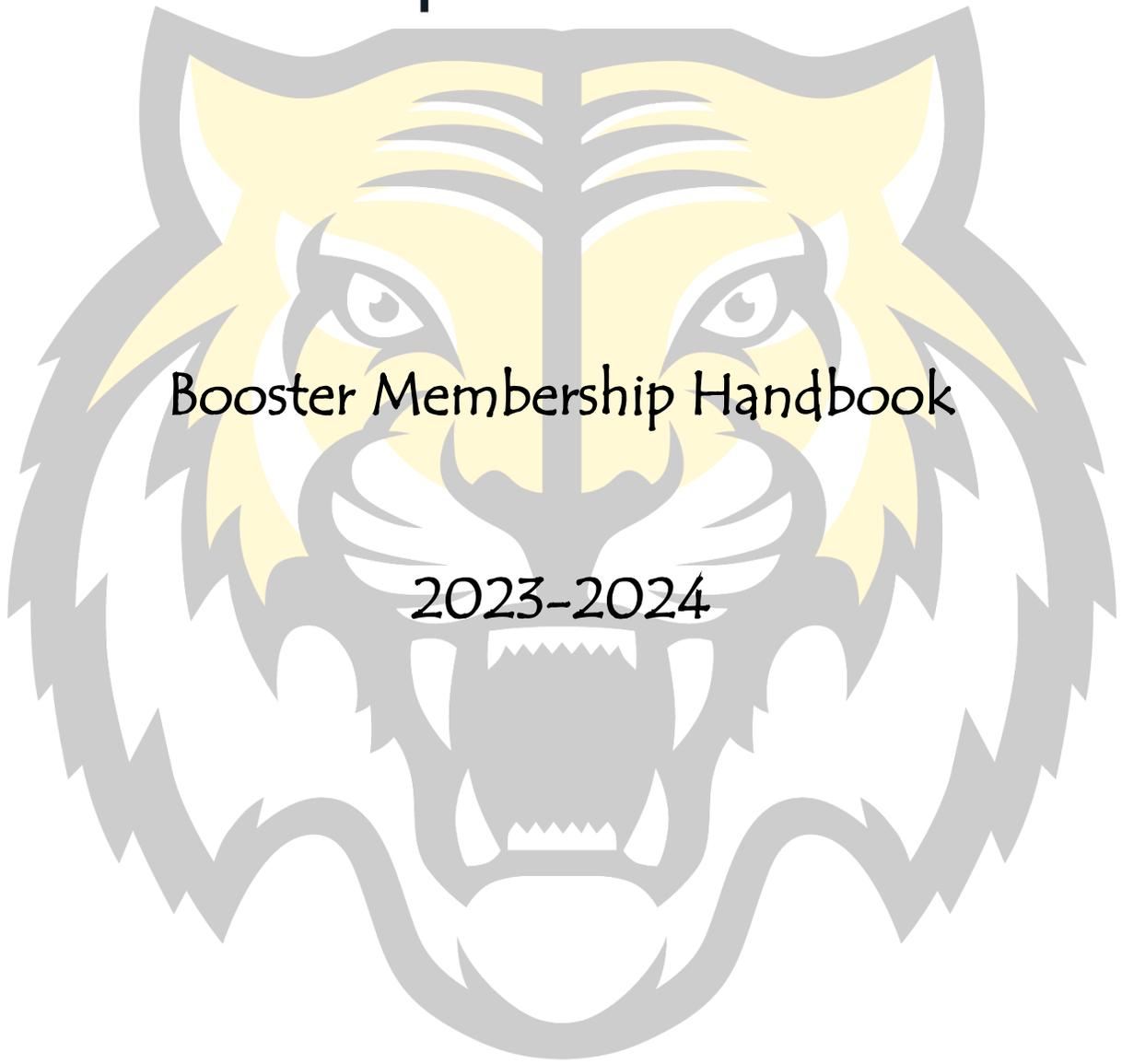




**THOMAS**  
**ELEMENTARY**  
HOME OF THE TIGERS



Booster Membership Handbook

2023-2024

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## Executive Board Message

Thomas Boosters is excited and ready to return to welcome the 2023-2024 school year. We have so many exciting ideas for this school year. We are looking forward to another amazing partnership with the awesome Thomas staff who always go above and beyond for our students and school. We look forward to welcome everyone who would like to volunteer during events, planning, suggestions, or simple leads on vendors that can help improve and make memorable school experiences.

