



POLICIES AND PROCEDURES

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DESERT VISTA HIGH SCHOOL THUNDER BOARD ASSOCIATION POLICIES and PROCEDURES

This Thunder Board Policies and Procedures document is designed to provide guidance and support to the Thunder Board Bylaws. Should there be a conflict between the Bylaws and these Policies and Procedures, the Bylaws shall prevail.

1. THUNDER BOARD MEMBERSHIP STANDING

A Booster Club shall be considered a "Member in Good Standing" if:

- a. Dues are paid to date in full.
- b. All required financial reports have been submitted and up to date.
- c. All required fundraising requests have been submitted with proper approval of the Booster Club.
- d. There are no sanctions against the Booster Club.

A Booster Club may be sanctioned for not following Thunder Board Bylaws or these Thunder Board Policies and Procedures. Sanctions may be imposed by the Thunder Board Officers with a duration of up to one year. Depending on the specific issue being addressed, sanctions may include any or all of the following: 1) mandatory meeting between Thunder Board Officers and the Booster Club Officers, 2) require that all proceeds from one or more fundraising events be transferred to the student activities fund, 3) financial audit to be performed under supervision of the Thunder Board Treasurer, or 4) other reasonable restrictions on Booster Club activities. The existence of sanctions may or may not be announced at the discretion of Thunder Board Officers. In a similar manner, individual Booster Club Members may be sanctioned for behavior not consistent with the Code of Conduct; such sanctions may include suspension of voting privileges, being ineligible to serve in a leadership position up to one year, or other restrictions as deemed reasonable by a vote of the Booster Club Officers and/or Thunder Board Officers.

A Booster Club shall be a "Member in Good Standing" in order to:

- a. Vote on issues brought before the Thunder Board.
- b. Submit requests for fundraising approval.
- c. Submit requests for use of the Tax ID.
- d. Submit requests for use of the Nonprofit Mailing Permit.

2. FINANCES

2.1 Banking and Budget Procedures

Prior to the beginning of the supported season, each Booster Club's Officers shall create an Annual Operating Budget. The budget should be discussed with the Head Coach or Activity Sponsor. Once approved by the Booster Club members, actual income and expenses should be monitored against the projected budget throughout the year. Following a budget will assist the Booster Club in monitoring income and expenses.

Booster Club checking accounts are given a nonprofit status with Banks. The Thunder Board's Federal Tax ID Number shall be used to identify the account as tax-exempt. If authorized by the Booster Club Officers, debit cards tied to the same checking account may be issued to the same individuals who have check signing authority. Each debit card transaction is considered equivalent to signing a check and receipts must be turned in to the Treasurer just like other transactions. In the event that an Officer with a duly issued debit card allows someone else to use the card on their behalf, the Officer agrees to assume responsibility and will be held accountable if any significant discrepancies occur. Charge cards may not be issued to a Booster Club as they represent a financial contract which is restricted per Section 4.7 below.

Bank checking accounts shall be reconciled monthly by the Booster Club Treasurer. The monthly statements shall be printed and kept on file. The Booster Club Treasurer shall also have online banking access and preferably receive email updates on a daily or other reasonably frequent basis.

The President of each Booster Club shall monitor the account online as needed, especially during the active period of the sport or activity. The Thunder Board President or Thunder Board Treasurer may also request access at any time to any bank account of any Booster Club.

To avoid a conflict of interest, Thunder Board checks written for the benefit of a Booster Club or student shall not be signed by any Thunder Board Officer associated with such student or Booster Club. There shall be no commingling of Booster Club funds with the personal, professional, or business accounts of any individuals, groups or businesses. This includes explicit prohibition against providing Booster Club funds as a loan to anyone for any purpose.

A receipt or invoice must be presented prior to the disbursement of funds or reimbursement of any amount, even if otherwise deemed a legitimate Thunder Board or Booster Club expense. The receipt should be filed with the Treasurer and accounted for on financial reports.

Appropriate fiduciary controls must be adopted by each Booster Club, particularly regarding handling of fundraising monies. At the end of an event where monies have been collected, at least 2 Booster Club volunteers are required to count the funds & witness the amount, preferably with signed verification on an appropriate form of the Booster Club's choosing (templates are available from Thunder Board upon request). All monies must be secured and handed over to a Booster Club Officer or deposited into an appropriate bank account within one business day after the end of the event. Appropriate documentation must be provided promptly to the Booster Club Treasurer as well.

2.2 Financial Report Guidelines

Each Booster Club shall electronically turn in monthly financials to be reviewed and compiled by the Thunder Board Financial Review Committee.

In order for this process to run smoothly, each Booster Club must utilize the financial report template provided by the Thunder Board Financial Review Committee at the beginning of each fiscal year. Supporting detailed documentation will be requested as needed.

Examples of the types of information requested in the financial report template include:

- **Beginning checking account balance** at start of reporting period
- **Income Category**
 - Club dues
 - Revenue from fundraisers (with a line item summary for each)
 - Donations-cash
 - Donations-non-cash
- **Expenses Category**
 - Bank Fees
 - Thunder Board Dues
 - Fundraiser expenses (with a line item summary for each)
 - Office supplies and materials
 - Coaches or activity sponsor expenses
 - Awards
 - Banquets/Dinners
 - Camps
 - Clothing/uniforms
- **Net Income/Loss** total
- **Ending checking account balance**
- **Number of participants** in the sport/activity supported

Include any other line items that are considered *pertinent* to your Booster Club. Financial reports for some Booster Clubs may be more extensive than others. If more line items are needed than already provided in the template, please follow instructions from the Thunder Board Treasurer to add more line items.

Financial reports should be electronically filed with the Thunder Board Treasurer no later than four weeks after the last day of the month being filed. Each financial report must be accompanied by a copy of the first page of the checking account bank statement showing the month-end balance and a reconciliation statement explaining any differences between the ending balances of the of the bank statement and the financial report template. As the Financial Review Committee reviews each Booster Club report, supporting detail may be requested.

The summarized monthly financial reports for the current fiscal year should also be made available on the Booster Club members-only web site (if such exists) or provided in hard copy or pdf form upon reasonable request. Any requests for additional detail or supporting materials should be referred to the Booster Club Officers or to the Thunder Board Officers.

2.3 Financial Review Committee

The Financial Review Committee shall develop and follow procedures to assist with the audit process.

