JUANITA HIGH SCHOOL BOOSTER CLUB

PROGRAM MANUAL

FOR COACHES, DIRECTORS, AND PROGRAM REPRESENTATIVES

(UPDATED AUGUST 2026)

We are a 501(c)(3) organization of volunteer parents and community members that provide fundraising and support services to Juanita High School extracurricular programs such as athletics, activities, and the arts.

Our mission is to support the development of extracurricular student programs, to enrich the high school educational experience, contributing to the foundation of a strong future for all students.

WHAT WE DO: SUPPORT. ENRICH. CONNECT.

~ **SUPPORT** programs *outside* the classroom that benefit all students at JHS, including some clubs, performing arts groups, and athletics, by working to remove barriers to participate and play through fundraising.

~ **ENRICH** programs by providing funds for things like spirt wear, team bonding activities, meals, Senior nights, banners, and more.

~ **CONNECT** the school-wide community by highlighting student achievements through distribution of the Booster Club Newsletter, promoting Raven Pride on social media and our web page, and providing college scholarship opportunities for graduating Ravens.

Funds raised and provided by the JHSBC (the community) are intended to supplement funding provided by the LWSD (the school district) and the Juanita ASB (the students). Each year the gap in funding increases, and we seek to bridge that gap with a "boost" in funding.

WHO WE ARE

WWW.JUANITAHSBC.COM

Juanita High School Booster Club Executive Board 2026/27

President – Victoria Gray
president@juanitahsbc.com

Vice President – Jamison Daane
vp@juanitahsbc.com

Secretary – Pallavi Bhandikar
secretary@juanitahsbc.com

Finance – Noel Estrada
finance@juanitahsbc.com

Cheddar Up Coordinator – Alison Borgen
CheddarUpCoordinator@juanitahsbc.com

Fundraising – Corrie Dolan and Lea Whitehill
fundraise@juanitahsbc.com
Give@juanitahsbc.com

Social Media – Tonya Peeler
Socialmedia@juanitahsbc.com

Webmaster – Misty Green
Webmaster@juanitahsbc.com

Membership – Jessica Secan
Membership@juanitahsbc.com

Non-elected position:
Athletic Director/Club Sponsor - Jason Thurston
jthurston@lwsd.org

Chairperson and Committee positions 2026/27

Appointed by the Executive Board

Senior Signing Day
Led by President

Scholarship Committee
Led by Secretary

Nominating Committee
Led by Secretary

Audit Committee
Led by Finance

Family and Community Engagement Committee
Led by VP

Fundraising/Events Committee
Led by Fundraise Chair

Flexible Volunteers ALWAYS OPEN
to call upon when needs arise. (Spirit wear, Booster Booths, community action, etc.)

PARTICIPATING PROGRAMS

-Ravens Athletics-

Fall

Women's Cross Country Men's Cross Country Men's Golf Women's Soccer

Slowpitch Softball Women's Swim/Dive Men's Tennis Women's Volleyball

Winter

Women's Basketball Gymnastics Men's Swim/Dive Flag Football

Spring

Badminton Baseball Women's Golf Men's Soccer Fastpitch Softball Women's Tennis

Women's Track & Field Men's Track & Field Unified Soccer

Year-Round Programs

DECA Cheer Dance

-Partnering Booster Clubs-

Performing Arts Booster Club Wrestling Booster Club

Gridiron Booster Club (football) Men's Basketball

-Partnering Groups-

PTSA (Parent Teacher Student Association) ASB (Associated Student Body)

Roles & Responsibilities

Coach, Director, or Club Lead	✓ Appoint a Program Representative who acts as a Booster Club leader within your program. You can be the Program Rep; however, it is ideal that this be a parent. It is best if you can appoint an upperclassman and underclassman Program Representative. Program Representative should be identified, and contact information shared with JHSBC board by September. A great time to secure a representative for the following year is at the season end or last event. ✓ Work with your Program Rep and parents to fundraise for **your** program. ✓ Follow guidelines set up by the JHSBC for your program fundraisers. ✓ Maintain and oversee your programs budget. ✓ Submit website and social media highlights. (Or ask a parent volunteer to do this job). These are short updates that might include season highlights and fundraisers. Please include pictures when possible. o Website contact: webmaster@juanitahsbc.com o Social Media contact: socialmedia@juanitahsbc.com ✓ Ask families to become members of the JHSBC. ✓ Encourage families to volunteer as Committee Representatives or chairpersons. ✓ Support and encourage all JHSBC participating programs. ✓ Participate and provide support for general fundraising events.
Program Representative	✓ Act as a liaison for your program with the other Program Reps and the Executive Board. ✓ Attend Booster Club meetings. Dates will be posted on the website in September. ✓ During your season or event, at Booster Club meetings, provide a quick update with the following information: o Program Highlight or Kudos o Where can the community support your program (Upcoming concert, game, event, or fundraiser) o Is there a success or challenge that you would like to share with the group?