To all our parents, Thomas staff, and friends; we would like to thank you for all the support we have received throughout the years that have allowed for much needed classroom supplies, extra learning opportunities, and amazing fieldtrips for our Thomas students!

Have a wonderful 2023-2024 school year!

## What is Boosters?

The Thomas Boosters are a group of parents, teachers, staff and community volunteers at Thomas who work together to provide enrichment activities for all students, as well as their families.

Some examples of what we fiscally support and volunteer our time to organize are (but not limited too): movie nights, 6<sup>th</sup> grade promotion and end of the year promotion field trip, Winter & Spring events like themed dances, fundraisers, field trips, candy grams, and teacher/ staff appreciation.

### Purpose

Thomas Boosters is extremely important to the success of our school. As Booster members, we invite all parents and community volunteers at Thomas to join together and support our students, teachers, and staff. Help us fundraise, volunteer, and provide activities and support to make this a great school experience for all. The volunteering is fun and will allow you the chance to get to know our great parent support team.

### Mission

The mission of the Thomas Boosters is:

- To encourage and support parent and community participation and to raise funds to enhance and expand the experiences that are available to each student at Thomas Elementary School. The Boosters strongly believe that parent involvement during the elementary school years can be a key to the success of that individual student.

All members of the Thomas community are invited and encouraged to become part of the Boosters and our activities.

# Booster Board Members



President

Vacant



1st Vice President

Christina Corona



2nd Vice President

Jeanette Vazquez



Treasurer

Maria Turnbull



Co\_Treasurer

Vacant



Secretary

Danielle Eaton



Co-Secretary

Vacant



Parent Liasion

Kay Corchado



Parent Liasion

Vacant



Parent Liasion

Vacant

## Becoming a Member

### Why Join Boosters?

The number one reason to join Thomas Boosters is to benefit your child. In doing so, you also help your school and community. Research shows that students do better when their families are involved both at home and at school. Grades are higher, test scores rise, self-esteem grows, our school improves, therefore, so does the community.

Being an active member of boosters is also a fantastic way to get to know teachers, staff, and other parents. Your membership helps create a better foundation for your student as we work to support not only our children and school, but also the community. Whether you are here for only a year or for 6+ years, we welcome you to our community of learners! Booster events happen throughout the school year, so your child will directly benefit from everyone's support.

***"Education is a shared commitment, between dedicated teachers, motivated students, and enthusiastic parents with high expectations"***

***-Bob Beauprez***

# 2023 -2024 Thomas Booster Membership Application

## What is Boosters?

- The Thomas Boosters is a group of parents, community volunteers, teachers, and staff at Thomas who work together to provide enrichment activities for all students as well as their families.

Meetings are not mandatory, but highly recommended to be fully informed.

Join us the first Tuesday of every month in room 7 at 6:00 pm  
(A light snack and drinks will be provided as well as childcare)

## Booster Club Member Benefits

1. Your membership dues will help fund activities and awards for our students!
2. Your child will build their self-esteem!
3. You will be "In the Know" about all activities and events.
4. Vote on how funds are spent.
  - a. Expenditures up to \$499 will be voted for at Booster meetings.
  - b. Expenditures over \$499 will go out on a Ballot to all Booster members.
5. You will build on your personal skills while helping your children.
6. Associate with other great parents.
7. You will be showing your support for your child and Thomas Elementary School!

