

# School Booster Club Guidelines

School personnel and parents are involved in a collaborative ministry of educating the young. As part of this ministry, parents and teachers, together with the chaplain and school administrators, develop a faith community in which all enable one another in the carrying out of the specific functions of the educational ministry. Such enabling means the sharing and accepting of one another's giftedness; it means providing living witness to young people of what a faith community can mean and do. The booster club is intended to be a vehicle by which parents, teachers, the chaplain and school administrators are able to collaborate in a unique way and enable one another to develop a faith community and teach the young by living witness.

Therefore, the following aims are appropriate for booster clubs:

1. To act as a support group and community builder for the school, its employees and students.
2. To offer, through well-planned meetings, information of special interest to parents who will assist them in fulfilling their responsibilities in the Christian formation of their children.
3. To provide opportunities to build community among parents, students, school employees, and the chaplain. For example, events particular to the booster club's mission, prayer services, liturgy, celebrations, social gatherings and special school activities.
4. To provide a setting in which parents may be of service to the school and where faculty may be of service to parents.
5. To offer a limited number of fund raising activities with the approval of the school administration for the support of the school. An ad hoc committee may initiate and coordinate third-source funding projects. Every project should have the approval of the school administrator. These projects should be developed by a group at large, or an ad hoc committee developed to oversee them.
6. The booster club should not take on school problems and issues that rightly belong to the school administration or education commission.
7. Funds for booster club revenue and expenditures must flow through the school finance office and be listed in the books as income from the particular booster club.
8. Expenditures for the booster club, such as school materials, supplies, programs, etc. should have the prior approval of the school administrator.
9. In general, decisions should be run on a consensus basis rather than by voting.

Organization of booster clubs:

Chairperson - Calls meetings to order and presides at them. Appoints committee members. Serves on executive committee. Helps prepare agendas and programs.

Vice Chairperson - Assumes duties of chairperson in absence of same. Is chairperson-elect for the following year. Serves on executive committee. Helps prepare agendas and programs.

Secretary - Records minutes. Sees that minutes and agendas are sent out. Handles correspondence. Serves on executive committee.

Treasurer - Keeps an accurate record of income and expenditures. Receives financial reports from the school office and gives regular written financial reports at each meeting. Works with the school finance office for expenditures and receipts.

The Chaplain - Is ex officio and serves on executive committee.

The School Administrator - Is ex officio and serves on executive committee.