



## General Operating Procedures

Est by the GPBC Executive Board in September 2022

Golden Panther Booster Club (GPBC) is the only 501(c)(3) tax-exempt non-profit organization athletic booster club authorized by the administration. The operating procedures outlined below are designed to provide individuals with guidance. If any of the operating procedures are unclear or if you have questions, please contact the GPBC Board of Directors. The GPBC operating procedures were established to align all previously self-governed individually operated team support clubs, to improve efficiencies, standardize fund raising activity, and implement standards for equitable and appropriate support for all student athletes. GPBC Board of Directors has the authority to override any team appointed position or decision, as necessary.

### **GPBC Membership:**

- 1) Any person interested in the purpose of the GPBC shall be eligible for membership upon payment of the annual dues.
- 2) Membership dues of the GPBC shall be determined annually by the current board.
- 3) All Officers and Directors of the GPBC shall be yearly members of the GPBC and be in good standing.

### **Election Process and Nominations of GPBC Officers & Directors**

1. The Executive Committee shall accept nominations from Directors, General Members and the community at large for any vacant roles.
2. Any nominee may attend a Booster Meeting to express their desire to be an Officer/ Director & may be interviewed by members of the Board.
3. The GPBC Board will conduct a vote to fill open vacancies.
4. The current Vice-President shall automatically become the interim President upon the expiration of the then current Presidents' term, until a formal vote is conducted.
5. In case of a vacancy of a Director, the remaining members of the Board of Directors shall appoint, by simple majority vote, a person to fill the unexpired term. When a director's or officer's term of office expires, he/she may be nominated for an additional consecutive term.
6. The preferred trajectory of a GPBC candidate would be to be a member of GPBC, to serve on a committee, to be a Director, then be an Officer.

### **Roles of GPBC Officers & Directors**

#### **Officers:**

The officers of the GPBC shall consist of the President, Vice President, Secretary, and Treasurer. All officers will be elected for a two-year term, as more fully described below.

The primary duties of elected officers shall be as follows:

#### **PRESIDENT:**

- a. Chairman of the Board of Directors.
- b. Preside at all board, committee, and general meetings of this organization.
- c. Direct, with concurrence of the board, the overall policy of the GPBC.
- d. Coordinate the activity of the officers, committees and GPBC organization.
- e. Vote in the event of a tie to break the tie, if necessary.
- f. Act as authorized signatory on GPBC financial transactions and contracts.
- g. Considered a member of all committees.
- h. Present updates and audits to school administration, as required.

#### **VICE PRESIDENT(S):**

The GPBC Board may have up to 2 Vice Presidents. The roles and responsibilities of these offices may be determined each year as the specific needs, skill sets and workload of the GPBC changes.

- a. Act as aide to the president.
- b. Perform the duties of president in the absence or inability of that officer to serve.
- c. Empowered to co-sign all checks with the treasurer or other officer (President or Secretary).
- d. Support committee work, as necessary.

#### **SECRETARY:**

- a. Record the minutes of all board and general meetings.
- b. Distribute meeting minutes to all board members and the athletic director within ten (10) days of said meeting.
- c. Handle any necessary correspondence within the Board.
- d. Act as parliamentarian to ensure that the Rules of Order are followed.
- e. Coordinate with Director of Communications to post meeting minutes to website for general publication.
- f. Responsible for monitoring GPBC email.
- g. Maintain formal record of GPBC Board.
- h. Empowered to co-sign all checks with the treasurer or other officer (President, Vice President).

#### **TREASURER(S):**

- a. Chief Custodian of GPBC's funds.
- b. Submit a written financial statement covering all transactions for the year-to-date at all board meetings.
- c. Issue checks to cover all expenses approved by concurrence of the board of directors or expenses incurred with the personal limitations of designated representatives.
- d. Keep accurate records and accounts of GPBC funds and file all necessary financial reports and forms.
- e. Develop annual budget; present for approval to GPBC/ School Administration in June of current school year.
- f. Provide monthly reconciliation of actual financials vs. budget prior to each GPBC Board meeting; and be knowledgeable of all financial transactions directly related to GPBC activities.
- g. Train volunteers on money handling procedures.
- h. Responsible for the overseeing tax reporting requirements.
- i. Review team accounts and processes involved including fundraising and spending approval process. Provide updates to Team Representative and GPBC monthly.
- j. Oversee use of cash & digital payments.
- k. Implement Guidelines over the next year for the handling of all cash & digital payments.
- l. Approve GPBC financial transactions, including expenditures and reimbursements.
- m. Act as an authorized signatory for GPBC financial transactions with financial institution(s).

