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JRBC Mission

The mission of the Juanita Rebels

Booster Club (JRBC) is to support and enrich the growth and development of all student related programs and activities at Juanita High School.

The JRBC shall endeavor to positively

Promote Juanita High School all Student related programs and activities through interaction with the JHS athletic department, coaches, activity department heads, general staff and students.

JRBC shall also endeavor to develop positive relationships within the Juanita community by actively promoting JRBC membership and establishing relationships with individuals and businesses outside the campus boundaries.



Recipe for Success and Expectations

The success of any group depends upon a desire to reach a common goal, active participation, and open communication. JRBC will only be successful if the membership has an agreed upon common goal: the mission.

It is also critical to have open communication between the executive committee, board of directors, general membership, athletic department and coaches, and activity heads and staff. Attendance at monthly board and general meetings is the primary vehicle for communication between all parties.

Success is highly dependent on active participation. Each team and activity should be represented within the booster club. Representation is evident through active membership status, regular attendance at monthly booster club meetings, and involvement in team fundraising events.

It is expected that coaches and activity directors attend regular monthly booster club general meetings, particularly when the sport or activity is in-season. If the head coach cannot attend, then an assistant coach or director and/or parent representative should attend in their stead.

It is expected that coaches and activity heads will help recruit parents to assist in individual team/activity fundraising events and assist at Auction. Parent representatives should attend regular booster club monthly meetings. It is expected that every team and activity that wishes to utilize the benefits of JRBC actively participate in our annual Auction.



Membership Welcome Letter

Welcome to another season of Rebel athletics and activities! The Juanita Rebels Booster Club is a 501(c) 3 nonprofit organization of parents, faculty, coaches, and community members. The purpose of the JRBC is to support the students who participate in athletics, performing art programs, and associated activities at JHS. The funds raised by the JRBC are intended to supplement the funding provided through the LWSD and ASB. The shortfall of funding becomes greater each year and parent/community booster support is vital. Successful programs are built with the strong support of parents and the community working together toward a common goal. Our goal is to continue supplementing the building of strong and successful programs at JHS. Your help is needed, through the donation of time, talent and/or dollars!

Ways to Help!

- Become a Member – join any time; don't wait until your child's sport or activity is in season. Membership is free; just complete a form so we can keep you apprised of upcoming events and activities.
- Donate your time - help at our annual auction, help fundraise for your team/ activity, or become a board member.
- Attend all athletic and performing art events – support all of our students.
- Attend monthly meetings – 7 pm; second Monday of each month in the library.
- Participate in our Annual Auction - attend, procure items, have fun!
- Speak with pride - about the Juanita programs, coaches, and students.
- Catch Rebel Fever – wear your Rebel colors and cheer for ALL the programs and participants.
- Consider a tax deductible donation - to JRBC for a specific sport, scholarships or the general fund.

Visit the JRBC website at www.juanitarebelsboosterclub.net or go to the Juanita High School website and click on Booster Club. Meetings and activity schedules are posted for your convenience. The website is updated regularly to keep you informed. Newsletters updating you on what's happening are sent regularly via email to all current and past members. This year is looking to be an exciting year for JRBC and our JHS programs. Please support them by getting involved and supporting your Students. Please let us know how you can help. Help to keep this organization moving forward with parents and community members.

Let's Go, Rebels!



Juanita Rebels Booster Club 2012-2013 Board Rosters

Please contact President concerning questions regarding JRBC policy or procedures.

Wendy Gildersleeve

Co-President

425-821-4079 (home)

wgildersleeve@live.com

Adrienne Schulz

Co-President

425-823-3719 (home) and 425-445-0848 (cell)

Adrienne_schulz@hotmail.com

Please contact Secretary concerning questions regarding JRBC minutes or legal documents.

Cindy Topinka

Secretary

ctopinka@comcast.net

Please contact Treasurer concerning questions regarding deposits or check requests.

Brenda Jensen

Treasurer

brendajensen@comcast.net

Susie Shavey

President (Finn Hill)

gshavey@comcast.net

Kelsey Fitzgerald

Corporate Fundraising Director

kbfitz5@yahoo.com

Katrina Michele

President (Kamiakin)

askkdmichel@gmail.com

Tracy Adams

Webmaster

tadams@twistoflime.com

Karen Knerr

Membership/ Newsletter

KKnerr@lwsd.org

Steve Juzeler

Athletic Director

sjuzeler@lwsd.org

Andrea Snyder

Athletic Coordinator

asnyder@lwsd.org



Financial Policy and Procedures

The success of fundraising is almost entirely dependent on active participation from all members of the team/club and from the parent group. Following the guidelines below will help ensure successful fundraising efforts. Failure to follow some of the guidelines could result in lower net monetary returns from fundraising efforts due to the inability to use the non-profit status of JRBC.

General

- Each team/club must fill out a participation form at the beginning of each year.
 - Each team/club must have representation at 75% of all JRBC General Meetings.
 - Each team/club must have at least one (1) parent representative who is active in JRBC sponsored events.
 - Each team/club must provide a current list of email addresses or phone numbers of team parents to JRBC.
- * Attached form (page 8) for identifying Parent Reps, to be filled out in September or at the beginning of a sport/activity season.

ARTICLE VIII: CONTRACTS AND LOANS

Section 1 . *Contracts* The Board of Directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the Juanita Rebels Booster Club, and such authority may be general or confined to specific instances. In the absence of authorization, the President or the Vice President shall execute documents binding the Juanita Rebels Booster Club, and his/her signature attested by the Secretary.

Section 2. *Loans* No loans shall be contracted on behalf of the Juanita Rebels Booster Club and no evidence of indebtedness shall be issued in its name unless authorized by the resolution of the Board of Directors and confirmed and ratified by the membership.

Fundraising

- Each team/club is primarily responsible for their fundraising efforts.
 - Fundraising must be planned, organized, and managed under the direction of the parent representatives.
 - Use of district/school facilities per district policy.
 - Each team/club is responsible for ensuring their fundraising efforts do not impact other established fundraising efforts.
- * Attached list (page 10) of suggested Fundraising ideas, with exceptions to tax exempt usage.

ARTICLE XI: REQUESTS FOR FUNDS

All requests for money from the General Fund must be in writing and delivered, at least two (2) days in advance of any monthly meeting, to any Director of the Board for presentation by that Director to the membership. All requests must be presented as New Business at the first monthly meeting following the submission.

Monies

- All monies raised must be financially accounted for and recorded.
 - All monies for disbursement and deposit must be accompanied by the appropriate forms.
 - All monies for deposit must be counted and witnessed by at least two parents.
 - All monies must be handled by parents.*
 - Mutually agreeable arrangements must be made with the JRBC Treasurer for deposits and disbursement requests.
 - All monies should be safely kept until arrangements can be made for deposit.
- * No coaches or students can handle fundraising monies. Failure to follow this requirement will result in immediate rejection of funds for deposit into the JRBC account.

ARTICLE X: MONIES

All monies received by an individual(s) or group in the name of or on behalf of the Juanita Rebels Booster Club will be turned in to the Treasurer of the Juanita Rebels Booster Club. Should the individual(s) or group submitting the funds to the Treasurer have a prior designation for these funds, they will be spent only for the cause designated by the individual(s) or group submitting them with the majority approval of the Board of Directors. An Administrative Fee may be charged on all non-membership dues money deposited with the Juanita committee and will be directed to the Club's General Fund for sustaining activities and special funding requests.



Top Fundraising Ideas:

- 1) Car Wash – Procure Date, Time and Site (double check with Athletic Department, making sure no other Event is scheduled)
Purchase Car Wash soap, Gather Towels, Rags, Sponges and Hoses, Advertise using posters and Reader Board at JHS (none of these supplies are tax exempt)
- 2) JR BC Auction – Put together items to go in Duffle Bag for Silent Auction or Procure Large Item for Live Auction (none of these supplies are tax exempt)
- 3) Resale of Apparel – Take Pre-orders and then place order with vendor and distribute (apparel items for re-sale are tax exempt)
- 4) Bake Sale/Candy Sale/Snack Sale – buy items or have donated and then sell at practices, games, lunches etc... (Food items for re-sale are tax exempt)

JRBC Costco membership card is available; tax exempt form is available for items that will be re-sold.

Must verify with your coach and JRBC treasurer that funds are available, and is an approved fundraiser.



Team/Club Participation Form

The undersigned team/club would like to join the Juanita Rebels Booster Club (JRBC). By signing, we agree to fully participate in JRBC by being active members, adhering to all JRBC policies/procedures and supporting the efforts of the JRBC through fundraising.

This form must be updated each September, or at the beginning of season.

Date: _____

Team/Club Name: _____

Team/Club Season: _____

(Fall, winter, spring, All Year)

Team/Club Coach/Leader Name: _____

Team/Club Coach/Leader Email: _____

Team/Club Assistant Name: _____

Team/Club Assistant Email: _____

(1) Team/Club Parent Name: _____

Team/Club Parent Email: _____

Team/Club Parent Phone: _____

(2) Team/Club Parent Name: _____

Team/Club Parent Email: _____

Team/Club Parent Phone: _____

(3) Team/Club Parent Name: _____

Team/Club Parent Email: _____

Team/Club Parent Phone: _____



Please contact Treasurer to receive monthly budget updates.

Any expenditure over 10% of total account balance must have Coach's or Director's approval. ASB Funds must be used first, prior to accessing JRBC funds.

Information, do not complete these forms on a public workstation.

Vendor List

All Star Specialty Designs apparel
9308 NE 126th Pl
Kirkland WA
821- 5970

Athletic Supply apparel & athletic equipment
16101 NE 87th St
Redmond WA
1-800 732-9259

Comment: Ask for quotes in writing. There are often discrepancies in pricing and shipping costs.

Brand Athletics apparel & athletic equipment
15865 SW 74th Ave #110
Tigard OR 97223
503-443-1930

Comment: No team has dealt successfully with this company in the past year.

Cutter & Buck apparel
PO Box 34855
Seattle WA 98124
206 856 8634

JiffyShirts.com apparel

Pro Image Sportswear apparel
11410 NE 124th St #600
Kirkland WA 98034
825-8989

Risan Athletics apparel & athletic equipment
13649 NE 126th Place #704
Kirkland WA 98034-8705
821-5172

Juanita Rebels Booster Club Funds Received

Must be counted by 2 (Two) adults, who are NOT Coaches or Staff, or Students

Date of Activity _____ Names: _____

Phone#: _____

Sport/Activity _____ Names: _____

Phone: _____

COINS:

Pennies \$ _____ # of _____ Rolls @ \$0.50

Nickels \$ _____ # of _____ Rolls @ \$ 2.00

Dimes \$ _____ # of _____ Rolls @ \$ 5.00

Quarters \$ _____ # of _____ Rolls @ \$10.00

Subtotal Coin \$ _____ (1)

CURRENCY:

Ones _____ # of bills X \$ 1.00 = \$ _____

Fives _____ # of bills X \$ 5.00 = \$ _____

Tens _____ # of bills X \$10.00 = \$ _____

Twenties _____ # of bills X \$20.00 = \$ _____

Fifties _____ # of bills X \$50.00 = \$ _____

Subtotal Currency \$ _____ (2)

CHECKS:

of checks _____

Subtotal Checks \$ _____ (3)

TOTAL AMOUNT \$ _____
(1)+(2)+(3)

(For JRBC Treasurers Use)

Received by _____ Receipt # _____

Received from _____ Account _____

Date Received _____

Request for Checks

(Used when sending to a vendor, with Resale Certificate)

*Before filing out request; please check with JRBC Treasurer for your account balance.
All funds received must be deposited into your account. No exceptions. All
expenses for fundraising activity must be done with request for Checks.*

Juanita Rebels Booster Club
9805 NE 116th ST #7352
Kirkland, WA 98034

Please attach Quote/Invoice to back of this form at upper right corner and mail to above address or deposit in Treasurer's Folder in the Athletic/Attendance Office at JHS.

Today's Date _____

Date Required _____

Requested By _____

Account/Sport _____

Requestor phone number or Email _____

Payable to: Name _____

If being mailed: Address _____

Special Instructions: (ie: ready for pick up or mailed out)

Amount Requested \$ _____

Purpose of Funds _____

Approved by (1) _____

Approved by (2) _____

(Authorized Signature of Record, 1-Coach/Activity Director; 2-Parent Rep)

(For JRBC Treasurer's or President's use)

Voucher # _____ **Date Received** _____

Check # _____ **Account** _____

Purpose _____ **Amount \$** _____

Date Check Issued _____

Questions? Brenda Jensen - brendajensen@comcast.net

Reimbursement of Funds Request

(Used when reimbursing personal funds)

Juanita Rebels Booster Club
9805 NE 116th ST #7352
Kirkland, WA 98034

Please attach Receipt/Invoice to back of this form at upper right corner and mail to above address or deposit in Treasurers Folder in the Athletic/Attendance Office at JHS.

Today's Date _____ Date Required _____

Requested By _____ Account/Sport _____

Requestor phone number or Email _____

Payable to: Name _____

If being mailed: Address _____

Payee phone number or Email _____

Special Instructions: *(i.e.: ready for pick up or mailed out)*

Amount Requested \$ _____

Purpose of Funds _____

Approved by (1) _____

Approved by (2) _____

(Authorized Signature of Record, 1-Coach/Activity Director; 2-Parent Rep)

(For JRBC Treasurer's or President's use)

Voucher # _____ **Date Received** _____

Check # _____ **Account** _____

Purpose _____ **Amount \$** _____

Date Check Issued _____

Questions? Brenda Jensen - brendajensen@comcast.net



Member Benefits!

2012-2013 Academic Year

Parents and Community Who Provide Support to Juanita High School Athletics and Activities:

- Generate and Support School Spirit
- Act as a Funding Resource
- Award Scholarships
- Support Tournaments
- Pre and Post Game Activities
- e-newsletter

Rebels Booster Club meets at 7:00 p.m. the 2nd Monday of each month in the Juanita High School Library.

First meeting is Sept. 10, 2012

Get involved, provide support, contribute, have fun, meet other parents.

Check out the JRBC web site at: <http://www.juanitarebelsboosterclub.net>

For information, contact Membership Chair Brenda Jensen.

Email: brendajensen@comcast.net

Detach & Mail completed form to: **Juanita Rebels Booster Club**

9805 NE 116th ST # 7352, Kirkland, WA 98034

Or return to Juanita High School Main Office

Attention: Juanita Rebels Booster Club.

Name (Parents) _____

Address _____

City _____ Phone Number _____

E-mail Address(s) _____

Student Name/Grad Yr _____, Sports!Activities: _____

Student Name/Grad Yr _____, Sports!Activities: _____

Student Name/Grad Yr _____, Sports!Activities: _____

I want to help with:

- | | | | |
|------------------------------------|-------------------------------------|---|---|
| <input type="radio"/> Advertising | <input type="radio"/> Auction | <input type="radio"/> Website | <input type="radio"/> Board Member |
| <input type="radio"/> Scholarships | <input type="radio"/> Communication | <input type="radio"/> Other Fundraising | <input type="radio"/> Team/Activity Rep |

***Information will be used to inform parents of upcoming events and needs! ***

ONCE AGAIN!! Dues are waived for 2012-2013.

However, we gladly accept donations!

AND the donation can go directly to the Sport or Activity you choose!

Membership Dues: ~~\$25~~ Waived to offset pay for participation in 2012-13

Scholarship Fund: _____ Sports Fee Donation: _____

General Fund: _____

Sport/Activity specific fund: _____ Specify sport/activity: _____

TOTAL: _____

THANK YOU for your membership

Donations - JRBC donations qualify as Tax Deductible charitable contributions under 501(c) (3).

Consult your tax accountant for specific details.