

Summary of Proposed Changes to Desert Vista High School Thunder Board Policies and Procedures

Revision E (finalized April 2014)

This document describes proposed changes to the DV Thunder Board Policies and Procedures. These changes reflect our continuing efforts to improve the effectiveness of the organization and maintain the highest standards for conduct of our volunteers.

CHANGES TO POLICIES AND PROCEDURES

- Any typographical errors, misspellings, capitalization inconsistencies and unclear verbiage or phrasing will be corrected when found throughout the document.
- Language will be checked for consistency with Thunder Board Bylaws.

Topics being edited or clarified

- Control of scheduling for concessions stands.
- Guidance on start/end dates of officer terms for clubs that need better continuity across current fiscal year (starts July 1). [Companion revision in Bylaws]
- Financial reports for each Booster Club must be publicly available or provided upon request, but that is limited to the annual budget and monthly reports filed with Thunder Board. This does not mean that clubs are required to provide details or audit-level access to anyone who asks. Refer such detailed inquiries to the elected Officers.
- Provide better definition of what constitutes a Voting Member or “Member in good standing.” (Contained with other voting guidance in Appendix C.)
- TUHSD staff are generally eligible to serve as booster club officers (not treasurer and not in a club directly related to their assigned work responsibilities).
- Clarify distinction between sponsorships and advertising income and how each should be treated on financial reports.
- Authority within Thunder Board Association rests with the elected officers on any issue not specifically addressed in the Bylaws or P&P documents. In a similar but subordinate way, authority within each Booster Club rests with its elected officers subject to the Thunder Board governing documents and Thunder Board Officers.

Topics being added

- Better definition of Booster Club sanctions, duration, etc. Concept is also extended to sanctions of individual members for violation of the Code of Conduct.
- Any booster club wishing to post photographs or video of their student participants on any publicly available web site should obtain a signed media release form from a parent or guardian prior to such posting. A copy of a similar

media release form already filed in the same school year with the DV administration or another booster club is also acceptable.

- Confidentiality of parent payments and donations is to be maintained among only elected Booster Club Officers.
- Each major committee should have an executive sponsor on the officer team.
- Added an escalation procedure within Thunder Board structure for handling conflicts between booster club officers and other volunteers.
- Appendix C contains guidelines for booster clubs to follow for taking votes, tallying annual elections, etc. (This was written as an Appendix C so that it can be easily saved as a separate file and distributed for convenience.)
- Guidance on fundraisers that involve a gaming component (raffles, drawings, etc.) and how to report them on financials.
- Booster clubs should treat debit cards as equivalent to signing a check from the booster club account (responsibility rests with the Officer to whom the card was issued). Individual booster clubs should not have credit card accounts as this requires signing a financial agreement which is restricted to Thunder Board only. (if such accounts already exist, please discuss with Thunder Board Treasurer.)

Thank you.

Thunder Board Officers for 2013-14.

Rob Rhoades, Gary Warskow, Cathy Simpson, and Jennifer Splaver