

ILLINOIS LUTHERAN HIGH
SCHOOL/JUNIOR HIGH
SCHOOL

BOOSTER CLUB
HANDBOOK



CHARGERS

2017-2018

WELCOME TO BOOSTER CLUB

WHO IS BOOSTER CLUB?

All parents of students attending Illinois Lutheran Schools, or interested parties in supporting ILS, are encouraged to come to Booster Club meetings and be actively involved in promoting and maintaining an interest in the general welfare of the school system. More specifically, the Booster Club is made up of parents, or any interested ILS supporters, or faculty advisors who are interested in supporting extracurricular activities.

HOW DO I GET INVOLVED?

Come to any of our meetings or contact one of the officers. There are many ways to help Booster Club even if you are not available to attend meetings. Volunteers are needed for many of our activities throughout the year. For more information contact a Booster Club officer, or watch for the information in ILS School Bulletins/Newsletters.

WHERE AND WHEN DOES BOOSTER CLUB MEET?

Booster Club meets at the ILHS/JH campus. Our meetings are normally held once a month.

WHAT KIND OF ACTIVITIES IS BOOSTER CLUB INVOLVED IN?

As a group, we are involved in several activities/events within ILS Elementary and ILS Jr High/High School. Some of our activities include: Monday Pizza Day at the Jr High/High School, Spirit Wear Sales, Entertainment Book Sales, Some Concerts, Spring Awards Banquet, Bike-A-Thon, and our yearly Golf Outing.

WHAT DOES BOOSTER CLUB DO?

The Booster Club physically and financially assists in raising funds to support many extra-curricular activities at our ILS Schools. We are able to do this thru our profits made thru all of our activities/events that we are involved in, and we also need the continued support of our parents. The Booster Club supports and makes many contributions to several areas of our schools, these are most of our budgeted items.

We support:

Drama Department

Yearbook

Band

Micahtam

Athletic Uniforms (if needed)

Athletics at the 5th / 6th grade level (if needed)

7th grade Creation Museum Field Trip

8th grade Springfield Field Trip

Provide our teachers with Christmas Luncheon

Provide our teachers with "Teacher Appreciation Month" at the Jr High/High School

A Booster Club Citizenship Award (Jr. High Student)

Seniors Awards Banquet, plus 2 additional for dinner

The Booster Club Scholarship Essay

We also provide higher dollar amount items off of both the Elementary and the Jr High/High School "Wish Lists" (a couple examples)

Every classroom has White Boards in Elementary and Jr High/High School

Also upgraded both campuses with their Sound Systems

2017 – 2018 BOOSTER CLUB BOARD

PRESIDENT	Donna Di Mascio
VICE PRESIDENT	Judy Tatge
TREASURER	Debbie Biasella-Cantu
SECRETARY	Trista Daly

2017 – 2018 COMMITTEE CHAIRS

BIKE-A-THON	Debbie Cantu
ENTERTAINMENT BOOKS	Ellen Kitka
GOLF OUTING	Debbie Cantu/Tim Cantu
PIZZA DAY	Mary Counts/Debbie Cantu
SPIRIT WEAR	Debbie Cantu/Mary Counts

BOOSTER CLUB OFFICERS JOB DESCRIPTIONS

PRESIDENT

- *President shall preside at all meetings of the club
- *Meetings shall be conducted using "***ROBERTS RULES OF ORDER***"
- *President shall appoint committees and serve as a member "ex-official" for all committees except the nominating committee
- *Responsible for setting meeting agendas
- *Sets the calendar for meeting dates
- *Works with the Booster Board annually to revise the Booster Club Handbook
- *Works with the Treasurer and the Booster Board establishing the budget
- *Works with the school Principals/Staff and the Booster Board to identify needs and "wishes"
- *Communicates and coordinates all activities with the grade school parent/teacher group to insure minimal conflicts

VICE PRESIDENT

- *Vice President shall assume the duties of the President whenever the presidential chair becomes vacant
- *Attend all meetings and is prepared to conduct meetings in the absence of the President
- *Responsible for communicating with specific committees throughout the year

SECRETARY

- *Records and compiles meeting minutes and submits them for publication on the ILHS/JH website and provides hard copies at the meetings
- *Responsible for any other necessary correspondence (e.g. thank-you notes, reminders, postcards, etc.)

