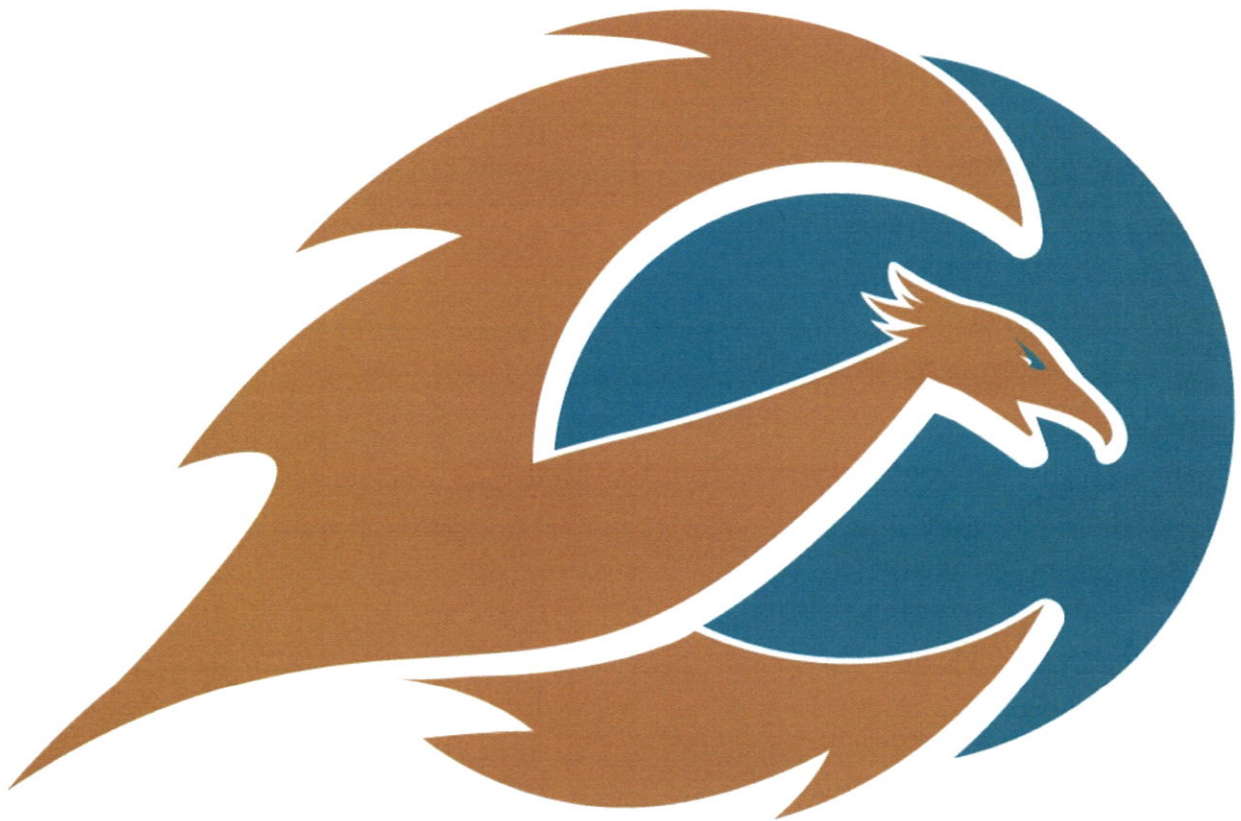


**Eastmark High School
Athletic Booster Club
Committee Hand Book 26/27**

ehsabc.org



We're so glad to have you join the booster committees! Eastmark High School greatly appreciates the effort and time that this organization provides to our students and encourages the formation of these groups to contribute to the success of our school.

The intention of this handbook is to help guide Eastmark High School supporters through the steps needed to form and operate a successful parent support organization. The information provided is meant to enable the committee to support student athletic programs or activities at our school.

Eastmark High School Athletic Boosters Executive Board will approve a Booster Committee only when it operates in compliance with the Board policies and this operating procedure. Only an approved organization may access and utilize EHS facilities. In order to remain approved, a committee must conduct its activities in a manner consistent with the goals, mission, philosophy, policies, and operating procedures of the executive board.

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Our Mission

The Eastmark High School Athletic Booster Club (EHS ABC) shall exist to support the student athletes, coaches and athletic department of Eastmark High School. This support shall include facilitating communication between parents, creating liaisons for each team sport, and coordinating and conducting fundraisers to enhance the school athletic department.

The Executive Team

Elected Board Member	Position	Contact Info
Alexa Mann	President	ehsabc.president@gmail.com
Amanda Glaza	Vice President	ehsabc.vp@gmail.com
Heather Hastings	Treasurer	ehsabc.treasurer@gmail.com
Jennifer Sonner	Co-Treasurer	ehsabc.treasurer@gmail.com
Diana Crebs	Secretary	ehsabc.secretary@gmail.com
Bianca Dippong	Concessions Manager	ehsabc.concessions@gmail.com
Member at Large 1 Seat	Micheal Cobb	
Member at Large 2 Seat	Rosa Montoya	
Member at Large 3 Seat	Teresa Longhurst	
Matt Akins	Athletic Director	makins@qcusd.org

Elected Member Role Description Suggestions

Elected Official	Roles & Responsibilities
President (EB)	- Principal Executive Officer - Supervise all business and affairs of the organization - Preside at all booster meetings - Report to the Executive Board - Oversee subcommittees as needed
Vice President (EB)	- Perform duties of the President upon the President's absence or inability to act - Perform duties assigned by the President - Oversee subcommittees as needed
Treasurer/Co-Treasurer (EB)	- Be responsible for all funds and securities of the Booster Committee - Maintain an accurate record of all financial transactions of the committee, and verify that record with the Exec Board committee sub-ledger at least monthly - Deposit all funds collected at various activities in a timely manner - Oversee subcommittees as needed
Secretary (EB)	- Prepare an agenda prior to any planned meeting - Draft minutes shall be distributed to committee officers for review and approved at the next committee meeting. - Custodian of committee records - Oversee subcommittees as needed
Concessions Manager (EB)	- Oversees all things relating to Concessions - Purchases Concessions Goods - Manages Staffing of concessions for events - Ensures profitability and high-quality guest service, while maintaining strict health, safety, and sanitation standards. - Manages all POS systems
Up to 3 Members-at-Large	- Perform duties assigned by the President or Executive Board - Oversee subcommittees as needed

(EB) - Executive Board Member

Meeting Expectations

Follow the cadence of the Minutes Template in the Appendix. The following is common terminology used in conducting committee meetings:

Common Terminology	Definitions
Bylaws	A written document that defines the purpose of your group, its organizational structure, and the rules that govern the group. Bylaws can be amended, published, and reviewed annually for revisions.
Agenda	A written list of items that will be covered during a meeting
Minutes	The written record of the business transacted at a meeting. Minutes should be kept for all Booster Committee meetings. <i>See Appendix for Minutes Template</i>
Motion	A formal proposal that the group take some specific action. Motions are voted upon by the group. An idea at a meeting will often result in the presentation of a motion. A motion is the way to resolve a dispute, debate, disagreement, or open issue. Any member in good standing can present a motion to the group. A motion can be tabled if the group needs more time before voting upon the motion. Tabling a motion suspends consideration until the group's next formal meeting.
Seconding	When a member presents a motion, their idea must be supported by another member. The supporting member "seconds" the motion to indicate their support. After a motion is seconded, it should be discussed by the group. A motion cannot be voted upon unless it is seconded.
Adjournment	A formal way to end a meeting. At the appropriate time, a member moves to adjourn, another member seconds, and the rest of the members voice their agreement. The secretary records the adjournment time in the minutes.
Quorum	The minimum number of members required to conduct business. Quorum is specified in the EHS ABC's bylaws.
Officers and Elections	The bylaws should specify the elected officers of the Booster Committee, their main duties, their term of office, and the procedures by which they are nominated and elected.