## Thomas Booster Annual Membership Fees

- Cub Level Membership (NO SHIRT) - \$12 per member
- Tiger Level Membership (BOOSTER SHIRT INCLUDED) - \$22 per member

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Child's Name \_\_\_\_\_ Room # \_\_\_\_\_

Child's Name \_\_\_\_\_ Room # \_\_\_\_\_

Child's Name \_\_\_\_\_ Room # \_\_\_\_\_

Please turn over to continue the application

Please write in the number of memberships:

\_\_\_\_\_ Cub Level \$12 each (No Shirt) \_\_\_\_\_ Tiger Level \$22 each (Shirt Included)

For EACH Tiger Level Membership please select t-shirt size:

\*Please be aware there is an additional fee of \$2 for 2XL and \$5 for 3XL and 4XL.

Adult Size: S, M, L, XL, 2XL, 3XL, 4XL

Youth Size: S, M, L, XL

Amount enclosed \_\_\_\_\_ Cash, Money Orders, or checks (payable to Thomas Booster)  
\*If you selected any of the additional sizes, please include **adjusted amount** with your form.

**\*\*\$20 Returned Check Fee\*\***

Check here  if you would like to help and agree to be contacted by a Booster Board Member.

If you have any questions, please contact Boosters via email:  
[Thomas.Boosters57@gmail.com](mailto:Thomas.Boosters57@gmail.com)

This area is for the Thomas Booster Board Members:

Date membership was received: \_\_\_\_\_  
Date shirts were distributed or N/A for cub level: \_\_\_\_\_  
Notes:

Member Initials:

## Volunteering

The Thomas Boosters is made up of parent, community, and staff volunteers. As a Thomas Booster Member, you are not required to volunteer, but your help is always appreciated. Your time is valuable, and we intend to treat it as such, accepting from you only the time you can provide us without greatly interfering with your life outside of Thomas.

As a Thomas Booster Volunteer, we ask that you meet all the criteria expected from Thomas Elementary School and the Fresno Unified School District. All Volunteers are required to fill out a Volunteer form every year and be fingerprinted by Fresno Unified School District prior to any participation in all activities or events.

Please contact the **Thomas Administrative Office** at **559-248-7270** regarding all volunteering information and requirements.

**Thank you for all your support!**

## Code of Conduct

The following policy was retrieved from the Fresno Unified School District website. <https://www.fresnounified.org/sites/board/policies/Documents/1265-BP-Civility-Policy.pdf>

### Fresno USD | 1000 | BP 1265 Community Relations

#### Civility Policy

##### Preamble

Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the district to promote, through this policy, mutual respect, civility and orderly conduct among district employees, parents/guardians, and other members of the public. It is also the intent of this policy to encourage positive communication and discourage disruptive, volatile, hostile or aggressive communication or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians and the public. It is not the district's intent to deprive any person of his/her right to freedom of expression. The district encourages the public's cooperation with and adherence to this policy.

##### Expected Level of Behavior

1. District employees and representatives should treat parents/guardians and other members of the public with civility, courtesy and respect.
2. Parents/guardians and other members of the public should treat staff and students and each other, while on school grounds and/or participating in school-related activities, with civility, courtesy and respect.

## Unacceptable/Disruptive Behavior

Any conduct that disrupts or interferes with the discipline, good order, lawful conduct or administration of any school class or activity of the school or district, constitutes unacceptable conduct behavior.

Unacceptable conduct includes but is not limited to:

1. Disruption of or threats to disrupt school classrooms, activities, and/or operations;
2. Threats to the health and safety of students or district employees;
3. Battery or assault upon students, district employees or other persons;
4. Using obscenities or speaking in a demanding, loud, insulting and/or demeaning manner; and/or
5. Unauthorized entry onto district premises and school grounds.

## Recourse Available to Parents/Guardians and Public in handling

### Unacceptable/Disruptive Behavior

The Superintendent or designee shall establish regulations and procedures as necessary to provide a complaint process for alleged violations of the Civility Policy.