- a. The Financial Review Committee shall assist Booster Clubs in preparing records upon request.
- b. On a monthly basis, the Financial Review Committee shall review selected financial records of the Thunder Board and all Booster Clubs and shall report on the condition of the financial records at the next regularly scheduled Thunder Board meeting.
- c. The Financial Review Committee shall maintain the books and records for the purposes of tax filings, an IRS audit or any required public disclosures.

- d. The Financial Review Committee shall present a final financial statement to Thunder Board and its Booster Clubs at the end of each year.
- e. The Treasurer shall retain the audit reports.
- f. Refer to the IRS Compliance Guidelines for 501(c) (3) Public Charities.

2.4 Tax Returns and Annual Reporting

Thunder Board Association files an annual tax return on behalf of the entire organization including all associated Booster Clubs. The fiscal year for Annual Tax Returns for all Booster Clubs is **July 1st to June 30th** of the following year. The reporting dates have been determined by IRS Ruling for the Thunder Board Association. All Booster Clubs shall report financial records for tax return purposes for this time period and shall be on a cash basis.

Financial records must support Booster Club income, expenses, and credits reported on the IRS Form 990 series and other tax returns. Generally, these are the same records used to monitor Booster Club programs and prepare Booster Club financial statements. Books and records of public charities must be available for inspection by the IRS. If the IRS examines a public charity's returns, the organization must have records to explain items reported. All Booster Clubs should keep accurate records as they are subject to examination from an IRS auditor or any Thunder Board Executive Officer.

2.5 Identification of Sources of Receipts

Thunder Board and affiliated Booster Clubs are public charities and may receive money or property from many sources. With thorough recordkeeping, the Thunder Board and its Booster Clubs should identify and keep records of the sources of receipts. The Thunder Board Association needs this information to separate program from non-program receipts, taxable from non-taxable income, and to complete Schedule A and B of IRS annual Form 990. An organization that checks box 10, 11, or 12, Part IV, of Schedule A, must keep records showing how much support it receives from specific contributors.

2.6 Donations to DVHS or TUHSD

The Tempe Union High School District policy must be followed for donations made to sports or activities at the Desert Vista High School. If the booster club is purchasing equipment, clothing, or donating cash to the athletic team, it must be TUHSD Board approved. This would only be for items that will remain the property of Desert Vista High School. The information shall be given to the Desert Vista Principal and shall be submitted on the **Gifts & Donations Form** and then given to the TUHSD Board for approval by the Principal. Once approval is granted, then and only then can the team or activity receive it. Refer to the district policies website.

3. OFFICER ROLES AND RESPONSIBILITIES

Thunder Board Officers should meet at least monthly during the academic school year for planning purposes. Officers of each Booster Club should meet at a frequency appropriate for their Booster Club and generally a minimum of twice per school year. An individual on staff with TUHSD may serve as a Booster Club Officer provided that they are otherwise eligible and are duly elected by the Booster Club members, subject to the restriction that the

sport or activity in which are elected as an officer is not directly related to their normal job responsibilities. (For example, the band director would not be eligible to serve as an officer in the Band Booster Club.) It is also preferred that TUHSD staff not serve as treasurer for any Booster Club simply to reduce risk of any appearance of impropriety.

Thunder Board Officers shall request at least once during the school year that the Athletic Director meet with the Coaches and the Vice Principal of Activities meet with the Activity Sponsors in order to promote Thunder Board and its benefits.

Desert Vista High School Administration may request a meeting with Thunder Board Officers as needed.

It is the responsibility of the current Thunder Board or Booster Club Officers to assure a smooth transition of newly elected Thunder Board or Booster Club Officers. Duties and responsibilities should be properly reviewed and handed off.

3.1 Officer Dismissal Process

Any Officer (Thunder Board Officer or Booster Club Officer), parent, student or District employee may raise objections regarding any Officer's adherence to the Code of Conduct or any other Bylaw. Concerns should be submitted in writing to the Thunder Board Secretary, providing reasonable details regarding the event or issue, including:

- Circumstances of the incident/behavior and details on how the Officer is in violation of the Code of Conduct or a Bylaw (including associated Policies and Procedures).
- Names of all persons involved, including names of credible witnesses.
- Date(s), time(s) and location(s) of the event(s) or behavior.
- If financial fraud is suspected, identify the amount and source of funds.
- Identify any evidence or documents which may help in the review process.
- Any other information that may be helpful in an investigation.

In order to allow appropriate due process and to ensure confidentiality of complainant and respondent through the investigatory process, the Thunder Board Secretary shall inform the Thunder Board President of the complaint. After review, the Thunder Board President is authorized to convene a 'Disciplinary Review Committee' comprised of: Thunder Board President or President-Elect; Thunder Board Treasurer; three (3) Thunder Board Representatives of non-affiliated Clubs/Activities to the respondent. The Disciplinary Review Committee shall inform the respondent of any credible complaint in writing within 14 calendar days of forming the Committee. The respondent shall be given 7 calendar days to provide a written response to the formal complaint. The Disciplinary Review Committee shall vet all information received and dutifully investigate the complaint, including interviewing witnesses and the respondent, as necessary. The Disciplinary Review Committee shall complete its investigation and make a final recommendation as to the status of the Officer within 30 calendar days of receipt of the respondent's response or due date of response, whichever is sooner. The Disciplinary Review Committee shall submit their decision, with outcome of vote, to the Thunder Board Secretary and President. Should the Disciplinary Review Committee have a majority agree to dismiss the Officer, official notice shall be given to the offending Officer, his/her Booster Club/Activity and Desert Vista High School Administration. All steps in progress by the Disciplinary Review Committee should be halted if the Officer being investigated chooses to voluntarily resign. A removed Officer may appeal his/her dismissal by submitting a written appeal to the Thunder Board

Secretary within 7 days of notification of dismissal. All appeals shall be heard and voted upon by a quorum of the Thunder Board at the next available/scheduled meeting. A representative of the Disciplinary Review Committee shall provide an overview of the Committee's findings and outcome. The removed Officer shall be provided equal time to present his/her evidence/documentation. The outcome of the vote of a quorum of the Thunder Board shall be the final administrative disposition of the complaint.

Should any criminal action be suspected or confirmed, a Thunder Board Officer should contact School Administration and/or appropriate law enforcement to ensure preservation of evidence for any potential criminal prosecution.

