

Kentridge High School Booster Club General Calendar

Q1

- Q1 General Meeting- review rules
- Gather EOY spread sheets & paper trail for tax reporting, archives
- Distribute new spread sheets
- Pay for website hosting
- Plan tax reporting strategy
- KR Open House, Parent Conferences
- Review bank accounts

Q2

- Q2 General Meeting
- Pay for mailbox
- File 990EZ with IRS by 12/15
- File WA Non-Profit Annual Report by 1/31
- Identify officer candidates
- Annual fundraiser
- Review bank accounts

Q3

- Q3 General Meeting
- Coaches turn in ASB budget proposals
- Acquaint officer candidates with roles and responsibilities
- Allocation, dues collection
- Identify new parent reps
- Review bank accounts

Q4 (Fiscal Year Starts 8/1)

- Q4 General Meeting- elections
- Handover to new reps & officers
- Pay insurance bill
- Review bank accounts

YEAR ROUND

Parent Reps

- Prioritize needs
- Make deposits
- Write checks
- Reconcile accounts to bank statements
- Support officer requests
- Recruit volunteers

Officers

- New member/rep orientation
- Protect non-profit status
- Collaborate with school
- Countersign checks
- Overlook accounts
- Booster marketing
- Channel donations
- File permanent record
- Improve processes