### Legal Reference:

#### EDUCATION CODE

- 32210 Willful disturbance of public school or meeting
- 44014 Report of assault by pupil against school employee
- 44810 Willful interference with classroom conduct
- 44811 Disruption of classwork or extracurricular activities

## PENAL CODE

415.5 Disturbance of peace of school

416 Assembly to disturb peace; refusal to disperse

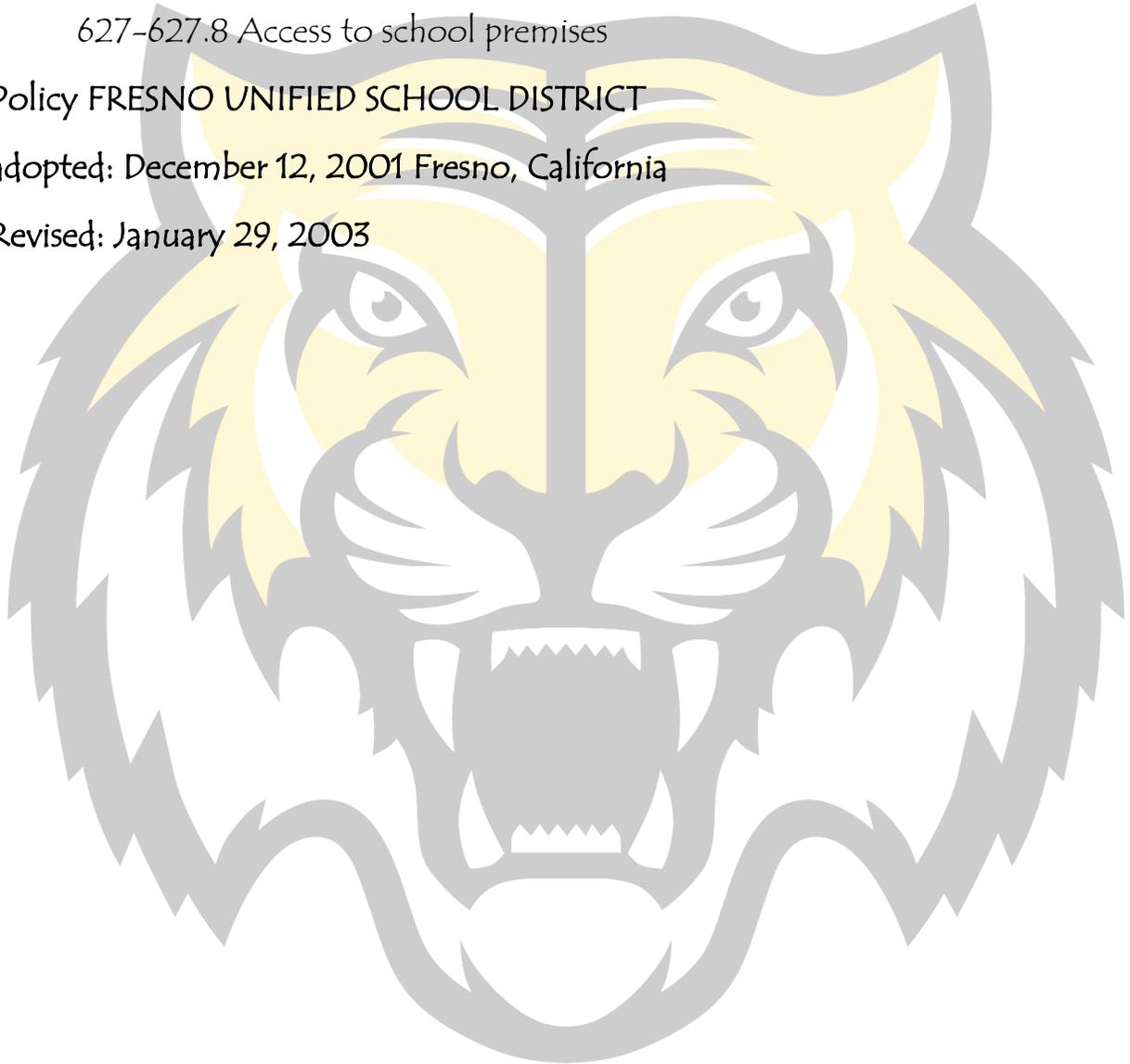
626-626.10 Crimes on school grounds

627-627.8 Access to school premises

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: December 12, 2001 Fresno, California

Revised: January 29, 2003



# Thomas Booster's Bylaws

## Article I – Name

The name of this organization shall be called Thomas Boosters Club.

