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# **BELLBROOK MUSIC BOOSTERS**

## **POLICY & PROCEDURES**

### **HANDBOOK**

Revised on March 4, 2024

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## 1. General Information

### 1.1. Purpose of the Policies and Procedures Handbook.

The purpose of this Policies and Procedures Handbook is to document policies and procedures used within the Bellbrook Music Boosters Corporation to ensure adherence to the By-Laws, in addition to processes and best practices for use in the daily operation of the Boosters organization. This handbook supplements the Bellbrook Music Boosters By-Laws; in the event of conflict, the By-Laws shall take precedence.

This document includes, but is not limited to: definitions of Executive Board, Corporate Requirements, Standing Committees, Finances and Program Funding, Facilities, Transportation, and Scholarship Application, etc. This document is intended to be a living document, with annual updates to accommodate and record the constant change that occurs in the organization. This document intends to help reduce the loss of key information when Officers, committee chairs and Trustees leave the Boosters as their children graduate.

### 1.2. Bellbrook Music Boosters Corporation.

The Bellbrook Music Boosters is a non-profit organization, incorporated in the State of Ohio. The corporation is in “good standing” with the Secretary of State’s office, as well as the Attorney General’s Office.

CORPORATION NOT FOR PROFIT

328549

APPROVED FOR FILING

**Articles of Incorporation**

- OF - 1349 1388

Bellbrook Music Boosters  
(Name of Corporation)

The undersigned, a majority of whom are citizens of the United States, desiring to form a corporation, not for profit, under Sections 1702.01 et seq., Revised Code of Ohio, do hereby certify:

FIRST. The name of said corporation shall be Bellbrook Music Boosters

SECOND. The place in Ohio where the principal office of the corporation is to be located is Bellbrook, Greene County.  
(City, Village or Township)

THIRD. The purpose or purposes for which said corporation is formed are:

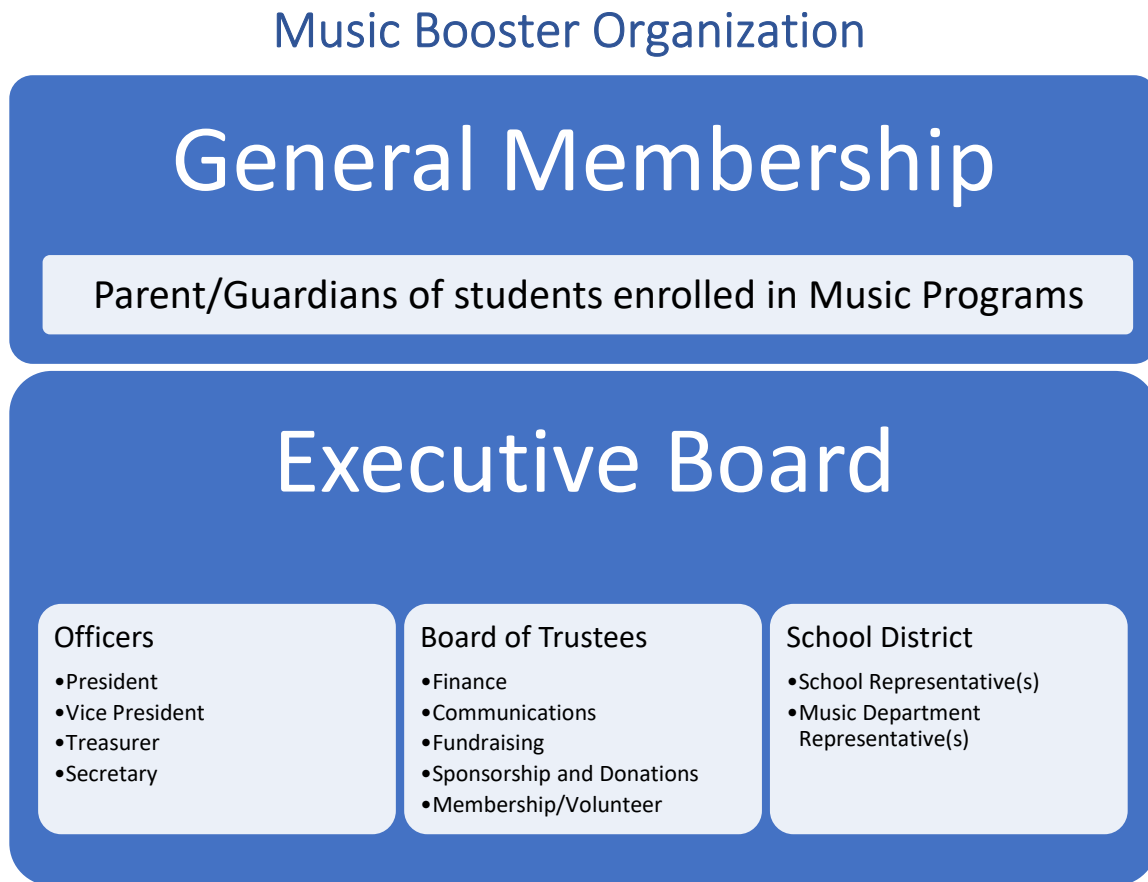
To encourage music education in the Sugarcreek Schools of Greene County, Ohio; to improve and promote group endeavors such as band and chorus; to promote school interests in the locality and environs; to establish and maintain relationships with similar organizations and to develop and consummate specific projects to augment the financial support given by the Board of Education to music education. To cooperate with and supplement actions of the Board of Education of the Sugarcreek School System.