Frequently Asked Questions (FAQs)

1) How do I host a meeting?

- a) Book facility. If you will be using school grounds please contact Michelle Morgan at mmorgan2@qcusd.org.
- b) Advertise your meeting to all
- c) Plan an agenda and time slots for each agenda item
- d) Document meeting minutes (i.e. decisions made)
- e) Be prepared with requests for fundraising, sponsorships, events, etc...

2) How do we start a fundraiser?

- a) Present the idea in your booster committee meeting
- b) Formally vote for the request at hand
- c) Submit completed fundraising requests using the form located on the ehsabc.org website. It can take up to 48 hours to hear back from the executive board.
- d) Once approved your event will be added to the fundraiser calendar at www.ehsabc.org.
- e) If you have any questions please reach out to ehsabcfundraisers@gmail.com.

3) Why would a fundraiser be denied?

- a) If there is another fundraiser already scheduled that would conflict with your fundraiser. You can check out our fundraiser calendar at ehsabc.org/fundraiser-calendar which lists all committees approved fundraisers.
- b) If your fundraiser does not meet QCUSD guidelines
 - *Example: Gambling restrictions or alcohol involvement*

4) How do we deposit our fundraised money?

- a) A member of your booster executive board should count the money (along with another committee official to verify). Fill out the deposit form with both committee members signatures and include it in a sealed envelope addressed to EHS ABC. Funds can be dropped in the top white drop box labeled Boosters located in the school front lobby, or in the Drop Box located in the Gym lobby, outside indoor concessions. Please fill out the deposit request form, which can be found on the ehsabc.org website under booster info.
- b) If the deposit is too large to fit in the box please contact via email both EHS ABC Treasurer (ehsabc.treasurer@gmail.com) and EHS ABC President (ehsabc.president@gmail.com) to coordinate a time and location for exchange.

5) How do we access and spend our money?

- a) Discuss and vote on expenditures- Any expenditure must be approved by at least a majority of voting members.
- b) Consult with the committee Treasurer on funds availability. (Each Committee is responsible for tracking their own funds.)
- c) Submit completed Funds request form to EHS ABC Treasurer using the Funds Request Form found at ehsabc.org
- d) Forms of Payments available include: check, debit card, and Zelle.

- e) Each fund request form needs to include a copy of receipt, purchase order or quote (invoice preferred) to be paid within 30 days from date of request.

6) How do we sign up for Concessions?

- a) Reach out to the Concessions Manager by emailing ehsabc.concessions@gmail.com.
- b) Concessions will be run through the booster to whom the event belongs. If that booster decides not to run concessions, our Concessions Manager will assign a new booster/committee to the event.
- c) After the deduction of costs of goods sold the committee will receive 70% of profit with the remaining 30% going back into the EHS ABC account to help make upgrades.
- d) If a booster earns less than \$100 selling concessions during an event they will retain all monies less the cost of goods.

7) Can our Booster Committee offer Sponsor Banners?

- a) Yes, your committee can reach out to businesses to sponsor your program. The EHS ABC has a set price list included in this handbook and all committees must use the established price list for all banners: [Price List](#)
- b) Your committee can offer add-on packages specific to your sport, as long as they are listed on the sponsor form. These add on packages need to be made clear they are offered by your committee and not the EHS ABC.
- c) Once you have found a sponsor make sure to fill out the Sponsorship banner request found here: [Form](#)

8) The Booster Club supports both the high school and junior high programs as one unified organization.

- a) Junior High programs operate under the same Booster Club structure, policies, and governance as the high school programs to promote collaboration, consistency, and shared support for all student activities.

10) Arizona Tax Credit: You can not use your Tax Credit Dollars to pay your child's Activities
Booster Fees

- a) A booster program—for a sports team, band, or other activity—is not a qualified tax credit recipient. To receive tax credit funds, the activity it supports must be officially recognized and have fees or costs that are approved by and paid through the school district for tax credit donations. The public school receives the tax credit donation and holds it in a designated account. The money is never transferred to the booster club's bank account. The school is responsible for tracking how the funds are spent and reporting to the Arizona Department of Revenue.

BOOSTER COMMITTEE CHECKLIST:

Annually:

- ☐ Elect Officers
- ☐ Familiarize committee with elected office responsibilities
- ☐ Submit the Annual Booster Renewal form (updated yearly in June, always use the current one) to the Executive Board [Treasurer](#).
- ☐ Attend the Eastmark High School All Booster Board meeting, usually held within the first 2 weeks of the school year.

As Needed:

- ☐ Submit to EHS ABC for approval of ALL fundraising activities.
- ☐ Distribute the Eastmark High School Athletic Booster Club Committee Handbook to new members/volunteers.

ESTABLISHING A NEW COMMITTEE:

Contact Athletic Director for approval

GUIDELINES FOR OPERATION:

Annual Requirements

- No later than July 31st of each year, submit to EHS ABC Executive Board Treasurer - the Annual Committee Booster Approval form.
- Each year, every committee needs to hold a meeting to re-elect Committee Board Members, and attach Minutes of that meeting to the Annual Renewal form. Must be done by May 31st.
- Distribute copies of the EHS ABC Booster Committee Handbook to all volunteers. Copies of the handbook can be found online at ehsabc.org

General Operations

- Organizations must comply with Governing Board policies (“School Policy Manual” link on https://www.qcUSD.org/Governing_Board) and EHS ABC operating procedures. Failure to follow Governing policies and EHS ABC operating procedures may result in the refusal to operate as a Eastmark High School Booster Committee.
- A Booster Committee does not have the authority to make commitments on behalf of the district or school.
- For use of EHS ABC approved payment methods please contact ehsabc.treasurer@gmail.com.
- EHS ABC is not liable or responsible for any contract or expenditure made by a booster committee. The Arizona School Risk Retention Trust insurance policy with the District includes liability insurance for parent support organizations as long as their meetings and activities are approved by the Athletic Director.
- Committees should not enter into multi-year contracts that may not be terminated by future members if necessary.
- Committees may not contract employment of any district employee without going through the Athletic Director, who will contact the district business office on our behalf. This includes custodial staff, coaches, and athletic trainers, etc.
- Only accounts approved and controlled by EHS ABC may be used. Venmo or any other Cash-Apps are not allowed to be used under any circumstances.

Interaction with Staff and students:

- Principals/teachers/coaches/classified staff should play an advisory role only. They should not be officers or voting members of the committee or handle finances. (District employees are not permitted to handle

any cash) Employees may serve on a committee's board on their own time but do not serve on behalf of the district.

- A QCUSD employee may be involved in a booster committee activity only when the employee is not on duty with QCUSD.
- The school or the district shall sponsor any approved activity attended by students.
- A Booster Committee recognized by the EHS ABC may use the Eastmark High School facilities if it applies for and receives permission for the use in accordance with EHS ABC policy (e.g., through the submission and processing of a Facility Rental Form).
- A booster committee shall not establish or maintain a "petty cash" or similar miscellaneous fund for the discretionary use for committee members/sponsor.
- A booster committee shall not directly employ, contract with, supplement the salary of, or in any other way compensate anyone (e.g., an accompanist, a clinician, a consultant, a paraprofessional) for work performed for a school program, student activity, or student organization. The Athletic Director shall manage this type of arrangement and may use donations to support such work as appropriate.
- Parents and booster committee members should follow the same standards of conduct as QCUSD employees when interacting with students (e.g., attending student activities as fans, chaperoning students, sponsoring students).