#### **PRESIDENT EMERITUS:**

Shall be the immediate past President and who provides leadership and guidance to the Executive Board of Directors. The immediate past President is a valued member of the Board whose experience can be an asset but whose role for the year requires the understanding that he/she is no longer the main decision-maker. This position is to provide advice and knowledge to the current board and is a non-voting position. At the discretion of the current President, this position may or may not be filled.

Responsibilities to include:

- a. Participate in and help with the transition of leadership to the new President/Executive

Board

- b. Mentors the current President in proceedings of the GPBC
- c. Provides a historical perspective in the decision-making process
- d. Perform special tasks as requested by the President and Executive Board.

Term:

- a. Remains a member of the Executive Board for up to one year following his/her presidential term. An extension of this role can be requested at the discretion of the current President.

Requirements:

- a. Must have served at least one full-term as GPBC President and must have been the immediate past President.

**Directors:**

Section 1: The directors of the GPBC shall be elected for a one-year period and shall hold office until their successors are elected and qualify. All directors may be elected for additional consecutive terms.

Section 2: Directors will be required to submit a yearly budget each May.

Section 3: Directors will send necessary communication to be distributed by the Director of Communications.

Section 4: Directors are responsible for creating their own committees as necessary.

Section 5: Directors may need to check GPBC email account as needed if your role requires email communication.

Section 5: Duties of elected directors shall be as follows:

**Director of Communications:**

- a. Responsible for promoting, updating & maintaining the activities and special needs of the GPBC to the public on the GPBC website, social media and print media.
- b. Coordinate with school administration to post GPBC meeting dates & times on school calendar, school website, Panther Press, etc.
- c. Responsible for collecting and creating an end of the year recap for the GPBC.

**Director of Special Events:**

- a. Responsible for planning, coordinating and implementing appropriate fundraising events or activities for the GPBC, including at minimum one fall, one spring and one Alumni event per year.
- b. Report expectations, plan, and progress of fundraising activity at GPBC meeting.

**Director of Booster Membership:**

- a. Responsible for overseeing the GPBC membership program including creation of membership levels with specific incentives which differentiate one level from the other. The inherent value of each with respect to the other should be obvious.
- b. Accountable for enlisting new members & retaining existing members.

- c. Will track memberships and maintain the current GPBC membership list.
- d. Responsible for sending “thank you” notes to all new GPBC members. The “thank you” will include details on incentives, team representatives, and other pertinent GPBC information, as needed.

**Director of Sponsorship:**

- a. Responsible for creating sponsorship levels and incentives.
- b. Responsible for signs/banners & ensures proper location on game days.
- c. Provide sponsor listing for Jumbotron and scripts for game time announcements.
- d. Ensure that sponsors receive bi-monthly communication to maintain the relationship and facilitate future partnerships.
- e. Responsible for ensuring that all sponsorship incentives are being fulfilled.

**Director of Apparel:**

- a. Responsible for the sale and distribution of apparel and other related items that will be sold by the GPBC.
- b. Coordinate spirit wear offerings through various channels.
- c. Update Spirit Store information on the school website, provided by provider/vendor.
- d. Work with GPBC Treasurer to collect payments, allocate money and to disseminate products, as needed.

**Director of Community Relations:**

- a. Responsible for facilitating communication between a representative from each of the community schools and the Booster Club.
- b. Coordinate with the Communications Director to promote Nease.

**Director of Athletic Facilities:**

- a. Responsible for inspecting the facilities and communicating with the board and the athletic director as to needs in all of the Nease venues, stadium, baseball and softball fields, gymnasium and tennis courts.

**Director of Game Day:**

- a. Responsible for all aspects of Game Day as it relates to GPBC, including but not limited to Jumbotron logos, announcements, flyers, posters, student experience, etc.
- b. Work with our Athletic Leadership Council students to determine game themes and to select at least one “fan zone” game per sport.
- c. Coordinate pep rallies.
- d. Responsible for the ‘student leaders’ who help coordinate the student section.
- e. Responsible for coordinating the mascot and promotions like ‘fan of the game.’