Date: 3-26-04  
Amount: 25.00  
76-43

*Figure 1. Bellbrook Music Boosters Articles of Incorporation*

### 1.3. Organization

The Boosters organization is operated and governed by four Officers: a President, Vice-President, Treasurer, and Secretary, and a board of five Trustees. Additional advisor representatives from the Bellbrook Sugarcreek School District as well as the Music Department complete the Executive Board (Figure 2).



***Figure 2. Bellbrook Music Boosters Organization***

The Bellbrook Music Boosters meet each month of the calendar year. Attending monthly meetings will keep you informed about music activities and support our students. The Bellbrook Music website ([www.bellbrookmusic.org](http://www.bellbrookmusic.org)) is a great source of information for all activities in the music department.

The Booster organization is a vital support group for all music programs emotionally, physically and financially. The Boosters provide the needed manpower to mobilize our band and other performance groups as needed, by transporting instruments, building, transporting and maintaining props, fitting and maintaining uniforms, ensuring meals and water are provided and available, and much behind-the-scenes effort that is required to provide the needed staff, organization, chaperones, and parental support and guidance. The Boosters also cheer loudly for our groups while they perform and function as the emotional support team for our students!

The Bellbrook music groups operate on a substantial yearly budget. The Bellbrook Sugarcreek School District provides a portion of the supporting funds, and the Boosters provide the balance of funds. The Boosters raise needed funds primarily through fundraising activities and direct donations.

## 1.4. Membership.

Membership in the Bellbrook Music Boosters is open to anyone who supports the Bellbrook Music Program. Parents of students enrolled in Music Programs are automatically entered into the membership roster; extended family members or others interested in membership should contact a board member of the Executive Board to ensure inclusion in the membership roster and receive communications from the Boosters. (Bellbrook Music Boosters Corporation By-Laws, Section 3.01):

## 2. Executive Board

### 2.1. Officers

The duties of the officers are detailed in the Bellbrook Music Boosters Corporation By-Laws.

### 2.2. Board of Trustees.

The Board of Trustees has five members who are chosen by the General Membership. To maintain stable leadership, two out of the five members serve two-year terms that don't coincide with the other three members. Every year, we fill any open Trustee positions. If a Trustee steps down for any reason, we elect a new one following the By-Laws. However, the new Trustee only serves the remaining term of the position they replace.

Trustees are given numbers from one to five for easy management. Odd-numbered positions are filled in odd-numbered years, and even-numbered positions in even-numbered years.