## Article II – Objective

The objective of the Thomas Boosters is to:

1. Promote school spirit and pride and to promote parent and community involvement within the school.
2. Support and encourage Thomas Elementary School students by recognizing achievements.
3. Raise funds to benefit Thomas Elementary School through additional learning materials, teaching aids, educational opportunities, school equipment, and/or any other experience that impacts campus culture.
4. Support Thomas Elementary in their fundraising efforts for special circumstances.

## Article III – Membership

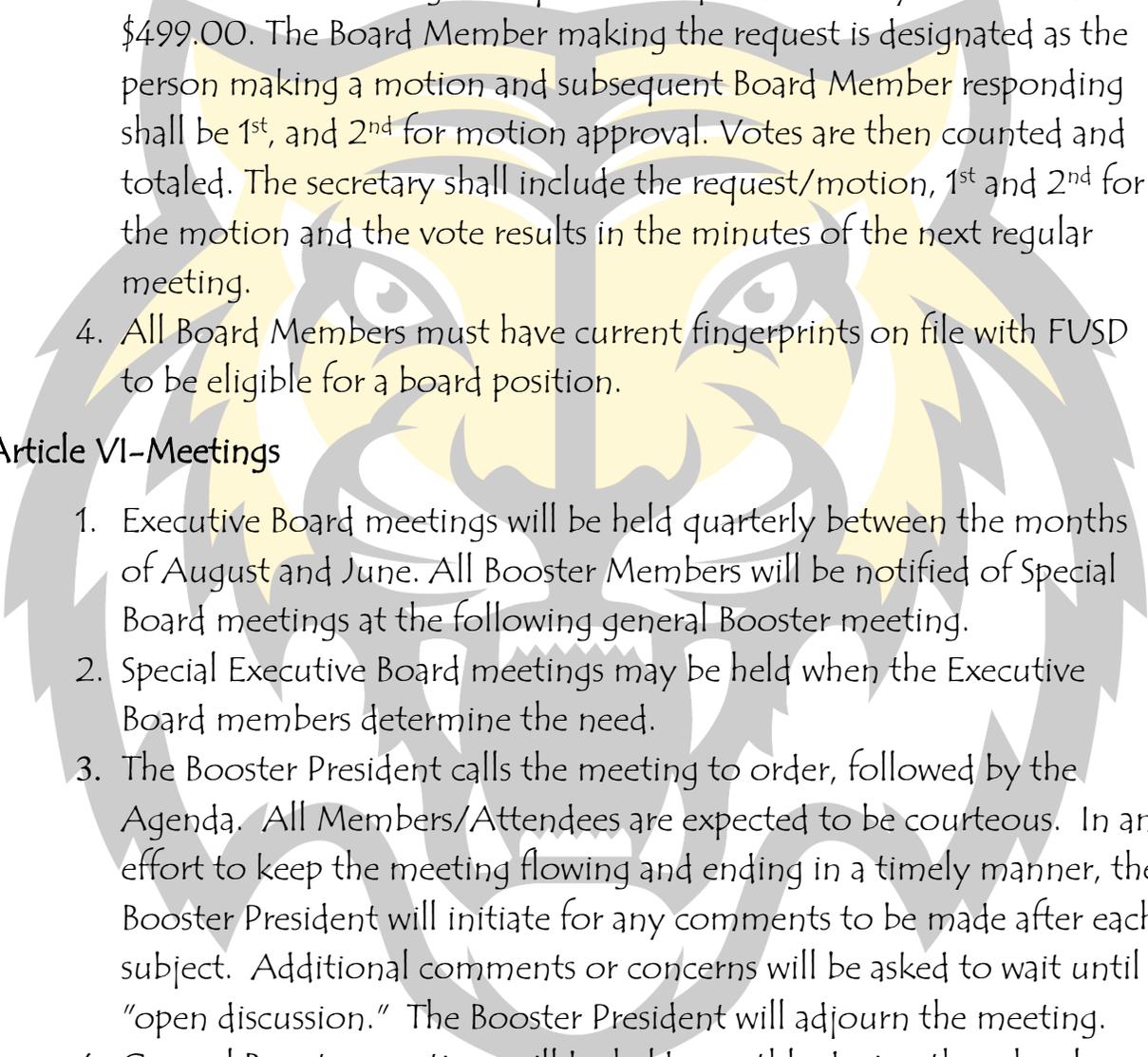
1. Any adult residing in Thomas School District as well as any staff member, parent, guardian, or family members of a Thomas School student may become a member by completing the membership form and paying the dues.
2. Membership dues are \$10.00 for Cub level membership and \$20.00 for Tiger level membership.
3. The privilege of voting shall be limited to members whose dues have been paid 30 days prior to voting. The exception of the 30-day waiting period is limited to the first general meeting of the school year.
4. Request for funds exceeding \$499.00 may only be voted upon after the 30 day waiting period and must be placed upon a general membership ballot for vote.