**Director of Hospitality:**

- a. Responsible for communicating with the Athletic Department to reward and commend coaches and/or teams and community at large for outstanding actions or competitions.

**Director of Team Liaisons:**

- a. Responsible for facilitating communication between all Individual Teams Liaisons and the Booster Club.
- b. Verify all team liaisons identified and coach approved personnel prior to the start of the school year.
- c. Keep track of individual team liaison attendance and involvement
- d. Support the team liaisons: i.e., resolution of questions / challenges specific to their respective teams.
- e. Responsible for collecting fundraising applications from teams to bring back for approval by GPBC.

**Individual Teams Liaison: each team must appoint a Team Liaison**

- Ideally the role shall be filled by the same person throughout the year. The role can be the Team Treasurer, if desired.
- Represent individual team at each monthly GPBC meeting; does not have voting privileges.
- Encourage Team supporters to join the GPBC membership, promote and volunteer with GPBC.
- Communicate important updates and details from meetings back to coaches/ team.

**Individual Team Liaison Relationship with Coaches:**

- Individuals shall not attempt to get involved with the coaching aspect of the sport. No discussions should take place concerning items such as: player selection, playing time, strategies, play selection, etc.

**Meeting Protocol and Scheduling:**

GPBC Board Meetings - shall be established for the 2nd Wednesday of each month from 5:30 pm - 7:00 pm. Location TBD in advance. All monthly GPBC meetings are open to GPBC membership, as observers.

The purpose of the GPBC Board Meetings is to discuss GPBC financial status, provide a forum for committee reporting and new and old business consistent with the documented agenda. The GPBC believes that the establishment of committees is a practical way to structure and manage the GPBC's work. A smaller group or committee can be more focused and efficient in dealing with issues than the full board. Committees are created to provide counseling and advice for the board or to handle a task on the board's agenda. Committee meetings will be set up "as needed" in support of GPBC operations:

Committee Directors shall:

- Operate individually or form working groups or sub-committees. Sub-Committees shall meet as needed between monthly GPBC Board meetings and be prepared to report back to the full Board at the next scheduled monthly GPBC meeting.

Topics to be shared with the full Board may include:

- When did you meet?
- Who did you meet with?
- What was discussed?
- What has been accomplished?
- Is there an outstanding task?
- Who is responsible for completing an outstanding task?

- What is your financial status?

Individual committee level financial reporting must be available at each committee meeting.

### **GPBC Financials:**

#### **Fiscal Year:**

The GPBC fiscal year defines the start and end dates for the GPBC accounting and aligns with St. John's County School District. Budgeting and revenue goals, as well as tax filings, all flow from the fiscal year. The GPBC's fiscal year is July 1 through June 30 of each year. Each individual team account shall operate under the same fiscal year start and end date.

#### **Annual Forecast and Financial Commitment:**

The GPBC raises money through memberships, sponsorships, advertising, merchandise sales, & other activities. The annual forecast outlines the projected fiscal year income and expenses to be generated by GPBC activities and is voted on and approved by the GPBC Officers & Board of Directors. The approved GPBC forecast shall be kept on file by the GPBC Treasurer.

Revenue generated by the GPBC, in excess of the GPBC operating expenses, shall be used to purchase items in support of Nease Athletics. Areas for support include, but are not limited to:

- Nease Athletics Budget Supplement
- Nease capital improvements master plan
- Nease athletic short-term and long-term needs
- Individual Team Requests through the AD

The annual GPBC budget includes an annual revenue commitment made by the GPBC to supplement the Nease Athletic Budget (see paragraph below describing Nease Athletics Budget Supplement)

#### **Starting Operating Budget:**

A "starting operating budget" will be developed by the GPBC Treasurer by the first Board meeting in May, of the current school year, to outline the funds needed by the GPBC to begin the next fiscal year. The starting operating budget will be presented by the GPBC Treasurer for approval to the Executive Board.

**(Attachment A: GPBC Budget Template)**

#### **Financial Reporting:**

A detailed account summary of all accounts (General fund, Nease Athletics & Individual Teams) will be provided by the GPBC Treasurer monthly in preparation for the monthly Executive Board meeting. Financial reporting to the Executive Board will be developed by the GPBC Treasurer.

A year-end report should also be made available to show how funds were used for the past year and highlight larger projects. The year-end report should be available online.

### **Money Handling Procedures:**

All Directors must submit an invoice for payment, itemized receipt for reimbursement, or may use an Executive Member Card.