The roles and responsibilities of the Trustees as stated in the By-Laws, are divided between the Trustees. This is achieved by assigning the duties to Trustee Roles. While the Trustees all fill equal roles on the Executive Board, they are organized amongst themselves to better serve the Board of Trustees as a whole, and the Executive Board by specializing to some degree. These roles are decided at the first Trustee meeting after April 1st of each year, and are detailed below. In addition, a chairperson will be chosen amongst the trustees to fulfill the chairperson responsibilities listed in 2.3.

Each trustee has a list of duties crucial to the effective running of the organization. Trustees are required to attend monthly meetings. Any trustee who misses three consecutive meetings or is negligent in maintaining their duties may be removed by a majority vote of the board.

### 2.3. Trustee Chairperson.

Held by a selected member of the board of trustees, in addition to the assigned trustee role, will fulfill the responsibilities below.

- Calls Trustee meetings as required and presides over all meetings of the Board of Trustees, maintaining order;
- Puts all questions and motions, when seconded, to a vote; Acts as judge, and casts a deciding vote in case of a tie, and declares results of all Trustee elections;
- Is the primary liaison between the Trustees and the Executive Board; Presents Board of Trustees report at monthly booster meetings, works with Secretary to add monthly agenda items from Board of trustees;
- Governs by the Booster By-laws and Policy and Procedures Handbook;
- Facilitates the election of the Booster Officers

### 2.4. Communications. The Communications Trustee:

- Records and maintains minutes for all Board of Trustee meetings, including the names of those in attendance;

## BELLBROOK MUSIC BOOSTERS CORPORATION POLICIES AND PROCEDURES

- Distributes copies of meeting minutes to all Trustees and Officers through electronic means within ten days of each meeting. Provides to the Officer Vice President for posting of official approved minutes;
- Confirms for Trustee Chairperson that a quorum is present as required by the Booster By-laws before the start of any Trustee meeting;
- Has available at each meeting a copy of the minutes of the previous two Trustee meetings; Maintains a copy of the current version of the Booster By-laws; and
- Coordinates review and maintains the Policy & Procedures Handbook.
- Field requests from committee chairs (dine-outs, fundraisers etc.) and send out communications to
- booster membership via charms and Facebook group
- Set up Facebook events as needed for invitationals and other community fundraisers
- Publicize events on fire/police boards, community pages/newsletters, Dayton.com etc.
- Work with VP when new items need to be added to website
- Spreads the word of the music program events via newspaper, community boards, social media, etc. Works with Invitational chairs to publicize the events.

### 2.5. Finance/Audit. The Finance/Audit Trustee:

- Meets with Booster President and Treasurer for yearly Audit of Booster financials; Liaises between the Trustees, the Booster Treasurer and Treasury Committee;
- Works with the Treasurer to develop the proposed Annual Budget and
- Works with the Officer Vice President on the Annual By-Laws review committee.
- Participates in annual audit
- Serve as depositor to collect payments/funds and incoming monies from all sources to record, deposit and provide notification of deposits to the treasurer every two weeks or weekly during peak seasons

### 2.6. Fundraiser. The Fundraiser Trustee:

- Chairs the efforts for fundraising and liaises with the Executive Board and
- Actively research fundraising ideas and present proposals to board for approval
- Lead fundraising committee consisting of general membership for brainstorming and large events as needed
- Oversee fundraising efforts and report results to executive board

### 2.7. Membership and Volunteers. The Membership and Volunteer Coordinator Trustee:

- Assists Officer Secretary with maintaining and tracking of General Membership;
- Publicizes Booster activities and regularly communicates to General Membership on how to become involved in the organization and
- Liaises with the Publicity/Communications and the Social Committees and the Executive Board. Actively recruit families to attend monthly booster meetings and encourage participation
- Coordinate booster presence at different events throughout the year-solo and ensemble, concerts, etc.
- Coordinate a booster presence at all band/choir concerts welcoming the families and giving them pertinent information about the program
- Act as volunteer coordinator for events and other fundraising needs (maintaining Charms volunteer slots, donation needs etc.)