To preserve the public trust in Thunder Board Association, immediate suspension of an Officer or Board Member is warranted should the complaint include any of the following:

- Inappropriate or hostile physical contact with any student or person affiliated with Desert Vista High School or the Booster Club.
- Verbal threats of physical harm.
- Illegal or criminal activity.
- Financial irregularities of any substantial value.

The suspended Officer is still afforded the Disciplinary Review Committee due process as described above.

Should the complaint of inappropriate conduct include any of the potential members of the Disciplinary Review Committee, the Thunder Board President shall work with Desert Vista High School Administration to establish an appropriate Disciplinary Review Committee of five (5) members to follow the same due process described above.

4. BOOSTER CLUBS AND BOOSTERS

4.1 Charter and Authority

At the option of a Head Coach or Activity Sponsor, a Booster Club may be established to support individual school sports teams or activities.

- a. The Booster Club shall be known as "Desert Vista High School (name of activity or sport) Booster Club".
- b. Each Booster Club shall have one designated Representative to Thunder Board.
- c. The Booster Club President shall assure that the Representative is present at the majority of monthly Thunder Board meetings or sends an appropriate substitute.
- d. Each Booster Club having at least five members shall have Officers elected from its membership.
- e. Nominations for Booster Club Officers may be taken in advance of the election meeting and from the floor.
- f. The term of Booster Club Officers shall be for one year as specified in the Thunder Board Bylaws. Additional information pertaining to elections and voting procedures is contained in Appendix C..

Coaches and Activity Sponsors provide overall direction to the programs and are welcome to provide inputs to their respective Booster Club, make requests of the Booster Club, and work cooperatively in supporting the program and participating students. However, due to

the fact that Thunder Board Association is a separate legal entity from Tempe Union High School District, it is not permissible for any Coach or Activity Sponsor to have approval authority to expend Booster Club funds or to have a voting role in any Booster Club.

Authority for ongoing management of Thunder Board Association rests with the elected Thunder Board Officers. Any matter not specifically addressed in the Bylaws or the Policies and Procedures, or confusion relating to application of same, is to be settled by the Thunder Board Officers. In a similar but subordinate way, authority for ongoing management of each Booster Club rests with the Booster Club Officers subject to the Thunder Board governing documents and decisions of the Thunder Board Officers.

The Officers of Thunder Board Association or any associated Booster Club may choose to form committees for various reasons. Each committee should have a defined purpose or scope of responsibilities along with an identified Executive Sponsor who is a current Officer in the organization. The Executive Sponsor is responsible for maintaining contact with the chair or key members of the committee and communicating as needed with the other Officers of the organization on progress, issues, resource needs, etc. Some committees may be large enough to need sub-committees for efficient operation. Individual sub-committees should be monitored by the committee chair but need not have their own Executive Sponsor. With the exception of standing committees required by the Bylaws, any committee may be dissolved at any time by majority vote of the appropriate Officers. In addition, a committee chair may be appointed or dismissed by majority vote of the Officers. At their discretion, the Officers may allow the committee to elect its own chair.

The record retention period for the Thunder Board and Booster Clubs shall be 7 years. Financial records should be reviewed prior to turning over to new Booster Club Officers. Permanent records of the Thunder Board include the application for tax-exempt status, determination letter, Bylaws and amendments, as well as meeting minutes.

4.2 Required Meetings with Booster Club Officers

Thunder Board shall invite all Booster Club Officers to attend at least one meeting per school year. As a general guideline, meetings shall be held once at the beginning of the school year for fall sports and activities, and once in January or February for winter and spring sports and activities. Clubs that meet for the full year are encouraged to attend the fall meeting.

The purpose of the meetings is to inform new Officers of the role of the Thunder Board, clarify responsibilities and answer questions regarding Bylaws or Policies and Procedures.

4.3 Booster Club Profile

Each Booster Club President shall be responsible at the beginning of each annual term for filling out and submitting an updated Booster Club Profile via the "Booster Club Profile Forms" link provided on the Thunder Board web site (www.dvhsthunderboard.org). (Note: The Thunder Board page can also be accessed through the Desert Vista High School Fusion web site under either Activities or Athletics sub-menus.) If changes in Officers or Thunder Board Representative occur during the school year, updates shall be submitted to the Thunder Board Secretary or Communications Officer *immediately* in order to maintain communications with new Booster Club Officers.

4.4 Bylaws

Each Booster Club shall have the option to write club-specific Bylaws, which must be approved by the Booster Club voting membership and by the Thunder Board Officers.

- a. Thunder Board Bylaws take precedence over Booster Club Bylaws.
- b. Booster Club Bylaws shall not deliberately conflict with the Thunder Board Bylaws.
- c. Each Booster Club's Bylaws shall be reviewed and approved by the Thunder Board Officers prior to being accepted into record.

If no club-specific Bylaws exist, the Thunder Board Bylaws shall be followed.

4.5 New Booster Club Fees

Once a new Booster Club has been formed, the initial Thunder Board fee for membership shall be \$25.00. The fee shall be considered a registration fee in the first year. After the first year, the applicable fee shall be applied, based on the current year's fee schedule.

4.6 Dues

Each Booster Club shall pay annual membership dues to Thunder Board according to the latest fee schedule approved by majority vote of Thunder Board. Membership dues are subject to annual review. If changes to the annual membership dues schedule are approved after the first Thunder Board meeting of a given school year, the new membership dues schedule shall be effective for the following school year.

Payments should be made out to "Desert Vista High School Thunder Board" and submitted to the Treasurer at the beginning of the school year, no later than September 30.

If dues are not paid by the October meeting of the Thunder Board then the Booster Club shall not be a "Member in Good Standing" as defined in Section 1.

Booster Clubs may choose to request dues from Booster Club Members, though student participation in the sport or activity must not be contingent upon payment of Booster Club dues. The amount of annual Booster Club dues is to be set prior to the start of the season and any changes in amount must be approved by a simple majority vote of the Booster Club Members.

All information pertaining to amounts paid or not paid on behalf of any student is to be kept strictly confidential among Booster Club Officers. While details are known by the Treasurer, it is not appropriate to share with anyone outside the Booster Club Officers, including the Coach or Activity Sponsor. In particular, it is not appropriate to distribute or share lists of students whose parents or guardians have not paid Booster Club dues.