Basic Operations

- The JHSBC uses an umbrella booster club model as its operating structure. This structure means each program does not need to maintain and pay for their own non-profit status, and/or work solely within the constraints of the ASB and LWSD for funding.
- Membership is made up of parents, coaches and directors, alumni, and community members.
- An executive board is voted in by the membership each spring for the following school year.
- The board serves each participating program by providing basic fundraising support, maintaining the website, coordinating JHSBC college scholarships, purchasing club insurance, and providing treasury and banking services to all participating programs.
- Treasury services include maintaining overall club finances & tax forms/records and managing the overall operating budget, and ensuring our club is in compliance with the law for 501c3 non-profits.
- Under this structure, each program is responsible for its own operating budget. The JHSBC treasure will provide monthly financial reports which maintain a line item for each program showing its current balance. Each program is responsible for staying within its budget.
- Each participating program that maintains financial accounts through the JHSBC will be required to participate in the scheduled meetings by having either a coach/director or parent representative, called a "Program Representative", in attendance in at least 50%of the clubs' General meetings. A fee of $100 will be assessed to any program using financial management and not meeting Program Representative requirements. This fee will be assessed on May 31st each year and debited from the accounts at that time. Fees may be waived at the discretion of the Executive Board.
- An Administrative Fee may be charged on all non-membership dues of money deposited with the Juanita High School Booster Club. The fee, or waiver of such fee, will be of an amount determined annually by the Executive Board and will be directed to the Club's general fund for sustaining activities and special funding requests. There is no fee for the 2024/25 school year.
- Partner with Gridiron, Wrestling Booster, and Men's Basketball with Senior scholarships, senior signing gifts, social media, auction, or other events tbd, with a fee of $100.00/year.
- Documents and resources can be found on our website.

2026/27 JHSBC MEMBERSHIP AND FEES

**Membership fees go toward the Booster Club general fund which covers overall operating costs for the Booster Club, special projects, and Raven college scholarship opportunities. Please ask your families to support the Booster Club by purchasing a membership today.*



Membership Type	Cost	Includes
JHSBC Coaches & Program Directors	Free	1 Vote
JHSBC Membership + 1 vote	$25	1 Vote
JHSBC Raven Pride	$50	1 Votes, 1 JHSBC Decals, 1 blanket

FUNDRAISING GUIDELINES

- Each program is responsible for their own fundraising. Fundraising for the general fund occurs with Membership, or other whole JHSBC fundraising events.
- Each program is responsible for ensuring their fundraising efforts do not impact other established fundraising efforts and should confirm with the JHSBC executive board for approval of fundraiser.

- All proposed fundraising idea should be sent to the JHSBC Board for approval a minimum of two (2) weeks by emailing the plan to fundraise@juanitahsbc.com AND president@juanitahsbc.com. The Board will review to ensure there are not multiple events and camps competing for attendance. The Board will also coordinate with AD for transparency and compliance oversight. See Appendix A (ASB vs Booster fundraising)
- All fundraising must have "**Benefitting the Juanita High School Booster Club**" on advertising. This keeps us in line with the rules regarding our 501(C)(3) status. (example "Pizza Night at MOD, hosted by Juanita Gymnastics, benefiting the Juanita High School Booster Club")
- All fundraising communications going out from your group need approval by the executive board prior to sending out.
- Fundraising must be planned, organized, and managed under the direction of the program representatives and parents.

- Finance board member should be notified if they do any raffles or auctions at fundraising events as there are laws to consider.

- **NO Wearing Uniforms for Booster events**: Uniform wear is for competing only. Wearing a uniform makes it an ASB event, and all funds raised belong to ASB.

- Use of district/school facilities per district policy.

- **Building Use**: A JHSBC board member must sign the building use form outside of regular janitorial school hours, for insurance coverage purposes. During regular janitorial school hours, a coach can work with the JHS Athletics Dept to schedule building use. If a coach signs the Building Use form, it becomes the school's liability and is considered part of the ASB program.

- A **Waiver** is needed from camp participants if you run through your program as a fundraiser.

MONEY 101

- All monies raised must be financially accounted for and recorded through the JHSBC Treasurer.
- JHSBC has two card readers that can be borrowed for your fundraising event. Contact CheddarUpCoordinator@juanitahsbc.com for use.
- All monies should be safely kept until arrangement can be made for deposit.
- Money should never be deposited in personal accounts.