## Article IV – Officers

1. Officers shall include a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and Parent Liaisons. Officers may be added or changed as deemed necessary by the current Executive Board.
2. Process for the election of new officers shall occur in April for the following school year. Current Booster Board Officers, in March, shall turn in a form indicating which office they will seek for nomination, for the following school year. A nomination ballot shall be sent out to all parties eligible to hold office and all active Booster Members. To be eligible for a Booster Board position a Booster Member must have attended 50% of board meetings and have participated in 75% of Booster activities. Nominees will be notified if they are running against someone else. Booster Board Officers, at the April Board meeting will vote on an approved Slate of officer nominees, a ballot will be sent out to active Booster members only to be voted upon. All votes will be tallied prior to the May Booster meeting. Officers for the upcoming year will be announced at the May Booster meeting.
3. If an officer is absent from three consecutive monthly board meetings, or if they are not following through with their responsibilities, they may be removed at the discretion of the Executive Board.
4. If a Booster Board position becomes vacant during the school year, or if another position is open or added after the start of the new year, a candidate who has attended two regular consecutive meetings and has helped at 50% of events to date may be nominated for the position. The Board will then vote at the next Booster meeting.
5. Please see Appendix A for officer roles and responsibilities.

## Article V– Executive Board

1. The Executive Board will include all elected officers as well as an Upper Grade Teacher representative and one Lower Grade Teacher representative (if interested) and the Principal.

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2. The Board may authorize payment of routine organizational bills, within the limit of the budget.
  3. Special meetings may be called by the Booster President and be conducted via E-Mail if a Board Member makes a request and the request is time sensitive. The Booster President shall keep an e-mail record of the meeting. A request for expenditure may not exceed \$499.00. The Board Member making the request is designated as the person making a motion and subsequent Board Member responding shall be 1<sup>st</sup>, and 2<sup>nd</sup> for motion approval. Votes are then counted and totaled. The secretary shall include the request/motion, 1<sup>st</sup> and 2<sup>nd</sup> for the motion and the vote results in the minutes of the next regular meeting.
  4. All Board Members must have current fingerprints on file with FUSD to be eligible for a board position.