### 2.8. Sponsorship and Donations. The Sponsorship Trustee:

- Leads and oversees the Corporate and Family Sponsorship programs.
- Solicit corporate sponsorships and/or work with a team that seeks out sponsorships
- Track all sponsorships requests, granted sponsorships and sponsorship benefits
- Take the lead on ordering any necessary sponsorship items-vinyl banners, stickers for truces, invitational/concert program recognition
- Solicit trophy/award sponsors for invitationals
- Seek out and maintain loyalty programs for organization (2024 examples: Kroger loyalty and Dorothy Lane Market).

## 2.9. Conflict of Interest Policy.

The Conflict of Interest (COI) Policy is to protect the interests of the Bellbrook Music Boosters when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an Officer or Trustee of the Bellbrook Music Boosters or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations. The COI policy is also intended to identify "independent" directors.

All Executive Board members shall file an annual Conflict of Interest Attestation form no later than the first meeting of the month following the month they begin their duties on the board, or no later than the May meeting for returning Executive Board members. The forms will be filed with the Officer Secretary, and will be reviewed by a four-person committee made up of members of the Executive Board, no later than the Executive Board meeting following the filing of the attestation. Any issues will be addressed immediately in order to prevent delay of Boosters business, or to quickly replace the member if a conflict exists.

COI Attestation Forms will be maintained by the Officer Secretary for the duration of tenure of that board member.

### 3. Corporate Requirements

#### 3.1. Audits.

Audits will be accomplished annually, and be performed by an Ad Hoc Audit Committee during the month of January each year. The intent of the audit is to ensure the Boosters remains in good standing with the State of Ohio, as well as maintain the trust of the Bellbrook Sugarcreek School District, the Bellbrook Sugarcreek School Board, and the Boosters general membership.

The Audit Committee will consist of the Booster Vice President or Booster Secretary, the Trustee finance person, and a Booster general member at large. A person shall not serve on the Audit Committee if they served in any of the following roles during the same year as the audit is being performed: Booster President, Booster Treasurer or Treasury Committee member, Standing Committee Chair, or Fundraising Committee Chair.

##### 3.1.1. Annual Financial Audit

The annual financial audit includes both an audit of the general funds of the Boosters, and an audit of the RaiseRight Sales fundraiser.

##### 3.1.2. Annual Records Audit

An annual records audit will be performed to ensure records required by the State of Ohio and the IRS are current, maintained and available, as well as historical records as directed by the By-Laws and by the current Policies and Procedures Handbook.

### 4. Standing Committees, Duties, and Responsibilities

The following committees are Standing Committees, and will function with a regular and ongoing role in Booster operations. All committee Chairs shall be approved by the Executive Board by a majority vote at the first Executive Board meeting after nomination. Chairs of Standing Committees will submit an Event Report annually by the end of March.

#### 4.1. Chaperone Committee.

- Works with director to identify events requiring chaperones and the number of volunteers needed
- Identify and notify nurse for all required events

#### 4.2. Treasury Committee.

Led by the Treasurer Officer, handles all flows of monies and funds through the BMB accounts. The committee is set up to separate the functions of the treasury to enhance accountability, moderate workload, and provide oversight on all fiducial operations. The Treasury committee consists of the following positions:

**Depositor:** collects payments/funds, and incoming monies from all sources to record, deposit and provide notification of deposits to the Treasurer.

**Check Writer:** makes and logs payments to vendors and reimbursements to individuals. The Check Writer uses QuickBooks accounting software in combination with the Treasurer to perform accounts payable transactions after Treasurer notification and appropriate payment approvals.

**RaiseRight Chairperson:** works with Treasurer for proper tracking of deposits, family credits, and bank account balance. Provides activity and balance statements at monthly meetings.