### **Tax Exempt Form (Attachment B: Tax Exempt Form)**

The use of a tax-exempt form with GPBC tax ID # is required for any purchase and should be submitted to the vendor prior to the purchase. GPBC does not generally pay sales tax as a 501(c)(3) nonprofit organization.

### **Account Descriptions**

#### **A) GPBC General Fund**

The following activities are sources of revenue for the GPBC General Fund:

- Memberships & VIP Seating
- Athletic Fees
- Donations
- Sponsorships
- GPBC sponsored fundraising & events
- Spirit Wear and Specialty Items
- Other Activities

#### **B) Nease Athletic Budget**

The athletic director manages this account. The budget is updated on an annual basis and varies with the needs of the overall athletics program.

#### **General Athletic Fee**

The amount of the **General Athletic Fee** is established by the Nease athletic director on an annual basis and shall be collected, tracked and managed by individual teams. This fee preferably will be paid via checks made out to GPBC and will be collected by the team treasurer, and turned into the GPBC Treasurer. The proceeds shall be provided to and deposited into the GPBC general account before the teams' first official game/competition.

The purpose of the **General Athletic Fee** is to help address the costs associated with operating a high school athletics department. Currently the St. Johns County School Board pays each coach's coaching supplement, and all remaining costs are the responsibility of the athletic department and team. The athletic fee helps cover the following expenses:

- FHSAA & FACA membership dues and other fees
- Indoor and Outdoor Athletic Facility maintenance
- Professional Development - Athletic Coaches & Staff
- Sports Medicine
- Facility rentals
- Gameday Security
- Ambulance service
- Athletic Leadership Council activities
- Student-Athlete Letters and Awards
- Game officials
- Assist with associated costs for regional & state competition (travel, lodging & meals)

### **Nease Athletics Budget Supplement:**

This refers to the discretionary budget provided by the GPBC to the Athletic Director to support athletics. It shall include a prioritized list and estimated cost of athletic program and team needs, which are incremental to other funds in the school's annual athletic plan. The list is maintained by the Nease Athletic Director and presented to the GPBC Executive Board annually for review and approval. It is assumed that the Athletic Director represents the needs of the individual team coaches and that items have been prioritized in terms of greatest need.

### **C) Individual Team Accounts**

Each team account is required to have a parent serve as Team Treasurer. (**Attachment C: Treasurer Enrollment Form**) The Team Treasurer could also serve as the Individual Team Liaison if desired.

#### Team Treasurer Qualifications:

- a. Must be a parent or guardian of a student athlete on the current team roster
- b. Must not have any familial relationship with current head coach or member of their coaching staff.

Under limited circumstances, exceptions to the above referenced Team Treasurer qualifications may be granted by written approval of the GPBC Treasurer.

#### Team Treasurer Responsibilities:

- a. Responsible for ensuring the authenticity of team expenditures and provide digital itemized receipts to the GPBC Treasurer.
- b. Must provide timely, monthly email accounting/reports to the GPBC Treasurer.
- c. In coordination with the Head Coach, establish a team budget for the year and present it to the GPBC Treasurer for approval by May 1<sup>st</sup> of each year.
- d. Collect, manage, and track team fees and other individual team revenue. **Please note: coaches are not permitted to collect fees, directly make purchases from or manage individual team accounts.**

- e. Monitor payment of fees and provide required reporting to GPBC.
- f. Submit Planning Forms, and funds Requests for expenditures

#### Team Accounts:

Individual team accounts are created to provide an opportunity for each team to raise funds to help offset specific team expenses that fall outside of those supported by the Nease Athletics and GPBC. Teams can raise money for team accounts in the following ways:

1. Concessions Sales/Merchandise
2. Donations: An individual team can collect donations from companies. Advertising for that company can only involve:
  - tshirts
  - programs
  - individual teams' social media, etc.
- An individual team's donations **cannot** involve any school real estate including, but not limited to:
  - Jumbotron advertising
  - stadium fencing signage
  - gymnasium banners
  - game announcements
  - general athletics or school website & social media accounts, etc

**All Donations by companies must be pre-approved by GPBC Sponsorship Director. (Attachment D: Donation Approval Form )**

**\*No sponsorships will be collected by individual teams. All sponsorships will run through the Sponsorship Director of the GPBC.**