#### Article VI–Meetings

1. Executive Board meetings will be held quarterly between the months of August and June. All Booster Members will be notified of Special Board meetings at the following general Booster meeting.
2. Special Executive Board meetings may be held when the Executive Board members determine the need.
3. The Booster President calls the meeting to order, followed by the Agenda. All Members/Attendees are expected to be courteous. In an effort to keep the meeting flowing and ending in a timely manner, the Booster President will initiate for any comments to be made after each subject. Additional comments or concerns will be asked to wait until “open discussion.” The Booster President will adjourn the meeting.
4. General Booster meetings will be held monthly during the school year. Any Grievances regarding Booster activities must be addressed and discussed either verbally or in writing at the following Executive Board meeting.
5. Meetings will follow “Robert’s Rules of Order.”

## Article VII-Finances

1. Booster Executive Board members and active Booster members will vote on request submitted to school administration and presented by a Grade Level Teacher, not to exceed \$499 at regular Booster meetings.
2. Any request altered after Administration and Booster approval will be invalid. A new request will need to be submitted for approval.
3. Funds request monies shall be used within the current school year after approval.
4. Funds will only be paid out for the approved request only. There will not be any rollover funds.
5. No monies will be paid out unless a prior request was submitted and approved.
6. The President, 1<sup>st</sup> Vice President and the Treasurer will be authorized signers on the checking account. Two signatures are required for all checks.
7. An audit will be conducted by a person determined by the Board at the end of the school year. An audit will also be done at the resignation of the Treasurer, or at any time deemed necessary by the Board.
8. A minimum of \$2,000.00 will be left in the account at the end of the school year for the startup cost of the following year. The checkbook will be turned over to the next year's Treasurer by June 30<sup>th</sup>.
9. Any person(s) must have current fingerprints on file with FUSD before consent can be given by the president, vice president, or treasurer to handle any monies that are the responsibility of Thomas Boosters.
10. All request must be submitted by the May general Booster Meeting of the current school year.
11. Please see Appendix B for Funds Request Form and instructions.

## Article VIII-Amendments

1. These bylaws may be amended by a two-thirds vote cast by the Executive Board members.

## Appendix A

### Thomas Booster Board Member

#### Roles and Responsibilities

The following pages provide an explanation of the Booster Board job descriptions and approximate time commitments.

#### President

- Preside over meetings every month
- Preside over executive board
- Serve as the primary contact for the principal and vice principal
- Works with administration, teaching staff, classified staff, and the elected board members regarding Thomas Community wants and needs.
- Serves as the primary contact for community questions
- Answers membership emails
- Represents Thomas Boosters at meetings within and outside of the organization
- Coordinate the work of all the board members and community so that the purpose of the organization is served.
- Oversees all fundraising activities during the school year including the larger fall and spring fundraisers
- Plans for the year, including calendar, budget & goals
- Plan and execute events that enrich the Thomas community.
- Volunteer your time and talents, either at an event or behind the scenes
- Help to recruit new booster members
- Keep files up-to-date
- Attend the monthly scheduled board meetings throughout the year.
- Email response/communication
- Other duties as needed

## 1<sup>st</sup> and 2<sup>nd</sup> Vice President

- Act as aide to the President
- Responsible for representing the teaching staff in discussions at Booster Board Meetings.
- The Vice President assists the President and carries out the President's duties in his or her absence or inability to serve
- Plan and execute events that enrich the Thomas community.
- Volunteer your time and talents, either at an event or behind the scenes
- Help to recruit new Booster members
- Keep files up-to-date
- Keep staff up-to-date
- Attend the monthly scheduled board meetings throughout the year.
- Other duties as needed

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## Secretary

- Record and maintain the minutes of the monthly meetings in the group files
- Prepare packets a day or so, prior to the monthly booster meetings
- Communicate information regarding events and meetings through a booster member group email
- Have a current copy of the bylaws
- Maintain an up to date membership list
- Create, maintain, and communicate to the Thomas Community through a quarterly newsletter
- Plan and execute events that enrich the Thomas community (Movie night, fundraisers, gram sales).
- Volunteer your time and talents, either at an event or behind the scenes
- Help to recruit new Booster members
- Keep files up to date
- Attend the monthly scheduled board meetings throughout the year.
- Other duties as needed

