

Cinco Ranch Theatre Company (CRTC) Booster Club
Standing Rules
(Approved 5/4/10)

1. Standing Committees for the Cinco Ranch Theatre Company Booster Club may include but are not limited to: Box Office, Gala, Gala Silent Auction, T-Shirt Sales, Elementary Energizer, Cast Party, Comedy Sportz, Concessions, Star Grams, Talent Show, Patron Program, Saturday Lunch Program, Ticket Production, and Memory Book.
2. All communication to Booster Club membership must first be sent to the theatre director for approval.
3. All contracts that involve the CRTC Booster Club must be signed by both the President and the Director. Signed contracts must be kept in the treasurer's permanent file, with copies maintained in the Director's office at CRHS for easy reference.
4. Two signatures are required on every Booster Club check. Signed checks, except those for scholarship payments, shall be returned to the director(s) for mailing within 72 hours of treasurer's receipt of the check requests, unless requested sooner.
5. Each document approving an expense and each check reimbursing an expense should not be signed by the check payee.
6. All receipts and invoices for reimbursement and for debit/check card transactions should be turned in to the Treasurer within ten (10) calendar days. Payments must have proper signatures in order to process.
7. All CRTC Booster Club funds to be deposited shall be counted by two booster club members, recorded on a deposit form signed by both counters, and placed in the CRTC safe immediately following an on-campus event and on the first school day following an off-campus event. Director(s) and Treasurer shall be notified at the time funds are placed in the safe. The Treasurer shall deposit receipts in the CRTC Booster Club bank account within a week of receiving such notice. Deposits must have both required counter signatures in order to be deposited.
8. Reimbursements for individual expenditures will only be made for those items that have been both approved in advance by the head theatre Director and listed in the approved budget. No reimbursements will be made for Texas sales tax, except for purchases from Sam's Club, Costco, Garden Ridge or other vendors designated by the Executive Board. Tax ID forms are available from the Director.

9 An audit of the CRTC Booster club books may be performed whenever check signers or debit/check card holders are changed for the protection of incoming or outgoing signers.

10. Debit/check card purchasing authority is subject to the following conditions:
- a. Purchases must be authorized in advance by the head Director.
 - b. Purchases must qualify under specific line items in the current approved budget and may not exceed the amounts budgeted for those line items.
 - c. Purchases must NOT include sales tax. Card holders who make purchases including sales tax must reimburse the sales tax amounts to CRTC Booster Club or they may face revocation of their debit/check card privilege.
 - d. The following information concerning check card purchases must be promptly disclosed to the Executive Board:
 - i. purchase amount
 - ii. purchase date
 - iii. description of item(s)
 - iv. reason for purchase
 - v. name of vendor

In accordance with IRS requirements, the Treasurer shall not post any purchase to the CRTC Booster Club accounts based on such notification. Treasurer will post all purchases after receipt of required paper documentation.

11. Family Membership dues for CRTC Booster Club may be determined by the Executive Board. Family membership entitles the member to receive communications; to vote at General meetings; and to serve as a Booster Club Officer, provided the member has a child involved in CRHS theatre. The Patron program entitles Patrons to Patron benefits, but not membership benefits. Dues and patron levels may be changed by majority vote of the Executive Board.
12. Students who meet the requirements to become thespians are eligible to buy a Theatre Yard sign from the CRTC Booster Club
13. The use of the Master Card/Visa service acquired by CRTC Booster Club is exclusively for the Theatre Department and CRTC Booster Club activities that the Director and CRTC Booster Club board have approved; no other organization may use this service.
14. CRTC Booster Club may offer up to two (2) Five Hundred Dollar scholarships each year to graduating seniors who plan to pursue a college degree in theatre arts. A three-person committee consisting of a CRHS counselor, principal, and teacher will evaluate the scholarship applications, which are available in the counselor's office, and choose the recipient(s). Families of all applicants for CRTC Booster Club Scholarships must be booster club members in good standing as of October 1st of their senior year.