4.7 Contracts and Liabilities

Booster Clubs are not authorized to enter into any form of contractual obligation or liability other than standard purchase of goods and services from their own Booster Club funds. Thunder Board Association is the only legal entity under IRS section 501(c)(3) and must be the authorized party to any contract or agreement. In addition, even Thunder Board Association is restricted in the types of obligations it can undertake without direct involvement from the DVHS administration or TUHSD administration.

Any questions regarding this section should be directed to a current Thunder Board Officer prior to any verbal or written agreements with any outside party.

4.8 Sponsorships and Advertising

Sponsorships can present a particular area of concern for some Booster Clubs. If sponsorships are offered, it must be clear that they are considered a donation with only intangible marketing or advertising benefits, such as public announcements or placing the sponsor's logo on banners or programs. (Note: The logo must not contain any coupon or incentive offers or it is considered advertising.) Nothing of material value (such as free event admissions) may be given in return unless properly documented on the donation receipt. Contractual obligations of any kind (such as guaranteed proceeds or vendor exclusivity) may not be promised to the sponsor in return. Discuss any questions or concerns with the Thunder Board Treasurer.

Advertising revenue may be generated by some Booster Clubs through printed space available in programs and other media. Advertising rates must be based on some reasonable market comparison (such as similar sized ads in a local newspaper or magazine). Advertising revenue must be reported separate from any sponsorship revenue on the monthly financial statement. These two should not be mixed for the same year from the same source. Discuss any questions or concerns with the Thunder Board Treasurer.

4.9 Media Release Forms

Any Booster Club wishing to publish or post photographs or video of student participants on any publicly available media format (including newspaper articles, Facebook, photo sharing web sites, etc.) is required to obtain a signed media release form from a parent or guardian prior to such posting. A standard form from TUHSD is available from DV Administration or on the Thunder Board web site. A copy of a current media release form already on file for the same student with DV Administration or another Booster Club is acceptable.

4.10 Changes in Activity Sponsor or Head Coach

In the event that the supported sports team or activity acquires a new Head Coach or Activity Sponsor, the new Head Coach or Activity Sponsor shall be provided an opportunity to review the established Booster Club. The new Head Coach or Activity Sponsor shall:

- a. Communicate with the current Booster Club Officers.
- b. Determine if the goals of the sport or activity are in line with the current goals of the Booster Club.
- c. Work together to determine the budget and goals of the team or activity.
- d. Be provided an opportunity to select an interim board for the Booster Club, if necessary.
- e. Be provided on option to elect Booster Club Officers after tryouts and selections of sports teams.

4.11 Guidelines for Requests for Expenditures

Desert Vista High School Head Coaches or Activity Sponsors may make requests to the Booster Clubs for expenditures of funds consistent with the purpose and scope of the Booster Club and with the purpose and scope of the Thunder Board. A Head Coach or

Activity Sponsor shall make such a request in writing to the President of the Booster Club or in person at a regularly scheduled meeting or in any other written manner authorized by the Booster Club. The Booster Club Officers have final authority over expenditures of funds and may choose to approve or reject any request, keeping in mind that the purpose of the Booster Club is to support the students participating in the sport or activity. If a request is rejected, the decision should be communicated back to the requesting Coach or Sponsor promptly along with a reasonable explanation of why it was rejected..

4.12 Ethical and Honorable Conduct

Thunder Board and all associated Booster Clubs shall make their best efforts to enforce the Code of Conduct as contained in Appendix A of this document. Each Booster Club shall communicate the Code of Conduct expectations to both Officers and participating Members at least once per school year, preferably by handing out printed copies and/or reading the entire Code of Conduct aloud in a regular meeting. The date and method of communication shall be recorded in the Booster Club minutes to ensure that all Clubs are in compliance.

Booster Clubs shall not allow more than one member of any household to serve as a Club Officer (President, Vice President, Secretary, or Treasurer) in the same Club for the same year. If unusual circumstances exist, the Club may request specific authorization from Thunder Board to temporarily override this policy. Each request requires a simple majority vote of Thunder Board and expires at the end of the authorized fiscal year.

4.13 Conflict of Interest

All Officers and Booster Club Members should maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their official duties, being careful to avoid any improprieties in their roles and never use their position or powers for improper personal gain. An Officer or Booster Club Member who has or whose family has a substantial interest in any contract, sale, purchase or service to Thunder Board or any Booster Club shall be prohibited from voting or influencing decisions related to same, or in reviewing or monitoring vendors with the same or similar business interests. Any Officer or Booster Club Member in such a situation must:

- Make known the substantial interest involved, and
- Refrain from voting upon or otherwise participating in the decisions related to same.

All such instances of recusal and/or declaration of a conflict of interest shall be recorded in the meeting minutes at the time the recusal or conflict is declared.

4.14 Booster Club Mediation

Any disputes or major differences of opinion which are interfering with the effectiveness of the Booster Club should be referred to the Booster Club Officers for resolution. Verbal discussion may be sufficient for some situations, or the issue may be filed in writing by someone directly involved. Additional information may be requested and please allow up to 30 days for a decision to be reached. If Booster Club Officers are unable to reach a consensus decision, or if the matter is directly related to one or more of the Officers, then it should be referred to the Thunder Board Officers for resolution. Additional information may be requested, either in writing or via face to face meeting with one or more affected parties. Decisions reached by Thunder Board Officers are final with regard to internal matters of Thunder Board Association. Matters that involve outside parties will be discussed with those parties and resolved in the most expedient reasonable manner.

Booster Clubs that experience conflicts with Coaches or Activity Sponsors regarding goals and responsibilities of the Booster Club should make reasonable efforts to resolve such differences. If the issue remains unresolved, it should be brought to the attention of the Thunder Board Officers, who shall make efforts to assist in finding a satisfactory resolution. If necessary, the matter may be brought to the attention of Desert Vista Administration for further assistance. If still unresolved in a reasonable timeframe, the Booster Club Officers shall meet with Thunder Board Officers, DV Administration and the Coach or Activity Sponsor to determine a solution.