## Treasurer

- Have custody of all the funds of the organization
- Keep a full and accurate account of receipts and expenditures
- Make disbursements as authorized by the President and the Executive Board
- Have checks or vouchers signed by two authorized persons
- Present a financial statement at every meeting of the association and at other times when requested by the Executive Board
- Be responsible for the maintenance of all financial records
- Prepare documents for the annual tax return, which is then delivered to Boosters' Accountant, Kip Hudson, of Hudson, Henderson & Co., Inc.
- Have the accounts examined annually or upon change of officers by an auditor
- Plan and execute events that enrich the Thomas community.
- Volunteer your time and talents, either at an event or behind the scenes
- Help to recruit new Booster members
- Keep files up-to-date
- Attend the monthly scheduled board meetings throughout the year.
- Other duties as needed

## Parent Liaisons

- Assists with programs, events and activities organized by Thomas Boosters to support student and community success
- Works cooperatively as a reliable team member
- Understands the ethical and legal responsibilities involved and maintains strict confidentiality regarding the privacy of student and school activities
- Plan and execute events that enrich the Thomas community.
- Volunteer your time and talents, either at an event or behind the scenes
- Help to recruit new booster members
- Assist with keeping files up-to-date

- Attend the monthly scheduled board meetings throughout the year.
- Update social media
- Other duties as needed



## Appendix B

### Thomas Booster's Request for Booster Funds

Date of Request:

Requesting Teacher:

Grade Level:

Amount Requested:

Transportation Cost:

(Any amount requested over \$499 will need to go out on a ballot.

When sending out a ballot, an approval could take up to eight weeks.)

Purpose for requested funds:

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Date Funds Needed by:

Will a deposit be required? Yes or No    Date Deposit Required by:

Will students be asked to donate funds to help fund this event?    Yes     No

If yes, what amount will be asked of students' families: \_\_\_\_\_

Please include the FUSD ASB Cash Count Form and Class Attendance Sheet, with exact contribution made by each student, a week prior to fieldtrip or activity.

Presenting teacher: \_\_\_\_\_

Date available to present: \_\_\_\_\_

(We ask that a teacher be present at a booster meeting to answer any questions that may arise from a request, and to prevent prolonging the vote until such information is made available.)

Grade Level Signatures

Administrator Signature

Please submit to office manager to obtain Administrator signature.

\*All requests will be made by requesting grade level teacher along with Administrator.

**This area is for the Thomas Booster Members:**

Date this request was received: \_\_\_\_\_

Date this request was approved: \_\_\_\_\_

Notes:

Member Initials:

Fresno Unified School District  
Thomas Elementary Boosters - Cash Count Form

**\*\*ALL MONIES ARE DUE 2 WEEKS PRIOR TO EVENT FUNDING IS REQUESTED FOR. \*\***

Date: \_\_\_\_\_

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

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

Purpose/Event: \_\_\_\_\_

<u>Currency</u>	
\$1	x _____ = \$ _____
\$2	x _____ = \$ _____
\$5	x _____ = \$ _____
\$10	x _____ = \$ _____
\$20	x _____ = \$ _____
\$50	x _____ = \$ _____
\$100	x _____ = \$ _____
<i>Total Currency: \$ _____</i>	

<u>Coins</u>	
\$0.01	x _____ = \$ _____
\$0.05	x _____ = \$ _____
\$0.10	x _____ = \$ _____
\$0.25	x _____ = \$ _____
\$0.50	x _____ = \$ _____
\$1.00	x _____ = \$ _____
<i>Total Coins: \$ _____</i>	

**TOTAL DEPOSIT: \$ \_\_\_\_\_**

Initial Count Staff Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verified Count Name (Please Print): \_\_\_\_\_

\_\_\_\_\_  
Signature of Verified Count

\_\_\_\_\_  
Date

UPDATED 8/2022