



The Klein Collins Football Booster Club

Policies and Procedures Guidelines

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Policies and Procedures Manual Version Control

Version	Date	Author	Change Description
01	08/02/2008	Policy Committee	Draft Document

Note: The Klein Collins Booster Club, with the consent of the Executive Board, at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

Effective 08/04/2008

KCFBC Policy Guidelines August 4 2008

The Klein Collins Football Booster Club
Policies & Procedures Guidelines

TABLE OF CONTENTS

1	INTRODUCTION	4
1.1	Mission	4
1.2	History	4
1.3	Changes in Policy	4
2	MEMBERSHIP DEFINITION AND STATUS	4
2.1	Membership Status	5
2.2	Volunteers	5
3	BOARD MEMBERSHIP	5
3.1	Executive Board	5
3.2	General Board	5
3.3	Committees	5
3.4	Terms of service	5
3.5	Anniversary Date	5
3.6	Communications	6
3.7	Change of Personal Data	6
3.8	Change of Booster Club Records and Items	6
3.9	Safety / Procedure / Policies	6
3.10	Visitors Policy	6
4	STANDARDS OF CONDUCT	7
4.1	Attendance and Punctuality	7
4.2	Harassment Policy	7
4.3	Confidential Information and Nondisclosure	7
4.4	Ethical Standards	7
4.5	Complaint Procedure	7
5	SPONSORSHIPS	8
5.1	Sponsorship Levels and Duration	8

The Klein Collins Football Booster Club
Policies & Procedures Guidelines

6 BUDGETS AND EXPENSES..... 8

6.1 Budget and Cash Flow Statement 8

The Klein Collins Football Booster Club
Policies & Procedures Guidelines

1 INTRODUCTION

This document has been developed by Klein Collins Football Booster Club (KCFBC) in order to familiarize its membership with key policies and guidelines and is to supplement the by-laws.

1.1 Mission

The mission of The Klein Collins Football Booster Club is to "boost, lift up and encourage" the coaches, players, program and school and to provide financial and volunteer support for the KCHS football program.

1.2 History

The KCFBC was created in 2001 during the inaugural season of the school by the parents of registered football players to provide support and encouragement for the KCHS football program.

1.3 Changes in Policy

This Guide supersedes all previous policy letters and memos.

While every effort is made to keep the contents of this document current, KCFBC reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to its membership. The recommended procedure for modifications of this document is for member to make recommendations to the policy and procedure committee, who will then review and make recommendations to the Executive Board, who will then make a recommendation to the general membership.

2 MEMBERSHIP DEFINITION AND STATUS

A "FULL MEMBER" is a person who has a child actively participating on the Klein Collins Football team and who has paid, in full, the minimum fee for membership. A Full Member may participate in all booster club activities, hold board positions, speak at meetings, and vote.

An "ASSOCIATE MEMBER" is a person who does not have a child actively participating on the Klein Collins Football team and who has paid, in full, the minimum fee for membership. Associate Members may attend booster club activities but do not have voting rights or address the general membership during booster club meetings. An Associate Member may not serve on the Executive Board.

The Klein Collins Football Booster Club
Policies & Procedures Guidelines

2.1 Membership Status

The status of this membership is in effect from time payment made until August 1. If a person is a Full Member and their child leaves the team for whatever reason their membership status will automatically convert to an Associate Membership status.

2.2 Volunteers

KCFBC encourages all parents to volunteer to be part of one of the many opportunities within our organization. Volunteer opportunities are usually discussed at the booster club meetings, available in meeting minutes on the web site, or by contact with board members.

3 BOARD MEMBERSHIP

3.1 Executive Board

The Executive Board (EB) shall consist of a President, a Vice President, a Secretary, Treasurer, and the Head Football Coach. . An Executive Board member must be a Full Member and served on the General Board the previous year.

3.2 General Board

The General board will be appointed by the EB.

3.3 Committees

The EB has the right to form short term committees for the specific benefit of the KCFBC.

3.4 Terms of service

The EB shall be elected for a 1 year term. The general board's appointments will be effective during the term of the EB.

3.5 Anniversary Date

The first day of the new board shall take effect on January 1 of the following year

3.6 Communications

Emails and other communications will be sent by the EB by a general board member if under the direction of the EB. Emails address will not be released or used for any purposes that do not comply with the mission of the KCFBC.

3.7 Change of Personal Data

Any change in a member's name, address, telephone number needs to be reported in writing to the membership committee chairman who is then responsible for updating the appropriate records.

3.8 Change of Booster Club Records and Items

Commensurate with the changing of the board, the old board shall provide to the new board the following items:

Clean record of all financials including banking, tax, and receipts

Dates for any payments due (i.e. Taxes, Rentals etc)

An Up to date Cash Flow Analysis

A Calendar of upcoming events (This belongs to the Secretary)

The keys to the UPS box

Full report and inventory of Spirit Items

3.9 Safety / Procedure / Policies

The KCFBC and member will comply with all KISD policies including but not limited to safety, firearms, tobacco, alcohol, language, standard of conduct and dress policies. Any members or visitors that are not in full compliant of the policies or who behavior is disruptive, demeaning, or unacceptable to the EB may be removed from the booster club meeting and may have membership rights fully revoked.

3.10 Visitors Policy

Only Full Members, Association Members, and visitors approved by the Executive Board are permitted to attend the booster club meeting

4 STANDARDS OF CONDUCT

4.1 Attendance and Punctuality

The Klein Collins Football Booster Club requests all members to be present at the meetings. Every effort to start all meetings on time and publish the agenda at least 24 hours prior to the meeting and available on the KC Tigers Web Site (KCTigersFootball.com). Note: If an item for vote is listed on the agenda prior to 24 hours then the same item may not be reconsidered for a period of 3 months or until the EB decides to reconsider it.

4.2 Harassment Policy

The KCFBC will not tolerate harassment of coaches, members or guests. Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Unacceptable behavior that does not lead to immediate removal from the booster club may be dealt with in any of the following manners: (a) Oral Reminder, (b) Written Warning, and (c) other

4.3 Confidential Information and Nondisclosure

KCFBC members may not disclose or use any of The Klein Collins Football Booster Club's information, either during or after their membership expires.

4.4 Ethical Standards

The Klein Collins Football Booster Club insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind the KCFBC's great success story. When faced with ethical issues, members are expected to make the right professional decision consistent with the KCFBC's principles and standards.

4.5 Complaint Procedure

Members who have a booster club related issue, question, or complaint should first discuss it with a general board member or committee chairman from the department with which the complaint resides. If the issue cannot be resolved at this level, the member should contact the policy and procedure committee or the EB.

5 SPONSORSHIPS

5.1 Sponsorship Levels and Duration

The EB will determine the appropriate level and duration of sponsorship opportunities and recognition. In general, sponsorship recognition will not last more than 1 season.

6 BUDGETS and EXPENSES

6.1 Budget and Cash Flow Statement

The KCBC will comply with all KISD policies and will maintain a budget and a cash flow statement. All expenditures must have prior approval by the EB which include the items to be purchased and limit on total expenditure. The Klein Collins Football Booster Club is not obligated for any purchase made without authorization or for any amount over the authorized budget for that item.