Fundraising and Financial Operations:

- EHS ABC allows parents to create a booster committee to support a school program, student activity, or student organization. Therefore, parents and not students should plan and implement fundraising efforts.
- Fundraising activities must be approved and agreed to by the EHS ABC. Please see the Fundraising Guidelines in this document.
- Money collected through fundraisers and other committee activities should be accounted for, verified by, and prepared into a deposit form by TWO members of the committee. All monies should be deposited in-tact, meaning no cash is exchanged or in any way used to pay for any expense since all expenses MUST be paid through Main Booster.
- All funds and/or in-kind donations for a school program, student activity, or student organization must be donated in accordance with QCUSD policy.
- If the group wishes to expend funds for QCUSD facility improvements, prior approval from the Athletic Director is mandatory.
- A booster committee must have an approved Facility Rental Agreement prior to using the School's facilities. Based on type of usage, this may require a booster committee to provide a Certificate of Insurance endorsing the QCUSD as an additional insured on a liability and property insurance policy issued in the amount of \$1,000,000.
- If a booster committee raises funds with the help of students, then the students must receive an equitable distribution of the proceeds.

GUIDELINES FOR FUNDRAISING:

1. Activities that are done for the purpose of fundraising must be initiated, sponsored, and recorded by an approved EHS Booster Committee. Receipts and expenditures must be recorded, and deposited in the EHS ABC checking account.
2. Fundraisers should be done to benefit a school or student organization.
3. Fundraisers that are co-sponsored by a booster committee and a student club must determine how the proceeds will be split between the co-sponsors before the fundraiser occurs. The allocation should be based on the level of effort put forth by each sponsor. Co-sponsored fundraisers also require EHS ABC Board approval prior to the activity taking place. (Please refer to the Uniform System of Financial Records [USFR] for additional information.)
 - a. If a split is not made prior to approval and students are involved in fundraising the EHS ABC board will vote on appropriate split of funds.
4. Proceeds from co-sponsored fundraisers must not be kept in one organization's checking account, even if the portions owed to each organization are earmarked. Each organization's proceeds must be paid to the participating organization for deposit in their own checking accounts. QCUSD employees may not do fundraisers without one of these sponsorships **Fundraisers that are recorded by the school in a Student Club account CANNOT originate from raffles or any other type of gambling activity.**
5. If a committee would like to participate in any sort of raffle including gift baskets or 50/50 raffle they must first get additional approval. EHS ABC will need to know what the basket/prize is valued in order to proceed. **Student participation is NOT allowed including promoting/soliciting ticket purchases.**
6. All planned fundraisers must be documented on the Fundraising Authorization and Approval Form and be approved by the EHS ABC board before the fundraiser begins.
7. EHS ABC does not allow door to door fundraisers. Students and parents should not participate in any fundraiser that consists of blind knocking.

CROWDFUNDING GUIDELINES:

- Use of Crowdfunding services are discouraged, Boosters are encouraged to use their Go Daddy Account to avoid extra fees.
- Only an employee of QCUSD or an approved Booster may raise funds in the school's or district's name.
- Crowdfunding requests should consider public perception.
- All donations must be used for the purpose for which they were donated.
- Any funds raised are subject to all District procurement rules and expenditure guidelines.
- All QCUSD policies and procedures must be followed to maintain compliance with FERPA when posting pictures/videos/images of any students. Any related agreements or permission forms must be kept on file at the site.
- If the crowdfunding campaign involves raising funds for technology or capital improvements, pre-approval needs to be obtained. The athletic director must confer with the appropriate administrator regarding the proposed technology/improvements. The Governing Board must formally accept all gifts and donations made to EHS.

TECHNOLOGY DONATION PROCESS:

1. Committees should communicate any planned donation of technology equipment to the Athletic Director in advance and receive approval prior to donating technology equipment.
2. The Athletic Director will notify the Director of Information Technology of any proposed donations by email.
1. The Director of Information Technology will confirm that the item(s) proposed to be donated is compatible with district systems. If not, the Director of Information Technology will identify a similar item that is compatible with district systems.
2. The Director of Information Technology will send an email to the Athletic Director that includes (1) the price at which the district is able to purchase the item proposed to be donated or suggested alternative and (2) the estimated time necessary to put the donated item(s) into service.
3. The Athletic Director will communicate to the committee the item(s) approved for donation, price at which the district is able to purchase the item(s), and estimated time necessary to put the donated item(s) into service.
4. The committee donates the approved item or funding necessary to purchase the approved item.

FACILITY USE GUIDELINES:

Arizona Revised Statute Section 15-1105B provides in pertinent part: “The governing board, or the superintendent or chief administrative officer with the approval of the governing board, may permit the uncompensated use of school buildings, grounds, busses, equipment and other school property by any school related group, including student political organizations or by any organization whose membership is open to the public and whose activities promote the educational function of the school district as determined in good faith by the school district’s governing board, or the superintendent or chief administrative officer...”

Booster committees must fill out a facilities use agreement and follow the guidelines for all use of district facilities, except that an approved booster committee is not required to complete a facilities use agreement for monthly/quarterly meetings as long as the meetings consist solely of routine business. The location of any activity held on QCUSD property must be approved by the site administrator in advance and vehicles may not be driven off-road on QCUSD property without advance permission.

Approved booster committees that are conducting activities for the benefit of the district are covered by the liability insurance policy of the Queen Creek Unified School District without cost to the organization or its members. Committees may not use QCUSD facilities for any activity that is not covered by the district’s insurance. **Prohibited activities include climbing walls, rock walls, ropes courses, and similar activities in excess of 10 feet. Additionally QCUSD does not allow dunk tanks on school property.** Inflatable rides (bounce houses) are allowed as long as the play surface does not exceed 10 feet and participants are properly supervised.

Additional information is available in the Facility Use Handbook upon request.

Eastmark High School Athletic Booster Club

Application to Form a Booster Committee

Name of Booster Committee: _____

EHS Sponsor: _____

School Sport/Activity Supported: _____

I respectfully submit this application for approval to form a Booster Committee named:

The purpose of this Booster Committee is to support the following sport(s) or activities at Eastmark High School:

My signature below signifies my acceptance of the Eastmark High School Athletic Booster Club (EHSABC) Bylaws, specifically Articles VII and VIII, which stipulate the following:

1. The booster committee shall consist of a voting membership that consists of a Committee Chair, Chair Vice, Committee Treasurer, and Committee Secretary, that are elected by a vote at the inaugural committee meeting,
2. The booster committee chair or his/her designee will report to the EHSABC,
3. All fundraising activities of the booster committee require prior approval of the EHSABC, and
4. All booster committee funds are deposited in and maintained by the EHSABC bank account.

We agree to follow the guidelines set forth in the EHSABC Bylaws regarding donations, committee funding withdrawal requests, fundraising activities, and EHSABC support funding. A copy of the current EHSABC Bylaws is provided to all Booster Committees upon application, and upon amendment by the EHSABC Board of Directors.

Submitted this _____ day of _____, _____.
(Day) (Month) (Year)

EHS Sponsor

Printed Name

Inaugural Meeting Minutes Template

Called to order on _____ (date) at _____ (time) AM/PM.

Motion made by:

Seconded by:

Nomination of candidates

Committee Chair nominees: (follow each name by a tally of votes received during election)

_____	_____
_____	_____

Committee Vice Chair nominees: (follow each name by a tally of votes received during election)

_____	_____
_____	_____

Committee Treasurer nominees: (follow each name by a tally of votes received during election)

_____	_____
_____	_____

Committee Secretary: (follow each name by a tally of votes received during election)

_____	_____
_____	_____

List of elected committee members: (print names and titles of election winners)

Committee Chair:

Finance Manager:

Email:

Email:

Associate Chair:

Coordinator:

Email:

Email:

Use additional sheets of paper to record any further topics covered during the inaugural meeting.