4.15 Dissolution of a Booster Club

It is the fiduciary responsibility of the Thunder Board Association to assure that funds are protected and distributed to the appropriate accounts if a Booster Club is dissolved. If dissolution of a Booster Club occurs, all remaining assets (cash and non-cash) shall be turned over to the Thunder Board Treasurer for review and disposition by executing each of the following sequence of steps:

- All current fundraising plans and any expenditures that would have been paid for by the Booster Club shall be ceased. Any current projects shall be finished or ceased depending on the status of the project. Coaching Staff or Activity Sponsors shall complete any such projects.
- The Booster Club being dissolved shall appoint the past or current President (or other appropriate Officer) who agrees to be the point of contact for questions and issue resolution on a reasonable basis. Contact information for this individual should be given to the Thunder Board Treasurer.
- The bank account of the Booster Club shall be closed by the current signatories once all outstanding obligations have been paid or when the balance reaches zero.
- If the bank account of the Booster Club does not have sufficient funds for all outstanding obligations, any unpaid balances shall be the responsibility of the Head Coach or Activity Sponsor. They shall determine the funds availability and expenditures according to District policies.
- After all debts and obligations have been paid, all remaining cash shall be turned over to the Thunder Board Treasurer for deposit into the appropriate Student Funds account at Desert Vista High School based on the sport or activity that was being supported by the Booster Club.
- Any other assets shall be turned over to the Thunder Board and the Thunder Board shall distribute the assets for one or more exempt purposes within the meaning of Section 501 (c) (3) of the IRS Code.
- All current and past records of the Booster Club shall be turned over to the Treasurer or Secretary of Thunder Board. This shall include all meeting minutes, templates or determination letters, financial reports, receipts of expenditures and deposits, bank statements, and the check book and debit cards. Any statements received by the past Booster Club Officers after dissolution of the Booster Club shall also be forwarded to the Thunder Board Treasurer as soon as received.
- Any obligations, such as annual tax filings, are still required to be completed for the current tax year. If needed, a financial report for the next tax year shall also be completed up to the day of dissolution. An audit of the Booster Club finances shall be conducted under the direction of the Thunder Board Treasurer.

If reinstatement of a previously existing Booster Club is desired by Coaching Staff or an Activity Sponsor, current Thunder Board Association Bylaws shall be followed.

5. INCOME and FUNDRAISING

As defined by Internal Revenue Service for 501(c) (3) organizations, all income brought into the Booster Clubs is defined as “raising funds”. For compliance reasons, every cash and noncash contribution (donation) shall be properly recorded and fundraising records are to be kept. Sample copies of fundraising materials such as fundraising solicitations, media guides, tickets, receipts, flyers shall be retained for each fundraising event. All contributions shall be listed and recorded and the appropriate receipt to donors shall be provided. Refer to the **Donation Receipt Template**. Excess cash after expenses have been covered for special events shall be considered a contribution.

Cash contributions should be recorded and a **Request for Tax ID form** shall be submitted to the Thunder Board Treasurer for approval when appropriate. The **Donation Receipt** shall be kept by the Booster Club Treasurer and a copy shall be sent to the donor for their records, in a timely manner.

Federal tax law provides tax benefits to public charities recognized as exempt from federal income tax. The Thunder Board must comply with federal tax law to maintain its tax-exempt status and avoid penalties. Refer to [IRS Publication 4221 PC](#).

Fundraising Guidelines

Fundraising requests shall be submitted to the Thunder Board Vice President, who is a member of the Fundraising Committee, through the Thunder Board web site or other appropriate method as authorized by the Fundraising Committee. Composition of the Fundraising Committee is specified in the Thunder Board Bylaws. Requests may be submitted by any Booster Club Officer or another designated individual as authorized by the Booster Club Officers. It shall be the responsibility of the Fundraising Committee to verify that the Booster Club is a “Member in Good Standing”, has submitted all required documentation, and that the fundraising event does not interfere with other planned fundraisers. Booster Clubs should submit fundraising requests at least 7 days prior to the event in order to allow sufficient time for review and processing. If such time is not allowed, there may be a delay in obtaining approval.

Once a fundraising request is submitted, the Fundraising Committee must first review the plan to ensure its viability, safety, and adherence to Desert Vista and District policies. The Fundraising Committee shall make its best efforts to communicate the status of the request in a timely manner.

Booster Clubs are allowed to utilize fundraisers which incorporate “games of chance” or gambling, such as a casino night, bingo, raffles, and such. (Note: This does not include a silent auction because the “winner” of an item is not determined by chance.) However, there are some relatively simple additional reporting requirements. Keep a separate record of the date and time, revenue, expenses, and volunteer hours that go into the gaming portion and into the overall event. Discuss the event with Thunder Board Treasurer in advance to make sure information is properly captured and reported for that year’s annual tax return.

It shall be the responsibility of the Thunder Board to ensure every fundraising event has a good chance of success. Approved fundraising events shall be covered under the Thunder Board Association's insurance. To help ensure success, the Fundraising Committee shall:

- a. Assure Booster Club dues have been paid.
- b. Review the information submitted in the **Request for Fundraising**.
- c. Determine if a **Request for Tax ID Form** is needed for the fundraiser.
 - Required for Donations & Contributions
- d. Indicate if the fundraiser is:
 - Parent-supported (100% parents), or
 - Student-supported (100% students), or
 - Both parent- and student-supported
- e. Once approved by the Fundraising Committee, a fundraiser may be held.
- f. Tasks to perform after the fundraiser:
 - All income raised shall be counted by the Booster Club Treasurer and verified by another Officer or Member of the Booster Club.
 - If it is only Parent-Supported, 100% of the funds shall be deposited into the Booster Club's bank account
 - If it is only Student-Supported, 100% of the funds shall be deposited into the Student Activity Account through the Manager of the Desert Vista High School Bookstore.
 - If it is both Parent- and Student-Supported, funds shall be deposited into the Booster Club bank account and a check written to the Student Activity Account for 50% of the total income amount from that fundraiser. This check must be deposited into the appropriate Student Activity Account within 2 weeks at the Desert Vista High School Bookstore. This process will provide an audit trail of the funds earned.
 - In all cases, attach a copy of deposit receipts to the monthly financial report.
- g. All student groups must receive approval from the Student Council for proposed fundraising activities in addition to seeking approval from the Thunder Board if the fundraiser will involve assistance from the Booster Club.
- h. In the event a fundraising activity is denied, the fundraising request can be reconsidered for another date if a date conflict is the reason for the denial.
- i. When a Booster Club's proposal and student group approved plans are in conflict, the student group will be given preference by the Thunder Board.
- j. After an approved fundraising event, the Booster Club will report back at the next Thunder Board meeting on the outcome of the event.
- k. If any Booster Club is determined to have held a fundraising event without the approval of the Thunder Board, the proceeds from the fundraiser shall be deposited into the Student Activity Account. A copy of the receipt from the bookstore must be provided to the Financial Review Committee as proof once the deposit is made.

