

Monroe Woodbury Athletics Booster Club
Operating Procedure and Guidelines

Role and purpose of the Monroe Woodbury Athletics Booster Club (MWABC)

The Athletics Booster club is a non-profit organization that supports, promotes and encourages athletics for all Monroe Woodbury School District sports.

The Athletics Booster club (coaches, parents, student athletes and fans) will strive each year to make athletics at Monroe Woodbury schools a very rewarding experience for the athletes and at the same time an enjoyable experience for the fans.

Primary Activities of MWABC

The purpose of this document is to outline the key activities of the MWABC and provided guidance on steps that need to be taken by each team, coach or team representative:

1. Identify all teams and contacts involved within MWABC
2. To provide oversight and structure for each team to raise supplemental funds through fundraising activities for the use by the associated program
3. Ensure all fundraisers are in compliance with by-laws
4. Establish standard templates for requesting fundraiser and payment
5. Create a centralized platform to communicate across all teams within the MWABC
6. Develop synergy across all clubs and identify additional avenues to raise funds to benefit the entire athletics organization

1. Board Members and Teams

MWABC Board: Below table provides the structure and contact information for the MWABC Board. The Board will meet minimally on a quarterly basis according to the club seasons: Fall, Winter, Spring, Summer.

Role	Name	E-Mail	Phone
President	Brendan Mullan	brendanmullan67@gmail.com	845-492-7614
Vice President	TBD	TBD	TBD
Treasuer	Deana Dovico	dovicoinaz@yahoo.com	914-262-8489
Secretary	TBD	TBD	TBD
Rep	TBD	TBD	TBD
Rep	TBD	TBD	TBD

Teams:

The list of teams, coaches and booster representatives is attached in excel.

- a) Review the list and provide updates to the MWABC President on a quarterly basis (prior to Board meetings).

2. Fundraiser Requests

The following provides the steps to be followed when requesting approval for a fundraiser:

Step 1: Update the fundraiser form (attached).

- Provide Sport and team requesting the fundraiser
- Brief description of fundraiser – details on profit expected (or amount expected to raise)
- Coach or primary contact details
- Date of the fundraiser
- Location
- Time
- Method of Payment

Step 2: E-mail the form to the MWABC President at brendanmullan67@gmail.com

Step 3: MWABC President will review with MWABC Board and respond with approval. If it is not approved a reason will be provided.

Step 4: MWABC President will respond to coach/contact via e-mail if the fundraiser has been approved (within 24 hrs).

Step 5: Once fundraiser is complete the coach/contact will e-mail the MWABC Treasurer and provide details on deposit of funds. It is expected that the coach/contact for each team will be responsible for collecting and providing funds to the MWABC Treasurer (details on checks and cash is outlined below).

Step 6: Also once fundraiser is complete an e-mail will be sent to the MWABC President from the coach/contact providing a summary of the event. Details needed would include

- Revenue collected
- General experience (would they recommend this fundraiser to other teams)
- Other issues or items

The purpose of this e-mail is to collect data points on what fundraisers were successful (not successful) and create a database in which we can share across all members of the MWABC

2a. Tax ID

In many cases the fundraiser will be executed through or using a third party vendor or venue that may require a Tax ID number. In order to control the distribution of our Tax ID the following steps will need to be taken:

Step 1: The fundraiser form will be provided to the MWABC President (as described in step above).

Step 2: MWABC Secretary will contact the third party vendor and provide them with the Tax ID number (letting them know NOT to save it for other MW organizations).

Step 3: Once approved the MWABC President or Secretary will inform the coach/contact that they can proceed with the fundraiser.

3. Camps

We realize that camps (primarily during the summer months) are another vehicle for raising funds. The same steps should be followed as detailed in the Fundraiser Request section. The difference is we request that you stipulate who is running the camp and what payment will be made to the coach/trainer or outside individual. More details will follow on specific rates the MWABC Board would like to establish on payment for running camps, as we try to standardize our procedures.

4. Checks and Payment Processing

The main aim of the MWABC is to provide structure and control around the collection and payment of funds. The following are steps and guidelines to be followed:

Check Payments:

Step 1: For any payment to an outside vendor, individual or organization a "Check Request Form" must be completed

Step 2; Check request form will be e-mailed to the MWABC Treasurer at dovicodovicoinaz@yahoo.com and cc: the MWABC President at brendanmullan67@gmail.com

Step 3: Information required:

- Sport/Team requesting the payment
- Amount
- Address to where check is to be sent
- Description and reason for payment

Step 4: The MWABC Treasurer will approve and mail the check as per instructions.

Step 5: The appropriate funds will be deducted from the specific sport/team account

Check Deposits:

Step1: Coach/manager for each sport/team is responsible for collating and creating a spreadsheet listing all checks to be deposited.

Step 2: Contact the MWABC Treasurer and inform her that checks will need to be deposited. Within the e-mail provide the spreadsheet listing all checks.

Step 3: The MWABC Treasurer will inform the coach/contact of a time and place to meet in order to provide the checks to her.

Step 4: Both the MWABC Treasurer and team coach/contact will reconcile the checks to the payment details in the spreadsheet and both will sign off on agreement of amount to be deposited. MWABC and team coach/contact will maintain a copy of the signed document for their records.

Step 5: The MWABC Treasurer will deposit checks into the appropriate sport/team account.

At **NO** time will we receive **CASH** to be deposited. If you do receive cash as part of your fundraiser we request that you either:

- Obtain a check from the post office and then follow the steps listed above, or
- Deposit the cash in your bank account and write a check in the same amount to the MWABC funds and then follow the steps listed above.

5. Payment Process for Apparel and Equipment

The following steps outline the procedure to be followed when ordering apparel and equipment:

Step 1: Coach/Booster Rep will provide a "quote" of the items being ordered along with the information of the company you are ordering from to the Club Treasurer (cc President)

Step 2: Coach/Booster Rep will provide the contact person at the company.

Step 3: Club Treasurer will work with the contact to set them up as vendors in our system - and get them the information they need to process the order.

Step 4: Club Treasurer will fill out the debit request form. The coach will sign it, scan and email it back to the Club Treasurer.

Step 5: Club Treasurer will provide the company with the credit card number for the order.

Step 6: Coach/Booster Rep will inform Club Treasurer (cc President) when the order is received,

All apparel and equipment purchased using MWABC funds must only use district approved logos

6. Financial Statements

In order to provide visibility and clarity into what transactions and balance are in each sport's/team's accounts the MWABC Treasurer will provide a financial statement to the coach/contact on a monthly basis (within the first 7 days of the month).

If there are any questions or issues related to the sport's/team's balance please direct them to the MWABC President and Treasurer.

7. W9 and other Tax Forms

Details to follow later

8. MWABC Homepage

In order to try and drive consistency and share information the following webpage has been created.

<http://www.mwathleticboosters.com/>

The purpose is to have a centralized place in order to store documents, share ideas on fundraising as well as achievements of teams and students.

Newsletter – In keeping with improving communication and developing school spirit through MWABC, a newsletter will be developed and distributed through the homepage each quarter. The MWABC President will contact each sport/team to provide articles for this document.