- All monies for disbursement and deposit must be accompanied by the appropriate forms found on the JHSBC website.
    - Any fund requests for Athletics over $1,000 need to be approved by the Athletic Director.
    - Any and all stipends for Athletics need to be approved by the Athletic Director.
    - **Check Requests**: Program Representative and coach/director must sign and approve check requests. Receipts, invoices and/or any supporting materials must be included when submitted.
    - **Receiving Funds**: Checks must be made payable to JHSBC or Juanita High School Booster Club.
- All monies for deposit must be counted and witnessed by at least two parents. **No coaches or students can handle fundraising monies**. Failure to follow this requirement will result in immediate rejection of funds for deposit into the JHSBC account. Only parents can sign the deposit form.
- Place monies and completed forms in an envelope and into the JHS Booster Club mailbox in the JHS front office.
- Email Finance@juanitahsbc.co AND President@juanitahsbc.com that you have deposited or requesting a disbursement.
- Mutually agreeable arrangements must be made with the JHSBC Treasurer for deposits and disbursement requests. The Treasurer will set a schedule for writing checks for reimbursement purposes.

CONTRACTS AND LOANS

- A board member is the only approved member to sign, execute and deliver any instrument in the name of and on behalf of the Juanita High School Booster Club.
- No loans shall be contracted on behalf of the Juanita High School Booster Club.

CALENDAR & TIMELINE

- Booster Club Board Meetings are held at 6:00pm on the third Monday of identified months, or another Monday of the month, if needed.
- Booster Club General Meetings are held at 7:00pm on the third Monday of identified months, or on another Monday of the month, if needed.
- JHSBC will present information about club to coaches at all season Coaches Meetings held by AD
- JHSBC will present information to parents at all season Parent Meetings held by AD

September	March	April
• Coaches and Directors provide the Executive Board with the name and contact information for Program Representative. • Form Fundraising Committee to determine need for large General Fund Fundraiser in the Spring. • Form Family Engagement Committee • Confirm JHSBC Program Manual and by-laws.	• Form Scholarship Committee. • Form Nominating Committee.	• Scholarship application rolls out. • Form Audit Committee

May	June	
• Scholarship applications are due. • Executive Board Nominations announced. • Review JHSBC Program Manual and by-laws to suggest edits for following year	• Scholarship winners announced. • Vote for the Executive Board. • Audit (June/July) • Confirm JHSBC Program Manual and by-laws.	



FREQUENTLY ASKED QUESTIONS

1. What is the difference between the JHSBC General Fund and my Program balance?

- The JHSBC budget is divided into individual line items specifically for the General Fund, and line items for each specific Program. (Gymnastics, Band, Tennis etc..... all have their own account balance). We have over twenty participating programs.
- The General Fund in the JHSBC budget is reserved for overhead operating expenses such as, but not limited to the website, event insurance, bank fees, special projects, grants for programs, community engagement, and college scholarships. The General Fund receives money through membership, general fund designated donations, and JHSBC general fundraisers-Pass the hat, Amazon Smile, Smith Brothers, Raise Right, Spirit Wear sales, restaurant nights, auctions, or other large events.
- Individual Program balance in the JHSBC budget is what each program has available to use and contains 100% of the fundraising the program has done for itself. The idea is that you fundraise enough each year for your program to carry the bills for the next year. Fundraisers include but are not limited to-Pass the hat, Snap Raise, Car Wash, Little Raven Camps, restaurant nights out. It's up to you! Check out our program manual for fundraising guidelines and suggestions.

2. How much money does my program have in its balance?

- Please send an email to finance@juanitahsbc.com to inquire.
- Attend the Booster Club general meetings where financials will be available for you to review.

3. What can/cannot we use our Program balance funds for?

- Your booster club Program balance can be used for anything that benefits the program as a whole. Examples include meals for all, travel expenses for all, celebrations like Senior Night, end of season or event party, bonding activities, spirit wear, coach stipends.
- Booster club finances CANNOT support individual students at this time.
- Booster club funds CANNOT be used to purchase uniforms or equipment directly – funds can be donated to the program's ASB to help offset uniform expenses.
- Coaches/Directors and Parent Reps should work together to decide on proper expenditures.
- Expenditures over $1,000.00 (or 500 stipends) require a signature and oversight from the Athletic Director.

4. How do we run a fundraiser for our Program?

Please refer to the JHSBC Program Manual for guidelines. Other helpful guides:

- How to Run a JHS Team Program Fundraiser
- How to Run a Little Raven's Camp Fundraiser

You can always contact Fundraise@juanitahsbc.com and President@juanitahsbc.com with any questions.

