*Mission: To pursue the support and development of student athletic teams and other interscholastic activities at Lake Washington High School.*

**Membership Application, Agreement, and Financial Questionnaire**

The Lake Washington High School (LWHS) Booster Club is a tax-exempt organization as defined by Sec 501(c)3 and is open to all student teams and groups that meet the qualifications as defined in the LWHS Booster Club Bylaws. Most importantly the purpose of the team, club and groups should be consistent with the LWHS Booster Club’s mission, and the organization must be committed to maintain activities using good practices.

Benefits of 501(c)3 Status

Broader base of fundraising opportunities:

* Corporate matching of employee donations in funds and in volunteer hours
* Payroll withholding contributions
* Food and in-kind donations from local businesses
* Participation in programs like eScrip

Teams, groups, and clubs may apply for membership following a simple process.

Apply for membership in the LWHS Booster Club

1. Solicit membership by:
	1. contacting Booster Club President or board representative
	2. document basic qualifications for membership have been met by completing and signing Membership Agreement and Financial Questionnaire (pages 2 & 3 of application)
	3. submit application to LWHS Booster Club’s Board of Directors
2. Receive approval by a majority of the LWHS Booster Club’s Board of Directors
3. Attend Good Practices Training (required)

Materials provided at required training session will include:

* Good Practices Basics for Booster Clubs - handout
* Financial Reporting Requirements and Forms – handout

Being committed to maintaining good practices is important for maintaining membership status and **preserving LWHS Booster Club’s tax-exempt status**. Demonstrating a commitment to good practices includes:

1. Keeping fundraising activities and expenditures consistent with LWHS Booster Club’s defined activities and as outlined in the Bylaws
2. Maintaining documentation of board meetings, minutes and corporate documents
3. Providing accurate and timely financial reports to LWHS Booster Club as outlined in the Financial Reporting Requirements to document fundraising and expense activities
4. Sending a minimum of 2 officers to annual Good Practices Training

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**Membership Agreement**

**Member organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Officers (LWHS Booster Club Bylaws require 2 officers for each member organization)**

President (required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary (required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_; Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer (recommended) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LWHS Advisor/ Coach (required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Membership Requirements**

To be accepted as a member club of the LWHS Booster Club, an organization must at a minimum:

1. Have 2 officers, a president and a secretary who are separate individuals
2. Have a sponsoring coach, advisor or teacher
3. Attend a required Good Practices Training provided by LWHS Booster Club (at least 2 officers)
4. Sign Membership Agreement including Financial Questionnaire

To remain a member in good standing, a member club must at a minimum:

1. Adhere to LWHS Booster Club mission and standards for fundraising and use of donated funds
2. Maintain “good practices” for documenting financial transactions including opening and maintaining a bank account
3. Provide financial reports to LWHS Booster Club’s treasurer (LWHS Booster Club template is available) at:
	1. End of season for sport or end of activity for club
	2. End of fiscal year, June 30th
4. Send at least one representative to LWHS Booster Club meetings
5. Send 2 officers to annual Good Practices Training (recommended for President and Treasurer)

**LWHS Booster Club Approval**

LWHS Booster Club Board Meeting Approval DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Good Practices Training DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Member Organization**

**Financial Reporting Requirements**

As a member of the LWHS Booster Club you are required to report your financial activity for the school year. This report is due after your activity season. An update of the report is then due by June 30th.

The financial information is confidential within LWHS Booster Club Officers. The financial information is used to put together the IRS tax report that is due each year. You can submit the information using paper forms or an excel spreadsheet; either will be made available to you.

**Required Financial Information**

* Statement of Revenue and Expenses
* Balance Sheet
* Bank Statement within 30 days of admittance and at June 30th
* Financial Questionnaire (only due at the time of admittance to the LWHS Booster Club)

**Financial Questionnaire**

1. Does your group maintain a dedicated checking account? **Y/N**
2. Do two officers review expenditures? **Y/N**
3. Do two officers review revenues? **Y/N**
4. Reviewing officers names and titles:
5. Member Organization: