



# IHS KNIGHTS

IHS Cheer Booster Club

## ***Welcome to the Independence High School Cheer Booster Club!***

### KNIGHTS Cheer Booster Club *Mission Statement:*

The KNIGHTS Cheer Booster Club will promote school spirit, support IHS athletes/athletic programs, encourage teamwork and leadership, support a safe, high quality performing cheer program, and create positive life experiences for our children in high school activities.

### The *purpose* of the KNIGHTS Cheer Booster Club is to:

- Support a high level of achievement and academic endeavors of IHS cheerleaders/mascots
- Provide support both personal and financial for the IHS cheerleaders/mascots and the associated cheerleading activities
- Support and promote close collaboration between parents, cheerleaders, school staff and school leaders for the cheer program
- Recognize and celebrate squad achievements

### Membership

Parent membership and involvement is key to a successful booster club and the combined efforts of students and parents ensure each IHS cheerleader/mascot is a positive addition to our squad, school, and community. We request that as long as you have a child participating in the IHS cheerleading program, every parent participate in the cheer booster club to support your child. Please join us in support of IHS cheerleaders/mascots and make a difference with your children and the lives of others. Here are some of the ways you can be involved:

- Gain overall support and understanding of the cheer program at IHS, safe cheer practices, and fun community involvement
- Fund and award college scholarships
- Participate in fund-raising events that provide financial means to improve the quality and safety of the cheer program and fund scholarships
- Participate in community involvement activities with your children/cheerleaders
- Participate in parent-cheerleader/mascot activities
- Encourage a strong sense of teamwork, collaboration, concern for others, positive attitudes and personal accountability

***IHS KNIGHTS Cheer Booster Club***  
***Membership Application Form***



Membership

Parent/Family Member Name: \_\_\_\_\_

Parent/Family Member Name (#2): \_\_\_\_\_

Address: \_\_\_\_\_

City/ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Hone Email: \_\_\_\_\_

Cheerleader: \_\_\_\_\_ Grade: \_\_\_\_\_

Membership Levels:

\_\_\_ Purple Elite – \$150.00 – T-shirt, decal, pop socket, and two cheer banquet tickets

\_\_\_ Silver Elite – \$100.00 – T-shirt, decal, pop socket

\_\_\_ Black Elite – \$60.00 –T-shirt

\_\_\_ White Elite - \$30.00

\$ \_\_\_\_\_ Total Membership

# ***IHS Knight Cheer Booster Club***

## ***Volunteer Information***

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### ***Cheer Booster Club Opportunities***

#### **Officers:**

##### **President**

The primary duties of the president include, but are not limited to, the following:

- Preside at all meetings of the organization
- Regularly meet with the designated campus representative regarding booster activities (regularly is defined as monthly at a minimum)
- Resolve problems in the membership
- Regularly meet with the treasurer of the organization to review the organization's financial position
- Select an officer as the designee to receive bank statements either through the mail at their home address or electronically. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity
- Schedule an annual audit of records or request an audit if the need should arise during the year
- Perform any other specific duties as outlined in the bylaws of the organization

##### **Vice President**

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization's activities. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve
- Perform administrative functions delegated by the president
- Perform other specific duties as outlined in the bylaws of the organization

## Secretary

The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organization's bylaws. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined by the bylaws
- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing
- Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format
- Maintain records of attendance of each member
- Conduct and report on all correspondence on behalf of the organization
- Other specific duties as outlined in the bylaws of the organization

## Treasurer

The treasurer is the authorized custodian of the funds of the association. The treasurer receives and disburses all monies indicated in the budget and prescribed in the local bylaws or as authorized by action of the association. All persons authorized to handle funds of the association should be covered by a fidelity bond in an amount based upon the organization's annual income and determined by the executive board. The major duties include, but are not limited to, the following:

- Serve as chairperson of the Budget and Finance Committee if prescribed within the bylaws of the organization
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$ 250.00)
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month end. Copies should be available for review by the general membership within a reasonable timeframe, if requested.
- File current financial reports at the end of each fiscal year with the campus principal/campus bookkeeper
- Maintain an accurate and detailed account of all monies received and disbursed
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately
- File sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office
- File annual IRS form 990, 990-T, 990-N or 990-EZ in a timely manner
- Submit records to audit committee appointed by the organization upon request or at the end of the year
- Other specific duties as outlined in the bylaws of the organization

### Lead Liaison's:

(Please check your liaison of interest)

- Freshman Squad Booster Club Liaison
- JV Squad Booster Club Liaison
- Varsity Squad Booster Club Liaison
- Communications Lead: Responsible for weekly communications regarding and not limited to events occurring during the week (times, locations, needs), attire, and coaches requests. Create Newsletter, Handouts, or Flyers.
- Fundraising and Sponsorships Lead: Responsible for coordinating fundraising events (event communications with vendors, fundraising items, set-up, volunteer coordination, removal of items, supply inventory etc.) and working with individuals to attain programmatic sponsorships.
- Banquet and Special Events Lead: Coordination of non-fundraising events, design/decorating, communications with vendors, completion of necessary school forms, volunteer coordination, set up and tear down at events, etc.
- Special Event Meals: Coordinating, ordering and delivery of game day meals, camp meals, squad breakfasts, family dinners etc. for all squads
- Photographer/Videographer: Takes still and action photos and videography of all cheerleaders including stunts, pep rallies, performances, and competitions and uploads the footage to designated site. Creates end of year video for banquet and other photography related needs.
- Sunshine/Hospitality: Coaches and squad Birthdays, Teacher Appreciation Events, Sympathy cards.

## **Scholarships**

Annual scholarships are awarded to cheerleaders/mascots showing exceptional teamwork, leadership, academic, and community service involvement. Accumulative points will be earned by cheerleaders and parents every year your child participates on a squad. References are obtained from IHS faculty and the cheerleader or mascot must submit an essay and application to apply.

Scholarship Scoring Rubric includes:

### Cheerleaders

- Participation
- Leadership
- Education
- IHS Involvement
- Honor and Awards
- Volunteering/Community Involvement
- Grades



## ***2018 IHS KNIGHTS Cheer Booster Club Special Events***

- ✓ New Squad Dinner
- ✓ Spring Show (Varsity)
- ✓ Cheer Booster Club Meeting March 6th
- ✓ State Send Off
- ✓ Special Olympics Volunteer (Varsity)
- ✓ Teacher Appreciation Breakfast
- ✓ Black Light Pep Rally
- ✓ Spring Game

## ***Upcoming Events***

Convocation Practice  
The RUMBLE - Aug  
Pink Out Football Game  
Pep Rally's: Black Light, Winter  
HOMECOMING  
Homecoming Sign Painting Parties  
Homecoming decorating  
Frisco Community Parade - Nov  
Little KNIGHTS Cheer Clinic - Jan  
Cheerleader/Mascot Appreciation Breakfasts  
End of Year Banquet – Feb  
Holiday Party - Dec  
Senior Night  
Scoggins, Nelson, Maus, and Roach Middle School Cheer Visits  
Teacher Appreciation  
Stunt Clinic  
MidKNIGHT Madness

Walks/Runs – Hydrocephalus Walk, Gary Burns Fun Run, Heroes for Children 5K  
Cheer/Mascot Pictures

## ***Resources***

Designated social media site for the cheer booster club will be “Group Me”. This is an APP that allows us to communicate by texting, save pictures, and manage a calendar all in the same app. A booster representative will set up the app with the contacts of the booster club members. You will just need to download the app.

Payments for initial membership and any payments throughout the year can be made by cash, check (KCBC), card, or PayPal (friends/family)