Meeting adjourned at _____ (time) AM/PM.

Motion made by:

Seconded by:

Annual Booster Committee Renewal 26/27

Name of Booster Committee: _____

EHS Coach or Program Sponsor: _____

Officers: *(For additional officers, please attach a separate sheet)*

Name: _____

Name: _____

Office held: _____

Office held: _____

Email: _____

Email: _____

Phone Number: _____

Phone Number: _____

Name: _____

Name: _____

Office held: _____

Office held: _____

Email: _____

Email: _____

Phone Number: _____

Phone Number: _____

Offices are held from June 1 to May 31st

Goals for upcoming year: _____

Please attach:

- ☐ List of all emails, and sites(social media, paid sites,etc) your booster has log in's for as well as passwords for all; this is required for future boosters to retain access to all accounts.
- ☐ Minutes of the re-election meeting;
- ☐ Most recent meeting minutes if they are not held at the same time.

Member meetings held how often? _____

As officers, we hereby agree to abide by the bylaws of our organization, use the funds raised solely for the benefit of the school and participate in any training given by the Eastmark High School executive board while we strive to improve our children's educational opportunities where support is needed.

Officer Signature

Date

Sponsor/Coach Signature

Date

Eastmark High School (Sample) _____ Committee Meeting Minutes

Date:

Call to order by:

At:

Present:

Absent:

Treasurer's Report

-
-

Sponsor/Coaches Report

-

Old Business to go over

- Ongoing fundraisers updates
- Ideas that needed to be brought back for discussion
-

New Business

- Agenda
-
-

Next Meeting

Meeting Adjourned

_____ made a motion to adjourn at _____, _____ seconded by, 0-0 approval.

Eastmark High School _____ Committee

EHS ABC Committee Deposit Form

Print this form, complete the fields below, and then use the cash and check distribution tables on the document cash deposits and itemize checks submitted for deposit into your committee account. Include this form with your deposit when turning over to the EHSABC Board for deposit into your account.

Committee: _____

Total Deposit: _____

Date of Deposit: _____

Source of Funds: _____

Cash Distribution	Number	Amount
Pennies		
Nickels		
Dimes		
Quarters		
Other Coin		
\$1		
\$5		
\$10		
\$20		
Other Bills		
Total		

Check Detail	
Check #	Amount
Total	

*If you have checks that exceed the space provided on this form, contact the EHSABC Treasurer for assistance at EHSABC.Treasurer@gmail.com

Committee Representative Signature: _____

2nd Committee Representative Signature: _____

EHSABC Officer Signature: _____

Eastmark High School Athletic Booster Club

2026-2027 Sponsorship Opportunities

Scoreboard Panels:

- Football Stadium scoreboard panel -\$2800 (6 - 8 week Production Time)

Vinyl Banners: 2-3 week Production time

- 3' x 5' vinyl banner with view from the football stadium - \$1200 (2 - 3 week Production Time)
- 3' x 5' vinyl banner in the Gymnasium - \$1200 (2 - 3 week Production Time)
- 3' x 5' vinyl banner facing Copernicus Road - \$1200(2 - 3 week Production Time)
- 3' x 5' vinyl banner on baseball/softball outfield fence - \$800 (2 - 3 week Production Time)
- 3' x 5' vinyl banner Traveling Banner - \$600 (2 - 3 week Production Time)
 - A Traveling banner is one that does not have a permanent home, but will travel with a team to matches, meets and games. This is a great option for Track,Golf, Tennis,Swim & Dive,Robotics,etc.

Firebird Friends:

- Monetary donations to a sport of your choosing in any amount are gladly accepted.

Custom Sponsorship packages available!

- Please contact the Eastmark High School Athletic Booster Club for custom opportunities.

Eastmark High School Athletic Booster Club contacts:

President: Alexa Mann ehsabc.president@gmail.com

Vice President: Amanda Glaza ehsabc.vp@gmail.com

Secretary: Diana Crebs ehsabc.secretary@gmail.com

Treasurer: Heather Hastings & Jennifer Sonner ehsabc.treasurer@gmail.com

Make checks payable to EHS ABC. For credit card or Zelle payments please contact Heather Hastings at ehsabc.treasurer@gmail.com.

****Eastmark High School Athletic Booster Club operates as a registered 501(c)(3), Arizona non-profit corporation. All donations are tax deductible****

Concessions Frequently Asked Questions

How do I sign up to work concessions?

You will get first choice to sign up for your own sport and second choice for the other gender's sport. **EXAMPLE:**

- Softball has a home game, softball boosters can choose to staff concessions.
- If softball cannot staff concessions, the 2nd choice will go to Baseball.
- If baseball is unable to fill the spot we will move down the list of other sport boosters until we find one that can staff the event. We will rotate fairly.

You will need to text or email Bianca Dippong (602-312-7943 ehsabc.concessions@gmail.com)

well before your season/event starts to inform her that you are either running concessions yourself or wish to give up your games/event to another booster. You will need to make arrangements for a training session to learn any new systems or procedures. Also, inform Bianca if you cannot staff the concession stand at any time. We will try to publish each of the games a week in advance to help everyone see the running schedule.

What if my sport doesn't host games (example: POM or beach volleyball)? You will be put into the rotation to work special events. You will be contacted by the concessions manager for these events. Please reach out to Bianca and let her know your willingness to run events as well. This will help her to keep this list prioritized as some may not want to be contacted.

How much does our Sport's booster make for running concessions?

After the actual cost of goods has been deducted the remaining portion will be split. 70% will go to your team's booster club, while 30% will go to the school's main booster. If a booster earns less than \$100 selling concessions during an event they will retain all monies less the cost of goods.

Can students run the concession stand?

Yes! We ask that there is at least 1 adult in the concession stand at all times, but it is encouraged that the team members run concessions when possible.

Do we need to provide our own snacks for the concession stand?

No, this is taken care of by the school booster club. If we run out of any particular item we ask that you text or email Bianca Dippong to inform her that we have run out so that she can order more. PLEASE BE MINDFUL OF THIS (602-312-7943 or ehsabc.concessions@gmail.com).

If your Booster wants to sell Specialty items (Pizza, corndogs, coffee, etc...) you can find these answers LISTED BELOW UNDER: [Concessions Checklist and Policies](#)

What if my sport signed up for concessions and we could not find volunteers or are unable to make it?

Please let Bianca Dippong 602-312-7943 know immediately so that we can find another sport to staff the event. If you do not give at least 48 hours' notice you will forfeit any remaining concession days for the season.

Concessions Checklist and Policies

For any tech issues, immediate concerns, or questions contact by call or text: Bianca
Dippong 602-312-7943 or Heather Hastings 253-961-3102

Please take a moment to read through the checklist below for policies & procedures when running the concession stand.

Room Setup:

- Security will open concession stand doors for you.
- Unlock the candy cabinet, fridge & freezer (these keys are hanging inside the safe).
- Wipe down all surfaces in the concession. Make sure all pickup windows are clean.
- Ensure all inventory is well stocked and visible for the customers to see.
- Ensure all appliances are plugged in and turned on. Plug in the microwave

Ensure the cheese warmer has cheese bags and is turned on (if possible have a volunteer set this up at least 1 hour before opening.) There should be bags in the fridge from the previous game. If not, open a new bag and load an unopened backup.

Online Orders: *Outside Concessions Only (During Specific Events):*

- Designate one volunteer to manage incoming orders. The online orders have their own window to hand out. Use the provided bags to fill the orders with drinks, candy, snacks (staple the ticket to the bag.)
- If there are any hot or frozen items. Use a highlighter to mark the order ticket so you know they still need those items. When they pick up their order, ask their name to verify. If they ordered hot or frozen items. Prepare them once they arrive.