3. Team specific fundraising (e.g. camps, discount books, golf outings, car washes, etc.)  
**All fundraisers must be approved by the GPBC Team Liaison Director. (Attachment E: Fundraising Approval Form)**
4. Team participation fees based on team budgets

#### **Approved Team Account Funds Usage:**

Money accumulated in each team account may be used to purchase items such as:

1. Equipment/Supplies (Merchandise, concessions, office supplies, etc.)
2. Professional Services (insurance, accounting, Hudl, videographer, etc)
3. Facility, maintenance and repairs
4. Team practice/game uniforms/gear
5. Team Meals/Meetings
6. Transportation
7. Lodging
8. Entry Fees (meets, tournaments, competition, rental, etc)
9. Awards, banquet, gifts, banners (Senior)
10. Professional Development and memberships

## 11. Other activity pre-approved by GPBC

**\*Please note that the purchase of alcohol or tobacco products is forbidden.\***

### **End of Year Balance:**

All year end balances must be discussed with the GPBC Treasurer and must have a plan for spending and future capital projects.

### **Team Account Spending:**

Based on a prior approved budget, a team will submit a Planning Form to the AD for expenditures.

1. Purchase Card - Must be signed out by Team Treasurer at the front office, unless instructed otherwise by the GPBC Treasurer. The purchase card must be returned with all itemized transaction receipts.
2. Check Request - A Check Request can be submitted via email ([neasegpbctreasurer@gmail.com](mailto:neasegpbctreasurer@gmail.com)) to the GPBC Treasurer and submitted with a copy of the invoice/statement. The check will be written to a vendor/service provider for the specified amount to that vendor. It can be picked up and hand delivered to the vendor or mailed.
  - \*Checks, including reimbursement checks, will only be written twice a month, according to the GPBC Treasurer's schedule.
3. Check Request: Reimbursement - (requesting a check as a reimbursement for purchase). Reimbursements will only be issued for pre-approved budget line items. A reimbursement request via email ([neasegpbctreasurer@gmail.com](mailto:neasegpbctreasurer@gmail.com)) along with the paid itemized receipt must be submitted to the GPBC Treasurer for approval.

**\*ALL checks that are not cashed within 90 days will be canceled with no notice.\***

### **Game Day / Event Cash Drawers Petty Cash Box Procedures:**

Definition of Petty Cash - an appropriate amount of cash kept on hand to pay for small expenditure items (\$200 and under) when the use of a purchase card is not feasible. Petty cash funds should be reconciled at the end of the season and/or every time cash is requested to replenish the fund. **(Attachment F: Cash Request Form)**

### Responsibilities of Custodian of the Petty Cash Fund:

1. Safeguarding the funds.
2. Maintain receipts and detailed records to support all transactions.
3. Maintain the proper cash balance on hand.
4. Ensure that petty cash/cash drawer is always in balance (cash on hand and receipts are equal to petty cash total).
5. Annually, certify with the GPBC Treasurer that the fund balance is equal to the account balance, and that they are still the custodian.

## **GOLDEN PANTHER BOOSTER CLUB ADMINISTRATIVE PROCEDURES**

### **Communications**

Multiple mediums exist for communicating GPBC information to school staff, parents, supporters, and athletes, as well as the public.

#### **Panther Press**

Weekly e-newsletter distributed to parents / students / supporters.

#### **Nease Athletics Website**

The Booster President or designee will coordinate the layout and content with the Director of Technology.

#### **GPBC Webpage**

The GPBC webpage includes membership registration, sponsorship information, upcoming news, announcements, advertising options and volunteer opportunities. Lists of Officers, Sponsors, Team Reps, and key documents are located there.

#### **GPBC Facebook, Instagram & Twitter Pages:**

Encourage members to “like” and “follow” the GPBC social media pages.

### **Team Communications**

Communications from the GPBC to individual teams will come through the Director of Team Liaisons.

### **Membership Levels** (Attachment G: GPBC Memberships)

Tiered GPBC membership levels shall be proposed, reviewed and approved by GPBC Board to the finalization of the Annual Booster Club Budget. Individual teams cannot offer individual club membership.

### **Sponsorships**

Sponsorships are a key revenue generating opportunity for the GPBC. The Sponsorship Director shall develop multiple sponsorship opportunities to meet the unique business needs of prospective donors.

### **Branding Guidelines**

All Nease Athletic branded merchandise designs must be approved by the Athletic Director and the School Principal.