TREASURER

- *Treasurer shall be responsible for receiving/distributing all monies for the club
- *Prepare an annual report at the end of each calendar year
- *Provides, compares, and verifies the ILS Finance Committee's treasurers' reports for each meeting and is prepared to answer questions
- *Works with the Booster Board in setting a budget
- *Keeps detailed records of income/expenses for various committees and/or projects
- *Works with ILS Finance Committee and compare overall account balances

INFORMATION ABOUT ACTIVITIES AND FUND RAISERS

HIGH SCHOOL SPRING AWARDS BANQUET

If we have our Fall and Winter Athletic Banquets organized by their respective coaches, or our Spring Banquet which includes academics, athletics, and other extra-curricular awards associated within the school year, the Booster Club helps coordinate the event as well as provides the paper products, beverages, a catered meal for the Senior student and (2) parent(s), and dessert.

BIKE-A-THON

The Bike-A-Thon is a major fundraiser that is typically held bi-annually. It takes a lot of manpower to make this event a success. We obtain the police department to block off a portion of the city streets for our course. All riders, grade school, high school, parents, grandparents, aunts, uncles, babies in strollers, and walkers are welcome to participate, gather pledges, and have fun!! It is a day full of fun, food, and prizes!

ENTERTAINMENT BOOKS

Every year Booster Club sells Entertainment and Golden Opportunity books. We sell two area books, the South Chicago area and the Indiana area. They are available at each school office and various functions throughout the year. These books make great Christmas gifts!!

ESSAY CONTEST

Booster Club sponsors this contest for 8th grade students that attend Illinois Lutheran Junior High. A total of \$750.00 is allocated for tuition assistance at ILHS and is distributed among all participants.

PIZZA DAY

Students are able to purchase Pizza Hut pizza on Mondays. Desserts are also available from parents donating baked goods. The profits help support Boosters. Volunteers are needed to help with serving and baking desserts.

GOLF OUTING

The Booster Club sponsors the Annual Golf Outing. This event is usually held at Lincoln Oaks Golf Course, in Crete. The day consists of golf, dinner, raffles, and prizes. Tee up and have fun!

CONCERTS

Booster Club has provided refreshments for choir and band events. If this service is requested, volunteers are needed.

SPIRIT WEAR

The Booster Club sells Spirit Wear. Some sample items are on display in the Multi-Purpose Room and Hallways. Spirit Wear is a great way of showing you support our school especially at sporting events. This is a great idea for Christmas gifts!! Order forms are provided, and some items are in our inventory throughout the year, available to purchase immediately.

7th and 8th GRADE TRIPS

Booster Club helps defray the cost of trips to Creation Museum and Springfield. Also, the cost of having Camp Phillip visit our school.

TEACHER APPRECIATION MONTH

Booster Club organizes lunch, drinks, and special baked items, daily, for the month of May, for the Jr High/High School teachers and staff to enjoy. We also combine with CPA for a Teacher Luncheon, which includes ALL ILS Teachers.

CONSTITUTION BY-LAWS

SECTION I

The President shall preside at all the meetings of the club. Meetings shall be conducted using "ROBERTS RULES OF ORDER".

He/she shall appoint committees and serve as a member ex-official of all committees except the nominating committee.

SECTION II

The Vice President shall assume the duties of the President whenever the Presidential chair shall become vacant.

SECTION III

The Secretary shall be responsible for recording minutes and for all correspondence.

SECTION IV

The Treasurer shall be responsible for receiving and disbursing all monies of the club and shall prepare an annual report at the end of each calendar year.

SECTION V

Meetings shall be held regularly throughout the school year.

SECTION VI

Amendments to the by-laws must be approved to two-thirds majority vote of the members present.

CONSTITUTION ARTICLES

ARTICLE I NAME

The organization shall be known as *Illinois Lutheran Booster Club*.

ARTICLE II PURPOSE

The purpose of this club shall be to promote and maintain interest in the general welfare of Illinois Lutheran High School/Junior High and athletics for grades 5 and 6. All action taken by this club is subject to the approval of the Board of Directors of the school system.

ARTICLE III MEMBERSHIP

Membership shall be open to any person, 18 years of age or older who supports Article II of this Constitution.

ARTICLE IV OFFICERS

The officers of the club shall be comprised of (at least two) communicant members from a W.E.L.S. or E.L.S. congregation. The officers are:

President

Vice President

Secretary

Treasurer

Officers shall be elected for a two-year term at the last regular meeting of the school year, with the President and Secretary elected in even numbered school years, and the Vice President and the Treasurer elected in the odd numbered years. They may not serve for more than two successive terms.

ARTICLE V AMENDMENTS

This Constitution shall be amended by a two-thirds majority vote of members present at two consecutive meetings.

ARTICLE VI DISSOLUTION

The club can only be dissolved by a three-fourths majority vote of members present at two consecutive meetings. Upon termination of the club, all monies shall be turned over to the Board of Directors of the school system.