****Be diligent and make sure they leave with all their items and current quantity.****

Hotbox:

- If this is not in your concession stand then it is located in the other concession room, (inside or outside). Ask security to let you in to push it to where you need it. The concessions manager will try to always make sure it is located in the next needed room. But with multiple events back to back it may not get moved in time.
- To turn on the hotbox, make sure it is plugged in and pushed back out of the way. Turn on the red left power button. Click the right round dial once and turn to set the temperature. You will need to click once more to set it. I will not show the temp after

clicking as it is warming up to that temp. Make sure all trays inside are clean.

Popcorn:

- *Do not over stock POPCORN as it gets tossed out at the end of the night.*
- Plug in the machine. Turn all 3 lights on – located at the top of the inside of the machine. Cut open a popcorn bag (located under the table). Pour all contents of the bag into the top metal basket.
- Popcorn will start popping. It will take about 5 minutes for the first batch and roughly 3 minutes for every batch after. Once popping has stopped, turn the metal basket over to dump out the popcorn.

Be careful not to burn the popcorn.

- Use the scoop to fill the bags with popcorn. Wash scoop at the end of the night.

If your Booster wants to sell Specialty items (Pizza, corndogs, coffee, etc...)

Selling additional items is allowed as long as they are not the same or similar to items already provided by EHS ABC through concessions.

- Your Booster must provide: The food, any plates, bowls, foil, utensils, and condiments needed to serve your item. Please do not use any items inside concessions as those are inventoried and designated for items we provide you to sell.
- We have preloaded some items in the Smart Terminal to make these sales easier for you. If you plan to sell an uncommon item and wish to ring it up on the Smart Terminal, please let us know in advance so we can add the item and the sale amount.
- Your Booster will receive 100% of these sales. Please submit any receipts to the treasurer to reimburse individuals who pre-purchased (food, products). They will be reimbursed from your sports/clubs Booster account.
- Practice proper food safety when preparing and handling unpackaged food.

Misc Policies:

- There must be one adult in the concession stand at all times. Please do not leave (players/minors) unattended.
- When handling unpackaged or hot food you must wear gloves.
- Police/Fire/Referees/Umpires/Security receive 100% off drinks and 50% off food, you will need to ring up separately to split discounts. Concession volunteers get 50% off their food/drinks.

The discount button is located at the bottom of the register screen.

PLEASE RING UP AS DESCRIBED ABOVE OR OUR INVENTORY WILL NOT MATCH

Post Event Close Out & Clean Up

**USE THE PROVIDED INSTRUCTIONS IN THE SAFE
TO SHUT DOWN TERMINALS AND CASH DRAWER.**

Return everything to its original space, and bring everything set out back inside the concession stand. Sweep the floors and wipe down all surfaces. Put any trash/boxes outside the concession door in an orderly fashion. The night janitors will pick them up.

- **Restock all inventory where necessary:**

Fridges should be stocked according to the provided picture format.

Candy/food should be ready for the next game - please place it inside the cabinet.

Lock the candy cabinet, fridge & freezer (these keys are hanging inside the safe).

Please text Bianca if any items seem low so they can reorder as needed.

- **Popcorn:**

Turn off all three lights inside the machine. Unplug the machine. Once cooled, wipe down using provided food safe wipes. Please ensure you are thorough with wiping down the inside of the machine for sanitary reasons.

Take home or throw away any unsold popcorn.

- **Ice Chests:**

Drain water & empty ice out of coolers, leave water bottles only in the coolers for the next sport, restock anything else back into the fridge.

- **Hotbox:**

Unplug and wipe down aluminum trays if they were in direct contact with food.

- If you use any additional appliances inside concessions your booster is responsible for properly cleaning them at the end of each event. If food directly touches anything it must be properly washed and sanitized.

Contact security to lock the outside roll windows to the concession stand.

Please ensure they are locked and latched correctly.

EASTMARK HIGH SCHOOL ATHLETIC BOOSTER CLUB

AMENDED AND RESTATED BYLAWS

Adopted: Aug. 2nd, 2026

Prepared for the Eastmark High School Athletic Booster Club Board of Directors

MISSION STATEMENT

The Eastmark High School Athletic Booster Club ("EHSABC") exists to support student-athletes, coaches, athletic programs, and the athletic department of Eastmark High School through volunteer service, fundraising, community engagement, and responsible stewardship of resources.

The Corporation is committed to transparency, accountability, and the responsible management of funds raised for the benefit of Eastmark High School student-athletes.

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Board Resolution

Certification of Adoption and Signature Page

ARTICLE I
NAME, PURPOSE, AND FISCAL YEAR

Section 1. Name of the Corporation

The name of this organization shall be the Eastmark High School Athletic Booster Club ("EHSABC")

Section 2. Purpose

The Eastmark High School Athletic Booster Club exists to support the student-athletes, coaches, athletic programs, and athletic department of Eastmark High School.

The Corporation shall promote parent and community involvement, facilitate communication between families and athletic programs, coordinate booster committees, conduct fundraising activities, and provide financial and volunteer support to enhance the athletic experience of Eastmark High School student-athletes.

The Corporation shall operate exclusively for charitable and educational purposes consistent with Section 501(c)(3) of the Internal Revenue Code and applicable Arizona nonprofit corporation laws.

Section 3. Official Website

The official website of the Corporation shall be www.ehsabc.org or such successor website as may be designated by the Board of Directors.

Section 4. Fiscal Year

The fiscal year of the Corporation shall begin on June 1 and end on May 31 of each year.

ARTICLE II
MEMBERSHIP

Section 1. Classes of Membership

The Corporation shall have the following classes of membership:

1.1 General Members

General Members shall consist of parents, guardians, family members, alumni, community members, and supporters interested in advancing the purposes of the Corporation.

1.2 Active Members

Active Members shall consist of the elected members of the Board of Directors.

Only Active Members shall possess voting rights as provided in these Bylaws.

1.3 Participating Members

Participating Members shall consist of Varsity Head Coaches and other individuals designated by the Board who actively participate in Corporation activities.

Participating Members may attend meetings, participate in discussions, and serve on committees but shall not possess voting rights.

Section 2. Code of Conduct

All members shall conduct themselves in a manner consistent with the values and mission of Eastmark High School, Queen Creek Unified School District policies, Arizona Interscholastic Association (AIA) regulations when applicable, and these Bylaws.

Questions regarding Corporation activities shall be directed to the President or another member of the Board of Directors immediately.

Section 3. Voting Rights

Only Active Members in good standing shall be entitled to vote on matters brought before the Board of Directors.

The Athletic Director shall serve as a non-voting member and shall not possess voting rights.

Any Active Member who is absent from three (3) consecutive required Board meetings without prior notice may have voting privileges suspended until attendance requirements established by the Board are satisfied.

Eligible voting members will register their votes in the following sequence:
Board-Members-at-Large, Secretary, Treasurer, Vice President, President.

Section 4. Resignation

Any member may terminate his/her membership at any time, upon written notification submitted to the President or a Board Member of this Corporation. The resignation shall be brought to the EHSABC Board as a business item with a motion and acceptance by a vote of the EHSABC Board of Directors. The Board shall acknowledge the effective end date.

Section 5. Suspension or Removal

Any member may be suspended or removed for conduct detrimental to the Corporation, violation of these Bylaws, misconduct, or actions inconsistent with the purposes of the Corporation.

Prior to removal, the individual shall receive written notice and an opportunity to be heard before the Board of Directors.

Removal shall require a two-thirds (2/3) vote of the Board of Directors.

Section 6. Non-Transferability

Membership in the Corporation is personal and may not be transferred or assigned.