6. CONCESSIONS

The Maricopa County Environmental Services Department issues a permit to utilize the concessions stands. It is renewed annually by the Thunder Board Association. The concessions permit covers the stadium and gymnasium concessions stands. The sport in season has precedence in utilizing the concessions stand related to their sport. Other

Booster Clubs may request use of a concessions stand by contacting a Booster Club Officer of the sport in season preferably at least 2 weeks in advance (or contact a Thunder Board Officer if not sure which sport is in season at the time). Permission to use a concessions stand shall not be unreasonably withheld and a response is expected within 7 days.

Open plate foods (not pre-packaged and sold without preparation) may only be prepared and served by individuals with a valid Food Service Worker Card in their possession at the time working in the concessions stand. If necessary, workers may be trained on site by a certified Food Service Manager in compliance with applicable procedures. All Clubs and Activities using the concessions stands must meet all food handling and health code requirements as defined by Maricopa County Environmental Services.

If a health inspection occurs during operation of the concessions stand, please cooperate fully with the inspector and forward any reports or documentation to a Thunder Board Officer. If no written report is given, at a minimum, notify a Thunder Board Officer of the date and time of the inspection along with any relevant observations made by the inspector.

Each Booster Club that uses a concessions stand is required to clean the facilities after each use and at the end of their season. Any Booster Club cited for one or more health code violations within their control is responsible for taking required steps to restore compliance before they will be approved to operate the concessions stand again.

Any Booster Club may request to utilize a concessions stand during times when the current sport in season is not using the facility. A facilities request form must be filled out and turned in to the Activities Department or Athletic Department in the main office of Desert Vista High School. Contact with the Booster Club of the sport that is in season at the time is also necessary in order to coordinate dates and concessions items.

7. NON-PROFIT MAILING

Thunder Board Association has the option of utilizing bulk mail at a nonprofit rate. Each mailing must contain at least 200 "identical" items to qualify. To utilize this benefit, submit a request to Thunder Board to do a mailing at the nonprofit rate, including a sample of the item to be mailed and explanation of what and why you are doing this mailing. Approval may be denied if the Club is not a "Member in Good Standing" at the time of the request.

Once approved, Clubs must work with a 3rd party mailing service and follow all necessary guidelines to execute the mailing. (Note: Thunder Board has a permit for nonprofit mailing, but chooses to not pay the ongoing permit fee, so we are required to use a mailing service to do the mailing for us. The permit fee is quite expensive and there are many government rules and regulations, so it is MUCH easier to let someone who does this for a living handle it.) If practical, contact two or more mailing services in the area to compare costs.

The following general guidelines will help ensure a smooth mailing:

- Contact the mailing service for guidance PRIOR TO doing any printing.
- The Booster Club must supply the envelopes and give them to the mailing house to have the return address & postage printed on the envelope - (nonprofit mail must have a return address).

- Upon return of the envelopes, address them and stuff them with items to be mailed
- Sort the envelopes in zip code order with envelope flaps sticking up.
- Drop them off with payment to the mailing service (they will have a machine to seal the flaps at high speed).
- After the mailing goes out, submit the receipt with the monthly financial statement.

. The return address must be:

Desert Vista High School Thunder Board Association
 16440 S 32nd Street
 Phoenix, AZ 85048

This is the address registered with the nonprofit permit. The mailing service can print a note on the envelope describing the contents, for example “Grad Night Info Inside!” In fact, it is a good idea to add such a note to help with identifying any returned mail. No matter how good your address list is there may be some undeliverable items which will be returned to DV. These items will be charged the full 1st class postage rate which the mail carrier will expect to collect from DV. Before sending a nonprofit mailing, please go to the DV front office and tell the attendance person what is about to happen then give them a contact number and around \$5 petty cash to cover this potential cost. Assuming there is a note printed on the envelope describing the contents, the attendance person will be able to contact you and let you know that items were returned. (It will be up to you to decide if you want to find a new address for returned mail or just dispose of it.)

Remember: **Absolutely NO for profit advertising allowed** – the post office has the right to open any nonprofit stamped item to verify its contents and our nonprofit status would be in jeopardy if anything profit-oriented were found.

8. FORMS AND SAMPLES OF DOCUMENTS

Note: The Thunder Board section of the Desert Vista High School Fusion web site <http://desertvista.schoolfusion.us> (Home→ Activities (or Athletics) → Thunder Board) contains links to the most current versions of many items. The same Thunder Board web page can also be accessed through the following URL link: www.dvhsthunderboard.org. Contact any Thunder Board Officer with questions.

1. Financial Report Template (Excel workbook)
2. Booster Club Fundraising Form (now submitted on line)
3. Certificate of Insurance Request Form (now submitted on line)
4. Booster Club Profile (now submitted on line)
5. Request for Use of Tax ID Form (now submitted on line)

**POLICIES AND PROCEDURES OF
DESERT VISTA HIGH SCHOOL THUNDER BOARD ASSOCIATION
REVISED AND APPROVED ON April 21, 2014**

This version of the Desert Vista High School Thunder Board Policies and Procedures was discussed and approved by unanimous vote of members present at the Thunder Board general meeting on the above date. The review and editing of this version was initiated by the 2013-14 Thunder Board Officers below.

Thunder Board President: Robert Rhoades

TB Vice President: Gary Warskow

TB Secretary: Cathy Simpson

TB Treasurer: Jennifer Splaver

As part of the approval process, this version of the Desert Vista High School Thunder Board Association Policies and Procedures was also presented to and reviewed by the following members of the Desert Vista High School Administration.

Principal: Dr. Anna Battle

Vice-Principal of Activities: Tomika Bethea

Vice-Principal of Athletics: T.J. Snyder

**APPENDIX A: CODE OF CONDUCT
for the
DESERT VISTA HIGH SCHOOL THUNDER BOARD ASSOCIATION**

Volunteers who participate in activities sponsored by Thunder Board or any of its associated Booster Clubs must agree to abide by the following expectations.

