

Miami Killian Senior High

Booster Clubs 2024/2025

Required Documents

1. BY-LAWS – name, mission/objectives, membership, dues, board, meetings, elections, bank account
2. Copy of your 501(C) – if applicable
3. Copy of Insurance
4. Booster Club Information Sheet (located on Killian Website under “Activities”)
5. Submit a copy of your Budget monthly.
6. Submit a copy of the minutes from your monthly meeting.

Your Booster Club:

- a. should be a **formally incorporated** entity by filling its articles of incorporation with the Florida Secretary of State office (the name of your Booster Club **SHOULD NOT** have the word **KILLIAN** as part of it)
- b. must have **approved bylaws** or a **Statement of Purpose**
- c. must hold a minimum of 1 **General Membership Meeting at the school.**
- d. must record **minutes of all meetings and share** copies with the school/faculty sponsor
- e. must open a **separate bank account** under the organizations name
- f. must file your own **Tax ID number**
- g. must file for your own **tax exempt status (501c) – if applicable**
- h. must not charge fees for equipment, team uniforms, musical instruments, or other items or supplies
- i. must be sure to notify the Principal or Activities Director if a previously approved activity fails to transpire
- j. must get Killian spirit items approved by the Principal before purchased
- k. must not use the schools address in any official document
- l. must know the **Principal has FINAL AUTHORITY** of approving all activities
- m. cannot pay for coaches, advisors, trainers, private teachers, or choreographers

Faculty Sponsor:

- n. **cannot handle money or fundraising merchandise**
- o. **The faculty advisor/coach is not a member of the booster club and may not serve as an officer of the organization.** The faculty advisor/coach must not handle booster club funds. If the booster club has an executive board, the faculty advisor/coach is to serve on that board in an advisory capacity.

Fundraising

- p. It is **VERY IMPORTANT** that your team read the **Booster Club Guidelines Handbook** as it relates to Fundraising. (The Handbook can be found on the Killian Website under “Activities”)
- q. Form #6571 - Community
- r. Form #6570 – School Grounds