#### 4.3. Food Committee

Provides meals to students and staff during away competitions and other events, including use and inventory stock of the Bird Feeder trailer. Report volunteer/donation needs to Membership and Volunteer chair for posting on charms. All duties for Chairperson is outlined in the Continuity information kept with current Chairperson. Chairperson works with Treasurer in developing a food budget for each event.

#### 4.4. Pit Crew/Facilities Coordinator

Pit Boss works with Executive Board and the Directors to build show props, maintain band equipment, build carts and stands, drive trucks and pull trailers, set up the electronics, and help with getting the pit instruments and show props on and off the field for competition. This applies to Marching Eagles, Winter Guard, and IPE, as well as other logistic or material needs of the music programs.

Takes care of Facilities and Parking duties for the Bellbrook hosted Invitationals.

Mows, stripes and maintains the band practice field.

Review budget with finance and logistic trustee prior to any purchases

Gain permission for purchasing RaiseRight cards for materials and/or anything over \$500 in accordance with the RFP guidelines.

Additional responsibilities include, but are not limited to the following:

- Liaison to the Executive Board, Food Committee, Uniform Committee, and other working committees as needed and works with Booster Treasurer and Finance Trustee to budget funds for committees.
- Secure meeting rooms for monthly board meetings (library, band room) and necessary facilities for invitationals (gyms, library stadium etc.)
- Work with directors when needed for logistical issues when traveling

#### 4.5. Social Coordinator

Set/organize social events for Music Program students and families.

Chairperson will handle collection of funds for events and work with Treasurer for funds needed.

#### 4.6. Uniform Coordinator

The students wear a variety of uniforms based on the group and/or occasion. These include formal wear for choir and concert bands, marching band uniforms and components, Indoor percussion uniforms, and uniforms for both fall color guard and winter guard.

Uniform fittings, wash uniforms, clean and organize the uniform closet, prepare uniforms for trips, make sure the members look their best before taking the field/stage at competitions and performances, and hand out/collect plumes for marching band.

Chairperson works with Directors on attire needed for various functions and includes the following:

- organizes measurements and orders for uniform components, as needed
- organizes volunteers for uniform alterations, as needed
- coordinates volunteers for washing of uniforms as needs rise
- works with Treasurer for any funds needed

#### 4.7. Ad Hoc Committees/Coordinators.

Ad Hoc Committees/Coordinators are formed as needed for a short duration of time to accomplish a specific purpose for the Boosters. Ad Hoc Committee Chairs will be appointed by the President and be given written instructions to guide the execution of their duties to accomplish their purpose. Chairs of Ad Hoc Committees will submit an Event Report 45 Days after the completion of committee business.

#### 4.8. Fundraising Coordinators.

Led by the Fundraising Trustee, Fundraising coordinators manage a particular fundraiser(s). Fundraising Events are used to help financially support all music programs. All active Fundraising coordinators must attend any Executive or General Boosters meeting as required.

## 5. Finances and Program Funding

Funds are held at a local bank and accessible only to the treasurer and president. Accounting is managed by use of QuickBooks software shared by the Officer Treasurer and the Check Writer. The Depositor has duties of only depositing money, and does not have access to account balances nor withdrawals. Funds are categorized in sub-accounts in the QuickBooks software to track within budget categories for account maintenance.

### 5.1. Student Fees

Marching Band is a co-curricular activity, and fees are set by the school district. Those total fees are “paid down” by the BMB, resulting in a final fee collected by the school district. Winter program are extra-curricular, and are paid to the Bellbrook-Sugarcreek School District. Students with delinquent accounts will be considered ineligible to participate until fees are current.

### 5.2. Scholarships.

The Bellbrook Music Boosters provide scholarships set aside from funds in the budget, as available. The Boosters help families in need that apply and are approved (A.1 Scholarship ApplicationA.1 Scholarship Application; application found at [www.bellbrookmusic.org](http://www.bellbrookmusic.org) under Forms). Scholarship award is determined by the music directors and supported by funding from the booster program.