ARTICLE III MEETINGS

Section 1. General Membership Meetings

The Corporation shall conduct at least one General Membership Meeting during each fiscal year at a date, time, and location determined by the Board of Directors.

Section 2. Annual Meeting

The Annual Meeting shall be held during the month of May unless otherwise determined by the Board of Directors.

The primary purpose of the Annual Meeting shall be the election of officers and directors and the transaction of any other business properly brought before the membership.

Section 3. Notice of Meetings

Notice of any General Membership Meeting or Annual Meeting shall be provided not less than seven (7) days and not more than thirty (30) days before the meeting.

Notice may be delivered by email, website posting, electronic communication, or other method reasonably calculated to inform members.

Section 4. Board Meetings

The Board of Directors shall meet regularly at times and places determined by the Board.

Special meetings may be called by the President, Vice President, or any three (3) voting directors.

Section 5. Electronic Meetings

Meetings may be conducted in person, by videoconference, telephone conference, or other electronic means that permit all participants to simultaneously hear and communicate with one another.

Participation through approved electronic means shall constitute attendance for quorum and voting purposes.

Section 6. Quorum

A majority of the voting directors then in office shall constitute a quorum for the transaction of business.

If a quorum is present at the beginning of a meeting, business may continue notwithstanding the withdrawal of one or more directors, provided a majority of the original quorum approves any action taken.

Section 7. Parliamentary Authority

Meetings shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised except where inconsistent with these Bylaws or applicable law.

ARTICLE IV BOARD OF DIRECTORS

Section 1. Authority and Responsibility

The affairs, property, finances, and business of the Corporation shall be managed under the direction of the Board of Directors.

The Board of Directors shall exercise all powers granted to the Corporation under applicable Arizona law, these Bylaws, and any policies adopted by the Board.

The Board shall act in good faith and in the best interests of the Corporation and the student-athletes it serves.

Section 2. Powers of the Board

The Board of Directors shall have the authority to:

- A. Establish policies and procedures governing the Corporation.
- B. Approve budgets, expenditures, and fundraising activities.
- C. Establish and dissolve committees as necessary.
- D. Approve funding requests and distributions.
- E. Manage and safeguard Corporation assets.
- F. Approve banking relationships and authorized signers.
- G. Enter into contracts and agreements on behalf of the Corporation.

- H. Fill vacancies occurring on the Board.
- I. Adopt, amend, and enforce policies consistent with these Bylaws.
- J. Perform all lawful acts necessary to carry out the purposes of the Corporation.
- K. Hold meetings at such times and places as it deems proper.
- L. Admit members, and suspend or expel them.
- M. Appoint committees on particular subjects from the members of the organization.
- N. Audit bills and disburse the funds of the Corporation.
- O. Print and circulate documents and publish Articles.
- P. Carry on correspondence and communicate with sponsors and individuals interested in the purposes of this Corporation.
- Q. Devise and carry into execution such other measures as it deems proper and expedient to promote the goals of the Corporation and to best protect the interests and welfare of the members.
- R. Vote on issues brought before the EHSABC Board of Directors.

Section 3. Board Composition

The Board of Directors shall consist of no fewer than four (4) and no more than nine (9) voting directors.

The Board may include the following positions:

- President
- Vice President
- Secretary
- Treasurer or up to two (2) Co-Treasurers
- Concessions Manager
- Up to three (3) Members-at-Large

The Athletic Director of Eastmark High School shall serve as a non-voting member of the Board and shall not be counted toward the maximum number of voting directors.

The Board may determine annually whether the Treasurer function shall be fulfilled by one Treasurer or by two Co-Treasurers based upon the operational needs of the Corporation.

Section 4. Eligibility

Board members must:

- A. Be in good standing with the Corporation.
- B. Have a student currently enrolled at Eastmark High School or actively participating in an Eastmark High School athletic program.
- C. Support the mission and purposes of the Corporation.

Board members whose students graduate during their term may continue serving through May 31 of that fiscal year.

Section 5. Fiduciary Duty

Each Board member owes duties of care, loyalty, and obedience to the Corporation.

Board members shall:

- A. Act in the best interests of the Corporation.
- B. Avoid conflicts of interest.
- C. Protect confidential information.
- D. Exercise reasonable care in decision-making.
- E. Ensure that Corporation assets are used solely for authorized purposes.

Section 6. Attendance

Board members are expected to attend at least seventy-five percent (75%) of regularly scheduled Board meetings during each fiscal year.

Any Board member unable to attend a meeting shall provide notice to the President or Secretary whenever reasonably possible.

Section 7. Vacancies

A vacancy occurring on the Board may be filled by a majority vote of the remaining voting directors at any regular or special meeting.

The individual appointed shall serve until the next Annual Election.

Section 8. Vacancy of the President

In the event of a vacancy in the office of President, the Vice President shall immediately assume the duties of Acting President.

The Board shall determine whether the Vice President shall complete the remainder of the term or whether a special election shall be conducted.

Section 9. Removal of Directors

Any Director or Officer may be removed for cause by a two-thirds (2/3) vote of the Board of Directors.

Cause may include:

- Violation of these Bylaws
- Failure to perform assigned duties
- Excessive absenteeism
- Misconduct detrimental to the Corporation
- Misappropriation of funds or assets
- Violation of conflict-of-interest requirements

Prior to any removal vote, the Director shall receive written notice of the proposed action and shall be provided an opportunity to address the Board.

Section 10. Resignation

Any Director may resign at any time by providing written notice to the President or Secretary.

Unless otherwise specified, the resignation shall become effective upon receipt.

Section 11. Compensation

Directors and Officers shall serve without compensation.

The Board may authorize reimbursement for reasonable and necessary expenses incurred on behalf of the Corporation, provided that:

- A. The expense is properly documented.
- B. Supporting receipts are provided.
- C. The reimbursement is approved in accordance with Board policy.

Section 12. Indemnification

To the fullest extent permitted under Arizona law, the Corporation shall indemnify any current or former Director, Officer, committee member, or volunteer against expenses and liabilities incurred in connection with the performance of official duties on behalf of the Corporation, provided such individual acted in good faith and in a manner reasonably believed to be in the best interests of the Corporation.

The Corporation may maintain insurance coverage to support this indemnification obligation.

ARTICLE V ELECTIONS

Section 1. Terms of Office

All elected Directors and Officers shall serve a term of one (1) year beginning on June 1 and ending on May 31 of the following year.

No individual shall serve more than four (4) consecutive terms in the same elected position unless approved by a two-thirds (2/3) vote of the Board of Directors due to extraordinary circumstances.

Section 2. Eligibility for Office

Candidates for elected office must:

- A. Meet the eligibility requirements established in Article IV.
- B. Be willing and able to perform the duties of the office.
- C. Remain in good standing with the Corporation.

Section 3. Nominations

The Board shall announce open positions no later than the March General Membership Meeting.

Nominations shall be accepted through the April General Membership Meeting.

Qualified candidates may self-nominate or be nominated by another member with the nominee's consent.

Section 4. Elections

Elections shall be conducted at the Annual Meeting held in May.

Only Active Members in good standing shall be eligible to vote for elected positions and all matters requiring a vote of the membership or Board.

Voting may occur by written ballot, electronic ballot, or any other method approved by the Board that ensures fairness and confidentiality.

The candidate receiving the greatest number of votes for each office shall be elected.

The notification of open offices and nominations shall be conducted no earlier than March general membership meeting and nominations shall be received by or at the April general membership meeting. The election shall take place at the Annual General Membership meeting held in May. The ballots will be made available at the beginning of the meeting and collected fifteen (15) minutes after the call to order of the meeting. Ballots shall be counted and the results will be announced as the last order of business prior to the adjournment of the meeting. Newly elected officers will assume their official capacities on the first day of June.