5. Do you have a local business partner we should use?

While we do not have one specific business we partner with and you may work with any you choose, here are some the JHSBC has used throughout the years:

- **Raven spirit wear**
  - Risan Athletics: www.risan.com, (425) 821-5172
  - Makin It Happen: Brian Douma, 206-396-6573

- **Photographers**
  - Joe Byrne: www.flickr.com/photos/byrnej/albums
  - Trevor's Photography: trevorphoto@comcast.net, 206-755-3719, www.trevorsphotography.com
  - Jodi Scheffler: jodischeffler@comcast.net, www.4loveoftheshot.com
  - Adam Lu: www.adamluphoto.com

- **LWSD Printing Services**

This option is available to use at a cost generally cheaper than outside printing services. Individual programs need to manage the photo taking, ordering, payment, pickup, and mounting of banners.

- Email Secretary@juanitahsbc.com for a work request form and complete the top portion of the work request, minus the account number, then email it to lwsdprintrqst@lwsd.org. In the body of the email, you will want to include the details of your order. For Example,
  Description- Juanita Gymnastics Senior Banner, Size-24X36, Fabric-vinyl, Grommets)

- A typical 24X36 Senior banner is $45
- Turnaround time is usually 7-10 business days from when the proof is approved.
- You need to provide a print ready file. They can help put school logo, name, position, grade, etc.; you will just need to let them know how you would like it to be designed. Resolution of photos should be at least 300dpi. The higher the resolution the better. You can always take a photo and send it to us for a preprint evaluation.
- Photo Lighting is important. Have the subject stand in the same spot while the camera is on a tripod, center the player, pick a good background. If the team photos are done early enough in the season, ask the photographer to take the photos as this is the best and easiest option.

Questions about LWSD Printing services? Contact:

Mason Effertz
Print Center Supervisor, Public Records Officer, Support Services Center
E: meffertz@lwsd.org | P:425-936-1128 | C:323-673-8661

6. Do you have examples of flyers for fundraising that other teams have used?

Please refer to the JHSBC Program Manual for guidelines. Other helpful guides:

- How to Run a JHS Team Program Fundraiser
- How to Run a Little Raven's Camp Fundraiser

You can always contact Fundraise@juanitahsbc.com and President@juanitahsbc.com with any questions. *Just remember-All flyers need to have both the JHSBC name and strongly recommended to include logo.*

7. Are teams able to get an email list of members who have donated to their Program?

If donations have been made through Cheddar Up, this information can be provided.

8. How do we help/support recognizing Seniors in the program?

- Most Programs have a designated Senior Night (ask the coach or director). There is no recommended budget; however, your program is responsible for maintaining a positive balance in your account. While there is no set expectation, we ask that you remember that this is high school and not college or the NFL, and celebrations should reflect this. Essentially, do not go overboard and keep it simple. Senior Night is to recognize a senior's last home event, not the entire career of the senior – that is done at the program banquet/final celebration.
- Booster Club does host Signing Day for Juanita athletes who have committed to playing a sport after high school.
- Remember, ALL seniors must be included in celebrations (C team, JV, and Varsity).
- For Athletics- KingCo rules limit the time allotted for senior night celebrations prior to the event – this is to respect the opponent's and official's time. Some programs choose to honor seniors following the contest when there is more flexibility with time.

IDEAS – These are things that have been done by some programs in the past but are not expectations.

- Flowers or small gift basket for the Senior (often put together by teammates)
- Celebration posters made by teammates.
- Notes/cards from teammates, coach/director, family.
- Time during (following preferred) the event to recognize the Senior and their family.
- Senior vinyl banner to display at the event. These can be single banners per Senior, or one banner with a photo of all Seniors.

9. How do we get banners for our program?

- For your program fundraisers, the JHSBC has one banner that says, "Juanita High School Booster Club". Email CheddarUpCoordinator@juanitahsbc.com to check it out.
- See Printing Services above for details on how to create a banner if you choose.
- Athletics: Jason Thurston AD must approve all athlete banners before being hung in the Stadium or in the fieldhouse. In the Stadium, banners need to be hung on the inside by the ticket booth which protects them from people pulling them down but can still be seen. In the Fieldhouse, until hooks are installed, they can be hung from the conduit above the water fountain (by the restrooms). Please work with Jason for exact placement details. jthurston@lwsd.org
- Athlete banners are usually 24X36 in size and have 2 grommets on the top for hanging. They usually include:
  - Athlete Picture, Athlete First and Last Name, the word "senior" and the year.
  - These Banners or photos SHOULD NOT have any company advertising on them because they would have to be taken down during the compulsory school day.