### 5.3. Budget Process.

General information - what is and is not included. The budget process is initiated each November, for approval in December prior to the start of the BMB fiscal/calendar year. Information is gathered from the Music Directors regarding forecasted expenses, and funds are planned for committee work. Once a working budget is created with the assistance of the Music Department Director, it is approved by the Executive Board and, then approved by vote by the General Membership prior to implementation.

A mid-year budget review may occur within the Executive Board. If changes are required to account for changing made, then the revised budget is to be put up for an approval vote with the General Membership.

### 5.4. Fundraising.

Fundraising committees will collect checks and cash for the events and operations they lead. These funds are turned over to the Boosters by filling out a Money for Deposit (MFD) form (see A.3 Money for Deposit Form):

- Fill out the Money for Deposit form with the top information. If multiple pages, be sure to number the items.
- Give money and signed form(s) to Depositor.

There may be occasions where funds are collected as a convenience, but are not part of an official Booster budget fundraiser or expense, and will result in a net zero effect on the Boosters accounts.

(example – t-shirt sales where money is collected from multiple purchasers, and a single check is written by the Boosters for the entire order). This is known as a Pass-Through.

Pass-Throughs:

- Must be approved by the Executive Board beforehand.
- All funds collected will be equal to funds expended.

#### 5.5. Reimbursements.

Booster members conducting business and making purchases on behalf of the Boosters can be reimbursed for purchases made by completing a RFP (see A.2 Request for Payment Form) and submitting detailed receipts to the Treasurer. It is preferred this occur electronically. If the RFP is in hardcopy, provide two signed copies of the form(s) (with attachments) to the Treasurer.

## 6. Facilities

### 6.1. School District Facilities

All scheduling of school facilities is to go through the BHS music directors. Usage of space shall be maintained and left in the manner in which it was initially found.

### 6.2. Band Barn

The band barn is BMB property and maintained by the Pit Dads.

## 7. Transportation

### 7.1. Student Transportation

Students are transported to events by the school district via yellow buses or school vans and, if out of state, charter buses.

### 7.2. Equipment Transportation

BMB has access to a semi-truck and trailer (Big Bird), a box truck (Mini Me), an additional trailer, and a mobile kitchen (the Bird Feeder). All of these vehicles are property of the school district and maintained by the school district. Use must be arranged through the directors.

# Appendix

A.1 Scholarship Application

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*BELLBROOK MUSIC BOOSTERS SCHOLARSHIP GUIDELINES*

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Dear Parent,

The Bellbrook Music Boosters provide scholarships, as available, from set aside accrued fundraiser funds in the budget raised by the General Membership. The Boosters help families in need that apply and are approved.

The following guidelines must be followed to apply for scholarships or special payment considerations:

1. Complete the Scholarship Application for the season the program money is requested
2. Present Application to the Music program director(s) for consideration

All completed applications will be presented for review by the Music Director(s). The decision will be communicated to the parents of the student in writing. A copy of the completed application will be kept on file by the Booster Executive Board.

Note: This is a financial need-based scholarship and is not awarded on academic achievement. Bellbrook Music Boosters does not discriminate on the basis of race, color, creed, gender, religion, ethnic or national origin, or ability. The decision of the Booster Leadership is final.

The scholarship amount will be determined on a case-by-case basis, depending on the financial need of the recipient and the available funds. Recipients of this scholarship are expected to be in good standing through the final performance of the music program to which the fee applies.

If you have any questions, please contact either the Music Director, Booster President or Treasurer.

Thank you,

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
xxxxxx President, Bellbrook  
Music Boosters

XXXXXXXXXXXXXXXXXXXXXXXXXXXX Treasurer,  
Bellbrook Music Boosters

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*BELLBROOK MUSIC BOOSTERS SCHOLARSHIP GUIDELINES*

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All fields must be complete into order to process your Scholarship.