1. I will act safely, responsibly, and within the law at all times when participating in activities or events on behalf of Desert Vista High School.
2. I will treat all people (students, faculty, staff, other volunteers, etc.) with courtesy and respect, and will support an environment free of harassment, discrimination, intimidation and fear.
3. I will maintain respectful boundaries at all times and avoid unwarranted or inappropriate touching of a student.
4. I will not attempt to discipline any student and will instead refer behavioral issues to a teacher or staff member for appropriate action.
5. I agree to make all reasonable efforts to avoid being alone (one on one) with an individual student and agree to be supervised by a teacher or district staff member.
6. I understand that I have an obligation to share with teachers and/or staff members any concerns that I may have related to safety or student welfare.
7. I will not use personal contact information gained through participation in school activities for any purpose other than school-related communications.
8. I will not post pictures or videos of students on any social media website or similar publicly accessible portal with the exception of web sites maintained by the school or the student group involved in the activity.
9. I will not interrupt instruction or coaching while serving as a volunteer.
10. I will abide by the policies and procedures of Tempe Union High School District (including volunteer background checks and fingerprinting if my duties will include regular contact with students, such as being a chaperone).
11. I will follow visitor access procedures every time I enter and leave the school.
12. I agree not to smoke or use tobacco products while on school property. I further agree not to be under the influence of alcohol or drugs at any time while serving in any volunteer capacity regardless of location.
13. I will dress appropriately and maintain a professional appearance at all times.
14. I confirm that I have not been convicted of nor pled no contest to a felony or any offense involving drugs, child abuse, or of a sexual nature. Further, I do not have any criminal charges or procedures pending, other than a minor traffic violation.

APPENDIX B: VENDOR GUIDELINES FOR EVENTS HELD ON THE DESERT VISTA CAMPUS

The following guidelines are intended to help with vendor management for events hosted on the Desert Vista High School campus. These guidelines are not intended to define a complete event planning approach nor are they intended to be exclusive in nature. Additional rules or expectations may be provided from either the Desert Vista High School administration or the Tempe Union High School District (TUHSD).

1. COMMUNICATIONS

- a. The booster club hosting the event shall designate a vendor coordinator to be the primary contact with all vendors for the event. This individual should be reasonably accessible via email and telephone for 30 days prior to the event, and preferably be on site the day of the event.
- b. The vendor coordinator is responsible for managing interactions with vendors and also communicating within the booster club regarding any issues related to vendors for the event.

2. VENDOR EXPECTATIONS

- a. Vendors are independent from Thunder Board, Desert Vista High School, and TUHSD. Participation in an event is in no way to be construed as a license, partnership or joint business venture of any kind. Vendors are not authorized to use the logo or namesake of any of the above entities for their own promotional purposes without written permission from TUHSD.
- b. Vendors are expected to be in compliance with all relevant laws and regulations that apply to their business.
- c. Vendors must provide copies of the following items to the vendor coordinator for the event at least 7 days prior to the event or they may be disqualified from the selection process for that event.
 - Current valid business license from the appropriate licensing authority(ies).
 - Certificate of insurance (upon request).
 - Food vendors must also provide a copy of their most recent valid health department inspection certificate, if applicable.
- d. Open plate foods (not pre-packaged and sold without preparation) may only be prepared and served by individuals with a valid Food Service Worker Card in their possession at the time. In some circumstances, workers may be trained on site by a certified Food Service Manager in compliance with applicable procedures. All food vendors must meet food handling and health code requirements as defined by Maricopa County Environmental Services.
- e. Vendors are expected to provide their own staff, particularly for handling money. Any agreed upon sharing of proceeds with the booster club hosting the event should be settled at the event, if possible, but not later than 7 days later.
- f. Vendor staff and volunteers are expected to behave in an appropriate and respectful manner while on school property. Anyone refusing to do so may be asked to leave the event and return afterwards to collect their property. In addition, vendors are not allowed to have any person on site who has been

convicted of or pled no contest to a felony or who is listed in any official database of level 2 or level 3 sex offenders.

3. VENDOR SELECTION

- a. Vendor planning should be started well in advance of the event, preferably at least 30 days, to allow time for adequate communication and gathering of all necessary documentation. The selection process and notifications to all vendors who express interest, whether selected to participate or not, must be completed by 7 days prior to the event.
- b. Criteria for vendor selection should give consideration to any qualified vendor. Booster clubs are encouraged to define in advance what selection criteria will be used and share that information with interested vendors early in the selection process.
- c. Booster clubs are not required to make a public appeal for vendors nor are they required to implement a competitive bidding process. However, selection criteria may not be overly restrictive or exclusive in that multiple vendors with similar goods/services must be considered on reasonable basis. Long-term exclusivity agreements, either written or verbal, are not allowed.
- d. The booster club hosting the event should assign selected vendors to physical locations or slots at least 5 days prior to the event. This information must be communicated clearly with each selected vendor, including details of where they are to set up, expected times for entry and exit from the campus, and any other information regarding physical access the day of the event. (Maps of the campus and/or the sports complex may be downloaded from the Thunder Board web site to assist with this requirement.)

4. PHYSICAL ACCESS, EQUIPMENT AND SUPPLIES

- a. Vendors are expected to provide all necessary equipment, supplies and support items for their own operations the day of the event unless specific arrangements with the vendor coordinator are made in advance.
- b. Requests for electrical power must be made to the vendor coordinator at least 5 days in advance of the event. (Note: Only standard 110V AC power is available.)
- c. Vendors are expected to restrict their tables, awnings, trailers, and other physical property to the area allocated to them for that event. Questions should be directed to the vendor coordinator who has final authority.
- d. If a vendor arrives with an unexpectedly large trailer that does not fit in their assigned space, and cannot be easily repositioned, they may be required to leave the event. Final decision will rest with the vendor coordinator.
- e. Vendors should not arrive on campus substantially earlier than the specified arrival time on the day of the event and should be fully packed and off site by the specified departure time.
- f. Vendors are expected to follow the instructions of event staff and DVHS security personnel when entering and leaving the campus. Best efforts will be made to communicate instructions in advance, but may be subject to change the day of the event. Patience and cooperation are much appreciated.