There shall be no absentee ballots for the election of the Board of Directors.

There shall be no "write-in" ballots for the election of the Board of Directors.

Only active and participating members will be allowed to vote for elected positions.

Section 5. Vacancies During a Term

Vacancies occurring during a term shall be filled in accordance with Article IV.

An individual appointed to fill a vacancy shall serve until the next Annual Election.

Section 6. Assumption of Office

Newly elected Officers and Directors shall assume office on June 1.

Outgoing Officers shall cooperate in a timely transition of records, passwords, financial information, and other Corporation property.

ARTICLE VI OFFICERS

Section 1. Officers

The Officers of the Corporation shall consist of:

- President
- Vice President
- Secretary
- Treasurer or up to two (2) Co-Treasurers
- Concessions Manager

Additional Members-at-Large may serve as Directors but shall not be considered Officers.

Section 2. President

The President shall serve as the chief elected officer of the Corporation and shall:

- A. Preside over meetings of the Board and membership.
- B. Provide leadership and oversight of Corporation activities.
- C. Serve as the primary liaison with school administration and the Athletic Director.
- D. Execute authorized agreements on behalf of the Corporation.
- E. Appoint committee chairs, subject to Board approval when required.
- F. He/she may sign, with the Treasurer, or any other proper Officer of the Corporation authorized by the Board of Directors, any deeds, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in the cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws or by statute to some other Officer or Agent of the Corporation, and in general, he/she shall perform all duties incident to the office of President and such duties as may be prescribed by the Board of Directors from time to time.
- G. Perform such other duties as may be assigned by the Board.

Section 3. Vice President

The Vice President shall:

- A. Assist the President in carrying out the duties of the office.

- B. Perform the duties of the President in the President's absence.
- C. Coordinate special projects as assigned by the Board.
- D. Assume responsibilities as Acting President in the event of a vacancy in the office of President.
- F. Refusal to assume the position of President will be grounds for immediate dismissal as a board member.

Section 4. Treasurer

The Corporation may elect one (1) Treasurer or up to two (2) Co-Treasurers.

If Co-Treasurers are elected, they shall jointly perform the responsibilities of the Treasurer position and may divide duties as approved by the Board.

The Treasurer shall:

- A. Maintain custody of all Corporation funds and financial records.
- B. Ensure timely deposit of all receipts.
- C. Maintain accurate financial records and sub-ledgers.
- D. Present financial reports directly to the Board at regular meetings.
- E. Assist in preparing the annual budget.
- F. Ensure required tax filings and annual reports are completed.
- G. Cooperate with any financial review conducted pursuant to these Bylaws.

Section 5. Secretary

The Secretary shall:

- A. Record and maintain accurate minutes of all Board and membership meetings.
- B. Maintain official Corporation records.
- C. Provide required notices of meetings.
- D. Maintain historical records and governing documents.
- E. Assist with elections and record retention.

Draft minutes shall be distributed directly to the Board for review and approval.

Section 6. Concessions Manager

The Concessions Manager shall:

- A. Oversee concession operations approved by the Corporation.
- B. Coordinate inventory, volunteers, and concession-related fundraising activities.
- C. Maintain records relating to concession revenues and expenses.
- D. Coordinate with the Treasurer regarding deposits, inventory purchases, and financial reporting.
- E. Provide regular operational updates to the Board.

Section 7. Members-at-Large

Members-at-Large shall:

- A. Serve as voting Directors.
- B. Assist Officers and committee chairs as needed.
- C. Participate in Board meetings and Corporation activities.
- D. Perform duties assigned by the Board.

Section 8. Officer Transition

Outgoing Officers shall transfer all Corporation records, passwords, financial documents, contracts, keys, and other Corporation property to their successors within thirty (30) days following the end of their term unless otherwise approved by the Board.

ARTICLE VII COMMITTEES

Section 1. Establishment of Committees

The Board of Directors may establish standing committees, special committees, task forces, and booster committees as necessary to carry out the purposes of the Corporation.

The Board shall determine the purpose, authority, and duration of each committee.

Section 2. Committee Chairs

Committee Chairs shall be appointed by the President and approved by the Board of Directors.

Committee Chairs may attend Board meetings but shall not possess voting rights unless they are also elected Directors.

Section 3. Booster Committees

The Board may approve booster committees for school-sponsored athletic programs and activities.

Each booster committee shall operate under the authority and oversight of the Eastmark High School Athletic Booster Club.

Booster committees shall comply with these Bylaws, Board policies, the Booster Committee Handbook, school policies, and applicable laws. www.ehsabc.org.

Section 4. Booster Committee Responsibilities

Booster committees may:

- A. Conduct approved fundraising activities.
- B. Support their respective athletic programs.
- C. Submit funding requests for consideration.
- D. Recruit volunteers and coordinate approved activities.

Booster committees may not:

- A. Open independent bank accounts.
- B. Enter contracts without Board approval.
- C. Incur debt on behalf of the Corporation.
- D. Distribute funds without Board approval.

Section 5. Fundraising Approval

All fundraising activities conducted in the name of the Corporation or any booster committee must receive prior approval from the Board of Directors and comply with school and district requirements.

Section 6. Reporting

Booster committees shall provide periodic reports as requested by the Board and shall maintain records necessary for financial accountability and transparency.

ARTICLE VIII FINANCIAL MANAGEMENT AND INTERNAL CONTROLS

Section 1. Corporate Funds

All funds received by the Corporation shall be deposited into accounts owned by the Corporation and approved by the Board of Directors.

All funds shall remain the property of the Corporation.

Section 2. Team Sub-Ledgers

The Corporation may maintain team-specific sub-ledgers for approved booster committees.

Sub-ledgers are accounting records maintained by the Corporation and do not constitute separate bank accounts.

All funds raised by booster committees remain assets of the Corporation and are subject to Board oversight.

Section 3. Annual Budget

The Board of Directors shall adopt an annual operating budget no later than July 31 of each fiscal year.

The budget may be amended by Board action as necessary.

Section 4. Funding Requests

All requests for expenditures from general funds or team sub-ledgers shall be submitted on a Board-approved funding request form.

Funding requests should be submitted at least seven (7) calendar days prior to the date funds are needed whenever reasonably possible.

Section 5. Authorized Signers

The Board shall designate authorized signers for all Corporation bank accounts.

No more than one authorized signer may reside in the same household.

Section 6. Checks and Disbursements

All disbursements shall be made in accordance with Board-approved procedures.

Checks or disbursements exceeding an amount established by Board policy shall require two authorized approvals.

Section 7. Cash Handling

Cash collections shall be counted and verified by at least two unrelated individuals.

Both individuals shall document and verify the amount collected.

Funds shall be deposited promptly and records retained in accordance with Board policy.

No individual shall have sole responsibility for collecting, recording, and depositing cash funds.

Section 8. Reimbursements

Reasonable and necessary expenses incurred on behalf of the Corporation may be reimbursed upon submission of required documentation and receipts.

The Board may establish reimbursement procedures and deadlines.

Section 9. Financial Reports

The Treasurer shall present financial reports to the Board at regular meetings.

Financial records shall be available for review by the Board.

Section 10. Annual Financial Review

The Board shall appoint an Annual Financial Review Committee consisting of at least two (2) individuals who are not authorized signers on any Corporation bank account.

The Committee shall conduct an annual review of the Corporation's financial records and provide a written report to the Board.

The Board may elect to engage an independent Certified Public Accountant in lieu of or in addition to the Committee review.

Section 11. Gifts and Donations

The Board may accept donations, grants, gifts, and contributions on behalf of the Corporation.

All donated funds shall become the property of the Corporation and shall be used in a manner consistent with donor intent, Board policy, and applicable law.