Student Name: \_\_\_\_\_

Scholarship Request Year \_\_\_\_\_ / \_\_\_\_\_ Program

Amount of support requested: \$ \_\_\_\_\_

*Music Experience*

Number of Years in Music Programs: \_\_\_\_\_ / \_\_\_\_\_

Leadership Roles (if any): \_\_\_\_\_ / \_\_\_\_\_

Notable Performances or Competitions: \_\_\_\_\_ / \_\_\_\_\_

*Financial Information*

Estimated Annual Household Income \_\_\_\_\_ / \_\_\_\_\_ Number of Household Members

Are you currently receiving any other financial aid or scholarships?: Yes / No

If yes, provide details:

Please complete the following.

1. In what other activities does your child participate? Please indicate sports, music, equestrian, etc.
2. Please write a personal statement (500 words maximum) explaining your passion for this music program, your financial need, and how this scholarship will help you pursue your future goals. Attach your personal statement to this application form.
3. Please include any additional information that will help the Scholarship Committee make a determination.

**By signing below, I verify that I have read and understand the guidelines associated with the submission of this scholarship application. I understand that providing false information may result in disqualification from the scholarship program.**

Parent Name(s): \_\_\_\_\_

Parent Signatures: \_\_\_\_\_ / \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ / \_\_\_\_\_ Email

FOR BMB LEADERSHIP USE: This request is Approved / Disapproved, in the amount of \$ \_\_\_\_\_. This is subject to review of the BMB Leadership during each invoice and during subsequent requests.

# BELLBROOK MUSIC BOOSTERS CORPORATION POLICIES AND PROCEDURES

## A.2 Request for Payment Form

Found [here](#).

Bellbrook Music Boosters Request for Payment Form		<b>Process. (please see pg 2 for details) :</b> - Provide completed form to Treasurer - Please allow one week to process - Please complete in full <b>IF OVER \$500, requires PRE-AUTHORIZATION</b> from Treasurer or Booster President			
<b>Requested by:</b> _____ <b>Requestor's Phone:</b> _____ <b>Email:</b> _____		<b>Date Prepared:</b> _____			
<b>Make Check Payable to:</b> _____ <b>Address (Required):</b> _____ <b>City:</b> _____ <b>State &amp; Zip:</b> _____		<b>Budget Activity:</b> _____			
	Vendor	Item Description	Vendor Invoice # (If applicable)	Activity	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
				Total	
<input type="checkbox"/> Check box if this is an advance (Receipts & itemized expenses need to be provided within 2 weeks)					
<b>Office use:</b> <b>Date received:</b> _____ <b>Approved by:</b> _____ <input type="checkbox"/> 2nd signature required (over \$500) <b>Co-signature:</b> _____					
Revised 19 January 2010					

### A.3 Money for Deposit Form

found [here](#)

<b>Bellbrook Music Boosters</b> Money for Deposit Form						
Submitted by: _____			Phone #: _____			
Date submitted: _____			Email: _____			
Fund / Activity: _____			Page: _____			
	Cash or					
Item	Check #	Name	Amount	Date	Fund / Activity	Comment
1						
2						
3						
4						
5						
6						
7						
16						
17						
18						
19						
20						
Total:						
Received: Date: _____ Amount: _____ By: _____						
Bank Deposit: Date: _____ Amount: _____ By: _____						

A.4 Executive Board Conflict of Interest Policy and Affirmation

BELLBROOK MUSIC BOOSTERS EXECUTIVE BOARD CONFLICT OF INTEREST POLICY

1. Article I – Purpose.

The purpose of this Executive Board Conflict of Interest Policy is to protect Bellbrook Music Boosters' interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an Officer or Trustee of the Bellbrook Music Boosters or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations. Also, it is intended to identify "independent" directors.