**APPENDIX C: VOTING AND ELECTIONS GUIDELINES
for the
DESERT VISTA HIGH SCHOOL THUNDER BOARD ASSOCIATION**

These guidelines are intended to provide a basis for consistency among all Booster Clubs in the annual election of Booster Club Officers. Some details are expected to vary from club to club due to size, number of voting members, and other unique circumstances. It is the responsibility of the current Booster Club Officers to interpret these guidelines on behalf of their Booster Club and act accordingly. If questions or concerns arise, contact the Thunder Board Officers for input and final decision.

1. ELIGIBILITY TO SERVE AS AN OFFICER

- a. In order to serve as a Booster Club Officer, a candidate must be duly nominated, must agree to serve for the intended term of office, must agree to abide by the governing documents of Thunder Board Association, and must be a Member in good standing at the time of their nomination.
- b. Candidates are not allowed to campaign for office with email blasts, telephone campaigns, handouts, posters, banners, social media, or other forms of mass communication. This restriction is intended to keep the process simple and equitable, allowing all interested volunteers to participate. Any candidate who willfully violates this restriction, or encourages others to do so on their behalf, may be sanctioned by vote of the current Booster Club Officers or the Thunder Board Officers. This sanction may include loss of eligibility to serve as an Officer for up to one year.
- c. Booster Clubs may impose additional reasonable requirements on Officer eligibility by a vote of the Voting Members subject to review by Thunder Board Officers.

2. NOMINATIONS

- a. Nominations should be opened to eligible Members preferably 2 months in advance of the meeting during which the election is to be held.
- b. For many Booster Clubs, nominations can simply be communicated to the President (or other designated individual) at least 2 weeks prior to the election.
- c. For Booster Clubs that have a President-Elect, the normal expectation is that current President-elect will be the only nominee for President the following year, unless they become ineligible or choose not to serve.
- d. Current Booster Club Officers are responsible for verifying eligibility of candidates and communicating by email or other reasonable means the names of candidates to the Voting Members at least 1 week prior to the election.
 - i. Note that some of the larger Booster Clubs may choose to use a "Nominating Committee" to reduce the administrative burden on their Officers. The composition and duties of this Nominating Committee are to be written in Booster Club specific bylaws or policies and procedures and must still follow the general outline of these Thunder Board procedures.
- e. During the election meeting, prior to taking the vote, the President or presiding Officer must allow for nominations from the floor. Self-nominations are not allowed from the floor, each nomination must come from a Voting Member and

must have a second, and nominees must verbally acknowledge that they are willing to serve. (Note: Nominees from the floor must still meet eligibility to serve as an Officer as listed above.) Voting Members may then write in the name of such candidates on their ballot if they wish to vote for them.

- f. Once nominations from the floor are closed, if any positions remain open and without a candidate, the current Booster Club Officers shall decide between two options: 1) Hold a special election for that position at a later date, or 2) take an immediate vote of the Voting Members to authorize the incoming Booster Club Officers to seek an eligible volunteer and appoint them to the open position following appropriate review and vote among the Officers.

3. ELIGIBILITY TO VOTE

- a. In order to vote in a Booster Club election, an individual must be a Voting Member of the same Booster Club. Voting Member or “Member in good standing” means that the individual meets all of the following criteria:
 - i. Are the parent or legal guardian of a student participating in the sport or activity during the current academic year;
 - ii. Have paid at least 50% of current year membership dues to the Booster Club or have made appropriate financial arrangements with the Treasurer;
 - iii. Are not personally sanctioned or otherwise restricted from voting at the time of the election.
- b. Voting Members must be present at the election meeting in order to vote. (Proxy votes, in absentia votes, and the like are not allowed. If extenuating circumstances exist, electronic or email votes may be an option, but must be discussed with and authorized by Thunder Board Officers prior to the election.)

4. THE ELECTION PROCESS

- a. The current President generally presides over the election but has the option to appoint another Officer to preside over the election if so desired.
- b. If each Officer position has only a single candidate, a motion can be made to hold the vote by show of hands instead of by ballot. If the majority of Voting Members approve this motion, skip the remaining steps for tallying ballots and take the vote by show of hands.
- c. Three trusted volunteers should be selected to collect and tally the ballots, none of which may themselves (or their spouse) be running for office. (Note: Thunder Board Officers can be available to assist upon request.)
- d. The Treasurer (who has detailed knowledge of financial arrangements) is responsible for compiling in advance an initial list of Voting Members. This list is to be reviewed by at least one other Officer for other eligibility issues then used to check in Members and issue ballots at the election meeting. Only Voting Members should receive ballots.
- e. Ballots are to be printed in advance of the meeting and kept by the Treasurer or a trusted designee until the meeting. Each ballot section should have a blank line for potential write-in candidates if needed.
- f. Information about each candidate may be provided verbally at the election meeting (no more than 2-3 minutes per candidate) or in the form of short written

statements, whichever is preferred by the current Officers. If written statements are allowed, they should be in a reasonably consistent format, preferably no more than one page per candidate.

- g. After nominations from the floor are closed, Voting Members are given a few minutes to mark their ballots.
- h. Ballots should be collected by the election volunteers and taken to a separate room or private area for counting.
- i. Votes are tallied for each Officer position according to the following:
 - If a ballot is left blank for any particular Officer position, that does not affect the validity of any remaining votes cast on the same ballot.
 - Ballots that are illegible are not counted.
 - If two candidates are marked for the same Officer position on the same ballot, then the vote for that position is invalid and not counted.
 - Spelling of the name for a write-in candidate does not have to be exact for the vote to count as long as the intent is clear by consensus of the election volunteers. Votes for fictitious names (such as cartoon characters) as write-in candidates are invalid and not counted.
- j. If a single candidate for an office receives more than 50% of the votes cast for that office, then that candidate is declared the winner.
- k. If no candidate receives more than 50% of votes cast for an office, then a runoff election should be immediately conducted between the top two candidates for that position. This can be done by passing out a slip of marked paper to each voting Member and allowing them to write in one of the two names. These slips are then collected by the election volunteers and tallied to determine the winner. In the rare event of a tie after this runoff, the winner shall be determined by the current President.
- l. The winning candidate for each office should be announced by the President or presiding Officer and recorded in the meeting minutes. In addition, an email announcement or web site posting of the newly elected Officers can be sent out at a later time to all interested parties.
- m. Contact information for the new Officers should be communicated to Thunder Board prior to the start of their term.