ARTICLE IX
GOVERNANCE, CONFLICT OF INTEREST, RECORDS, AMENDMENTS, AND DISSOLUTION

Section 1. Conflict of Interest

Directors, Officers, Committee Chairs, and individuals acting on behalf of the Corporation shall act in the best interests of the Corporation.

Any actual, potential, or perceived conflict of interest shall be disclosed to the Board.

Individuals with a conflict shall abstain from discussion and voting on the matter giving rise to the conflict.

All Board Members shall annually complete a Conflict of Interest Disclosure Form.

Section 2. Definition of Top Three Booster Organizations

For purposes of this amendment, the "Top Three Booster Organizations" shall be defined as the three booster organizations affiliated with Eastmark High School that generate the highest annual gross fundraising revenue, as reflected in the most recently completed fiscal year.

Section 3. Officer Eligibility Restrictions

No individual may simultaneously serve as President or Treasurer of more than one of the Top Three Booster Organizations affiliated with Eastmark High School.

Section 4. Separate Leadership Requirement

Each of the Top Three Booster Organizations must have separate and distinct individuals serving in the roles of President and Treasurer.

An individual serving as President or Treasurer of one Top Three Booster Organization may not serve as President or Treasurer of any other Top Three Booster Organization during the same term.

Section 5. Financial Oversight, Audit Requirement, and Term Transition

Each of the Top Three Booster Organizations shall be subject to an annual independent financial review or audit, conducted by:

- An independent CPA, or
- A qualified audit committee composed of individuals not serving as President or Treasurer of that organization.

The results of the review or audit shall be made available to the Eastmark High School Athletic Boosters Club Board upon request and retained in organizational records.

Section 6. Dual-Signature and Financial Control Requirements

To strengthen financial accountability:

1. All disbursements over an amount established by the Board (recommended: \$500) shall require two authorized signatures.
2. Authorized signers may not include two individuals from the same household.
3. The President and Treasurer shall not be the sole authorized signers on any account.
4. Debit cards, if used, must be governed by written internal controls approved by the Board.

Section 7. Conflict of Interest Disclosure

All officers and board members of the Eastmark High School Athletic Boosters Club and the Top Three Booster Organizations shall:

1. Disclose any actual or perceived conflicts related to financial decisions, fundraising, or vendor relationships.
2. Recuse themselves from discussion and voting on any matter in which a conflict exists.

Section 8. Compliance with Law and District Policy

All booster organizations subject to this amendment shall operate in compliance with:

- Arizona nonprofit corporation law
- Applicable IRS regulations for tax-exempt organizations
- Eastmark High School and district policies governing booster organizations

Section 9. Conflict with Existing Bylaws

In the event of any conflict between this amendment and existing bylaws, the provisions of this amendment shall govern.

Section 10. Records Retention

The Corporation shall maintain records in accordance with Board-approved retention policies.

At a minimum:

- A. Meeting Minutes – Permanent
- B. Tax Returns – Permanent
- C. Financial Reviews – Permanent
- D. Governing Documents – Permanent

E. Financial Records and Supporting Documentation – Seven (7) Years

Section 11. Compliance

The Corporation shall operate in compliance with:

- A. Arizona Nonprofit Corporation Law
- B. Applicable federal tax regulations
- C. Eastmark High School policies
- D. Queen Creek Unified School District policies
- E. Arizona Interscholastic Association regulations when applicable

Section 12. Amendments

These Bylaws may be amended, repealed, or replaced only upon approval by two-thirds (2/3) of the voting Directors present at a meeting where a quorum exists.

Written notice of any proposed amendment shall be provided at least ten (10) calendar days prior to the meeting at which the amendment will be considered.

Section 13. Dissolution

The Corporation may be dissolved upon approval by a two-thirds (2/3) vote of the Board of Directors.

Upon dissolution, and after satisfaction of all liabilities and obligations, all remaining assets shall be distributed exclusively for charitable, educational, or athletic purposes consistent with Section 501(c)(3) of the Internal Revenue Code.

The Board may designate Eastmark High School Athletics or another qualified charitable organization as the recipient of such assets.

Section 14. Adoption

These Amended and Restated Bylaws supersede and replace all previous versions of the Bylaws and amendments of the Eastmark High School Athletic Booster Club and shall become effective immediately upon adoption by the required vote of the Corporation.

Matt Akins, Assistant Principal, Athletic Director, Eastmark High School

Athletic Director (Acknowledgement)

Appendix A

Current School offered Sports and Activities

Fall Season	Winter Season	Spring Season	Year Round
Cross Country (Boys & Girls)	Basketball (Boys)	Baseball (Boys)	Spiritline - Cheer
Flag Football (Girls)	Basketball (Girls)	Softball (Girls)	Spiritline - Pom
Football (Boys)	Soccer (Boys)	Tennis (Boys & Girls)	Band
Golf (Boys and Girls)	Soccer (Girls)	Track & Field (Boys & Girls)	Choir
Swim & Dive (Boys & Girls)	Wrestling (Boys & Girls)	Volleyball (Boys)	Dance
Volleyball (Girls)		Beach Volleyball (Girls)	Drama
Beach Volleyball (Boys)		E-Sports (Boys & Girls)	Orchestra
			Robotics
			Theatre

Junior High Sports

Quarter 1	Quarter 2	Quarter 3	Quarter 4
JH Baseball (Boys)	JH Basketball (Boys)	JH Soccer (Boys)	JH Volleyball (Boys)
JH Volleyball (Girls)	JH Softball (Girls)	JH Basketball (Girls)	JH Soccer (Girls)
JH Wrestling (Boys & Girls)	JH Cross Country (Boys & Girls)	JH Flag Football (Boys)	JH Track & Field (Boys & Girls)
	JH Tennis (Boys & Girls)		JH Flag Football (Girls)
			JH Golf (Boys & Girls)

*This list is current as of 6/2/2026. Other School-Provided sports may be added at a later date without amendment of the By-laws.

APPENDIX A

EASTMARK HIGH SCHOOL SPONSORED ATHLETIC PROGRAMS AND ACTIVITIES

The list of school-sponsored athletic programs and activities may be updated administratively without requiring amendment of these Bylaws.

The current list of sports and activities shall be maintained by the Corporation and made available with the official records of the organization.

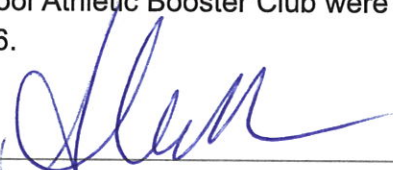
BOARD RESOLUTION

RESOLVED, that the Board of Directors of the Eastmark High School Athletic Booster Club hereby adopts these Amended and Restated Bylaws, effective immediately upon approval.

RESOLVED FURTHER, that all prior versions of the Bylaws and amendments are hereby superseded and replaced.

CERTIFICATION OF ADOPTION

The undersigned certify that the foregoing Amended and Restated Bylaws of the Eastmark High School Athletic Booster Club were duly adopted on the 1 day of August, 2026.



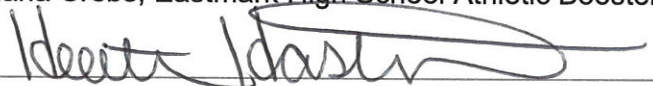
Alexa Mann, Eastmark High School Athletic Booster Club President



Amanda Glaza, Eastmark High School Athletic Booster Club Vice President



Diana Crebs, Eastmark High School Athletic Booster Club Secretary



Heather Hastings, Eastmark High School Athletic Booster Club Treasurer



Jennifer Sopner, Eastmark High School Athletic Booster



Bianca Dippong, Eastmark High School Athletic Booster Club Concessions/Inventory Manager