### **Spirit Store**

Spirit wear can be purchased through Nease Athletics Spirit Store.

**Gate Pricing**

St. Johns County School District determines ticket pricing for admission to all games.

**All subject to change by the GPBC Board.**

Attachment A: GPBC Budget Template



**GOLDEN PANTHER BOOSTER CLUB**  
2022 - 2023 ANNUAL BUDGET

BOARD POSITION: \_\_\_\_\_ DIRECTOR NAME: \_\_\_\_\_

**PROJECTED INCOME**

TEAM FEES *(membership fees, fees to play, etc)* \_\_\_\_\_  
 CONCESSIONS/MERCHANDISE \_\_\_\_\_  
 SPONSORSHIP/ADVERTISING \_\_\_\_\_  
 MONETARY DONATIONS \_\_\_\_\_  
 FUNDRAISING *(golf cart giveaway, gala, etc)* \_\_\_\_\_

**PROJECTED GRAND TOTAL INCOME** \$0

**PROJECTED EXPENSES**

EQUIPMENT/SUPPLIES  
     CAPITAL EQUIPMENT *(jumbotron, stadium seats, etc)* \_\_\_\_\_  
     DISPOSABLE EQUIPMENT *(stocking merchandise, smaller purchases, etc)* \_\_\_\_\_  
     OFFICE SUPPLIES \_\_\_\_\_  
 UNIFORMS *(game and practice)* \_\_\_\_\_  
 TEAM MEALS & MEETINGS \_\_\_\_\_  
 TRANSPORTATION \_\_\_\_\_  
 LODGING \_\_\_\_\_  
 ENTRY FEES *(facility rental, meet fees, competition fees, etc)* \_\_\_\_\_  
 AWARDS, BANQUETS, & GIFTS *(senior banners, banquet fees, etc)* \_\_\_\_\_  
 PROFESSIONAL DEVELOPMENT *(coach training, membership to organizations, etc)* \_\_\_\_\_  
 PROFESSIONAL SERVICES *(security, bank/accounting fees, Hudl, license/permit, etc)* \_\_\_\_\_  
 FACILITY MAINTENANCE & REPAIRS *(paint, landscaping, fence repair, etc)* \_\_\_\_\_

**PROJECTED GRAND TOTAL EXPENSES** \$0

**PROJECTED REMAINING AT YEAR END** \$0

**NOTES:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attachment B: Tax Exempt Form

0000192 07/16/22



**Consumer's Certificate of Exemption**

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 01/18

85-8012692727C-9	09/30/2022	09/30/2027	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

GOLDEN PANTHER BOOSTER CLUB INC  
10550 RAY RD  
PONTE VEDRA FL 32081-8800

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



**Important Information for Exempt Organizations**

DR-14  
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



## Nease High School Golden Panther Booster Club

**Sport:**

**Coach:**

**Coach's email:**

**Notes regarding the role of the coach:**

- **Appoint a Team Treasurer that meets the criteria below**
- **The coach will only be added to correspondence should there be a question or challenge regarding the appointed Team Treasurer**
- **For the protection of the coach, the coach will not be affiliated with the team account in any way.**

**Name of coach appointed Team Treasurer:**

**Student Athlete Name:**

**Team Treasurer Cell Phone Number:**

**Team Treasurer Email:**

**Team Treasurer qualifications and responsibilities:**

- **The Team Treasurer will be a parent of a student athlete on the current roster**
- **The Team Treasurer can have no familial relationship to the coach**
- **The Team Treasurer will have access to the team bank account and debit card**
- **The Team Treasurer will be responsible for ensuring the authenticity of team expenditures and provide digital receipts to the Golden Panther Booster Club Treasurer**
- **The Team Treasurer will email timely, monthly reports to the Golden Panther Booster Club Treasurer**

Submit

Attachment D: Donation Approval Form



# GOLDEN PANTHER BOOSTER CLUB

## 2022 - 2023 DONATION APPROVAL FORM

TEAM NAME \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

TEAM CONTACT INFORMATION

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

BUSINESS CONTACT INFORMATION

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

DOLLAR AMOUNT \_\_\_\_\_

BENEFITS GIVEN TO COMPANY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF TEAM CONTACT \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

<input type="checkbox"/> <b>DONATION IS APPROVED</b>	<input type="checkbox"/> <b>DONATION IS NOT APPROVED</b>
_____ SIGNATURE OF GPBC SPONSORSHIP DIRECTOR	_____ DATE OF APPROVAL/DENIAL

