive board is not an acceptable form of communication. It is always best to plan on discussions being held in an open forum in front of the Executive Board.

As stated in the bylaws, any affiliate or group that does not comply with the written rules of the WPB will have their funds 'frozen' until they comply, or the executive board directs the treasurer to act otherwise.

The Wolfpack Booster Executive Board has the right to report misconduct or abuse of the privileges to the COHS Administration. The WB Executive Board reserves the right to cancel its affiliation with any group belonging to the Wolfpack Booster Association at any time in writing to the affiliate or sub-group if the Executive Board finds that the affiliate or subgroup members, coaches, or sponsors have not acted in accordance with these policies. Money collected on behalf of the subgroup or affiliate will be reverted to the Wolfpack Boosters General Fund.



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FINANCIAL POLICIES AND PROCEDURES

Submitting a Check Request

- Any officer, committee chairperson, or member seeking funds from the COHS Booster bank account must submit a check request to the Treasurer/Controller.
- Complete the COHS Booster Check Request Form with all necessary signatures.
- Include receipts/invoices along with the Check Request.
- Email the Treasurer/Controller at treasury@cohsboosters.com. When attaching documentation please label the file as team/club_date.
- For all check requests, two signatures/double authorization for online banking are required, one from the President (Vice President or Secretary) and one from the Treasurer/Controller.
- Checks will be processed within 5 days. Be aware that it may take up to two weeks for them to be delivered from the bank, so please plan accordingly.

Submitting a Cash and/or Check Deposit

- The group is responsible for ensuring proper handling and securing of all cash at and after an event.
- All cash and checks collected must be deposited directly into the WPB account at the designated financial institution.
- **Board members will not handle checks or cash to maintain a clear and accountable financial process.**

Complete the COHS Wolfpack Booster Deposit Form

- When preparing a deposit, please review the deposit instructions and complete and sign the form.
- Take photos of all checks prior to deposit and verify all checks are made out to COHS Boosters
- Count and verify all cash/checks and enter amount and quantity into the COHS Booster deposit form
- Deposit all funds at the COHS Wolfpack designated financial institution (River City Bank)
- Notate your group name in the memo section of each check. **The bank will not accept checks made out to anything other than COHS Boosters. Checks not made out**



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properly will be returned by the bank and all fees incurred to the COHS Booster account will be charged to the group.

- Get a receipt verifying the deposit to return with COHS Booster Deposit form
- Within 24 hours of deposit, email deposit form with signatures, copy of bank deposit receipt and check images to the controller at treasury@cohsboosters.com. Include the director in the email.

Square Services or Portable Credit Card Use

- The Wolfpack Boosters has established a financial partnership with Square intended to support all WPB groups and activities.
- Square services are available for a "per transaction fee of 2.7% + .30¢"
- Transaction fees are charged to the affiliate/subgroup/committee so be sure to figure in the costs of this service when establishing event pricing.
- If your group would like to have an online sales webpage email president@cohsboosters.com and we can get that arranged.
- If your group wishes to use the Square reader, send an email to the treasurer and president to make the request and coordinate arrangements.

Authorized Booster Affiliate/Subgroup Account Responsibilities

Maintaining Records

- Booster Affiliate/Subgroups must maintain a record of their deposits and withdrawals each year.

Validating Records

- You will be provided your financials at a minimum of once per month. If there are any discrepancies please report them to treasury@cohsboosters.com within 30 days.
- Resolve all discrepancies before June 30 of the current accounting or fiscal year; otherwise, that ending booster Treasurer's balance becomes valid.



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Distribution of an Affiliate Group Funds

- Should an affiliate group be disbanded, the funds in their booster account will be moved into the booster general fund unless directed by a check withdrawal form for proper disposition of funds within 30 days after the group has been disbanded.
- These funds can be disposed only to one of these groups: Used for the benefit of COHS students, given to a designated booster or ASB account, or moved to the booster general fund by default when no disposition action is requested.

FUNDRAISING EVENTS

Fundraiser Process

1. Approval for requested fundraisers will be handled by the COHS Administration. Please submit all fundraising requests to the school principal.
2. Fundraisers must adhere to the requirements of our non-profit status and should exclusively for the benefit of the respective group or organization.
3. WPB fundraiser funds must be promptly deposited into the WPB bank account following the conclusion of the event to maintain proper financial management.
4. Groups cannot collect funds or fundraise through personal money merchant accounts/apps like Venmo for WPB sponsored fundraisers. The WPB has a designated booster Square account to facilitate fundraising activities.

Flyer/Marketing/Advertising Requirements

To effectively promote your event while ensuring compliance and safety, please adhere to the following guideline.

- **Inclusion of Booster Sponsorship**

For all Booster Sponsored event flyers or advertisements, it is crucial to include the phrase "Wolfpack Booster Sponsored Event/ [your group's name]" to inform the school and booster club about the activities taking place. This practice also ensures that your event is covered under the Booster Club's liability insurance.

ASB vs. Boosters Fundraising Guidelines

The guidelines have been reviewed and agreed to by the WPB Executive Board and COHS Administration.



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1. Fundraising

All non-ASB fundraising events must get prior approval from school administration. WPB efforts supplement ASB fundraising and do not compete with it.

2. ASB or BOOSTER

There are certain times when you must use one account or the other. The following chart should help groups determine the best account for their activities:

ASB	Boosters
Selling items on campus during the day, including any snack bars on campus at any time during a designated school event	Adult only events
Any Snack Bar or food items that are meant for immediate consumption at any event	Pre-packaged food items sold by a vendor that carries their own health department permits
Raising funds for a school sponsored field trip where students are required to pay	Raising funds for a field trip that is voluntary, usually held during non-school hours (i.e. summer programs, optional camps)
Selling items that are designated for students use only (i.e. PE clothes)	Events that include sales of fireworks, alcohol, or include games of chance
Selling items that support your group that can be sold to students and non-students	Selling items that support your group that can be sold to students and non-students

3. Accounting Procedures

All groups must follow standard accounting practices when dealing with funds raised or collected, and all groups are subject to an outside audit.



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FIREWORKS BOOTH PARTICIPATION

The WPB Fireworks booth is managed by the fireworks chairperson and committee.

- In early spring, all WPB groups receive an invitation to express their interest in participating in the Fireworks booth.
- Participating groups must attend a mandatory meeting and lottery to select their booth shifts and coordinate volunteers for all shifts.
- Each shift is assigned points, representing the total percentage of revenue each group will receive.
- Failure to have the assigned number of volunteers attend their assigned shifts may result in the assigned group forfeiting their points to WPB.
- The total proceeds from the Fireworks booth, after deducting taxes, are distributed among participating teams based on the points earned from each worked shift.