Attachment E: Fundraising Approval Form



**GOLDEN PANTHER BOOSTER CLUB**  
2022 - 2023 FUNDRAISER APPROVAL FORM

**TEAM NAME** \_\_\_\_\_ **FUNDRAISER NAME** \_\_\_\_\_

TEAM CONTACT INFORMATION

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

DOLLAR AMOUNT EXPECTED

TO NET FOR TEAM \_\_\_\_\_

DESCRIPTION OF FUNDRAISER

*- include who will participate, what will happen, where and when it will occur, will your team sign a contract/agreement (if so, include copy), etc*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TEAM CONTACT

\_\_\_\_\_  
DATE OF REQUEST

<input type="checkbox"/> <b>FUNDRAISER IS APPROVED</b>	<input type="checkbox"/> <b>FUNDRAISER IS NOT APPROVED</b>
_____ SIGNATURE OF GPBC TEAM LIASISON	_____ DATE OF APPROVAL/DENIAL

Attachment F: Cash Request Form



# GOLDEN PANTHER BOOSTER CLUB

## CASH REQUEST FORM

SPORT \_\_\_\_\_ DATE \_\_\_\_\_

CASH AMOUNT \_\_\_\_\_

REASON FOR CASH \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CASH IS TO BE:      RETURNED      DEPOSITED      NEITHER

ESTIMATED DATE OF RETURN/DEPOSIT \_\_\_\_\_

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Team Treasurer and Date*

\_\_\_\_\_  
*Signature of GPBC Treasurer and Date*

*If cash is returned, complete the following:*

CASH AMOUNT RETURNED \_\_\_\_\_

DATE DEPOSITED \_\_\_\_\_

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Team Treasurer and Date*

\_\_\_\_\_  
*Signature of GPBC Treasurer and Date*

## Attachment G: GPBC Memberships:

**White Membership \$75**

- Website, Jumbotron & “Booster Board” Recognition
- Member Magnet
- Opportunity to purchase VIP seating for all home sporting events held at Panther Stadium\*

**Green Membership \$250**

- Website, Jumbotron & “Booster Board” Recognition
- Member Magnet
- Opportunity to purchase VIP seating for all home sporting events held at Panther Stadium\*
- 2 season tickets for regular season home games for any single sport of choice
- 2 t-shirts

**Black Membership \$150**

- Website, Jumbotron & “Booster Board” Recognition
- Member Magnet
- Opportunity to purchase VIP seating for all home sporting events held at Panther Stadium\*
- 1 season ticket for regular season home games for any single sport of choice.
- 1 t-shirt

**Gold Membership \$500**

- Website, Jumbotron & “Booster Board” Recognition
- Member Magnet
- Opportunity to purchase VIP seating for all home sporting events held at Panther Stadium\*
- 4 season tickets for regular season home games for any single sport of choice
- 4 t-shirts

**\*\*Reserved VIP seat purchase required to sit in reserved section. Entry into game is a separate charge at the gate (unless specified in your membership package).**

Nease Athletics has a rich history. With our student body of 3,000, we are built on a foundation of academic and athletic success. For the athletes, Nease provides the ideal environment for success. We provide top-notch facilities and coaches. Our athletes include a Heisman Trophy winner, nationally ranked track athletes, nationally recognized swimmers, state champion swimmers, state champion soccer teams, and perennial champions in baseball, basketball, golf, and many other sports. Nease athletes strive for excellence on the field as well as in their classrooms. Nease athletes are active in IB, AP, and our academies including Nease’s nationally acclaimed Navy JROTC.

Collectively the GPBC and its 17 booster clubs support Nease athletics. The GPBC monitors each individual board, raises funds to address larger capital projects, but most importantly, GPBC is focused on engaging the entire Nease community to rally behind its athletic teams. GPBC looks to create and reinforce traditions that will make the Nease experience unique for its students.

The GPBC believes that student events are all-inclusive, and they encourage everyone to come out and have a good time while supporting their friends on the field. We are Nease and we believe in our motto: EXCEEDING EXPECTATIONS.

Please consider becoming a Nease Athletics Booster Club member today! We will never ask you to volunteer your time. Members like you are the reason Nease athletics has a successful program. All proceeds directly support Nease student athletes, coaches & general athletics programs.