2. Article II – Definitions.

- (1) **Interested person** -- Any Executive Board Member or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- (2) **Financial interest**-- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - i. A compensation arrangement with the Bellbrook Music Boosters or with any entity or individual with which the Bellbrook Music Boosters has a transaction or arrangement, or
  - ii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Bellbrook Music Boosters is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial. Conflict of interest exists only if the Executive Board decides so, in accordance with the policy.
- (3) **Independent Director** – An Executive Board Member shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the Executive Board Member –
  - i. is not, and has not been for a period of at least three years, an employee of the Bellbrook Music Boosters or any entity in which the Bellbrook Music Boosters has a financial interest;
  - ii. does not directly or indirectly have a significant business relationship with the Bellbrook Music Boosters, which might affect independence in decision-making;
  - iii. is not employed as an executive of another corporation where any of the Bellbrook Music Boosters executive board members or employees serve on that corporation's compensation committee; and
  - iv. does not have an immediate family member who is an Executive Officer or employee of the Bellbrook Music Boosters or who holds a position that has a significant financial relationship with the Bellbrook Music Boosters.

3. Article III – Procedures.

(1) **Duty to Disclose** -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board.

(2) **Recusal of Self** - Any member may recuse him or herself at any time from involvement in any decision or discussion in which they believe he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

(3) **Determining Whether a Conflict of Interest Exists** --After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Executive Board meeting while the determination of a conflict of interest is discussed. The remaining Executive Board members shall decide, via vote, if a conflict of interest exists.

(4) **Procedures for Addressing the Conflict of Interest** - An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- i. The Bellbrook Music Booster President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- ii. After exercising due diligence, the Bellbrook Music Booster President shall determine whether the Bellbrook Music Boosters can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iii. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board shall determine by a simple majority vote of the disinterested executive board members whether the transaction or arrangement is in Bellbrook Music Boosters best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

(5) **Violations of the Conflict of interest Policy** - If the Executive Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4. Article IV - Records of Proceedings.

The minutes of the Board and all Committees with board delegated powers shall contain:

- (1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's decision as to whether a conflict of interest in fact existed.

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- (2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### 5. Article V – Compensation.

- (1) A voting member of the Board who receives compensation, directly or indirectly, from the Bellbrook Music Boosters for services is precluded from voting on matters pertaining to said compensation.
- (2) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Bellbrook Music Boosters for services is precluded from voting on matters pertaining to said compensation.
- (3) No voting member of the Executive Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Bellbrook Music Boosters, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### 6. Article VI - Annual Statements.

Each Executive Board member and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

- (1) Has received a copy of the conflict of interest policy, has read and understands the policy, has agreed to comply with the policy, and understands the Bellbrook Music Boosters is non-profit organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- (2) Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.
- (3) If at any time during the year, the information in the annual statement changes materially, the President shall disclose such changes and revise the annual disclosure form.
- (4) The Executive Board shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

### 7. Article VII - Periodic Reviews.

Periodic reviews shall be conducted to ensure the Bellbrook Music Boosters operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status. The periodic reviews shall, at a minimum, include the following subjects:

- (1) Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.

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- (2) Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to Bellbrook Music Boosters' written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

### 8. Article VIII- Use of Outside Experts.

When conducting the periodic reviews as provided for in Article VII, the Bellbrook Music Boosters may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

BELLBROOK MUSIC BOOSTERS CONFLICT OF INTEREST AFFIRMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Officer \_\_\_\_\_ Trustee \_\_\_\_\_ Position: \_\_\_\_\_

I affirm the following:

\*I have received a copy of the Bellbrook Music Boosters Conflict of Interest (COI) Policy. \_\_\_\_\_ (initial)

\*I have read and understand the Bellbrook Music Boosters COI policy. \_\_\_\_\_ (initial)

\*I agree to comply with the Bellbrook Music Boosters COI policy. \_\_\_\_\_ (initial)

\*I understand that the Bellbrook Music Boosters is a non-profit organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more tax exempt purposes \_\_\_\_\_ (initial)

Disclosures:

Do you have a financial interest (current or potential), including a compensation arrangement with the Bellbrook Music Boosters, as defined in the COI policy? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

If yes, has the financial interest been disclosed, in accordance with the COI policy? \_\_\_\_\_

In the past, have you had a financial interest, including a compensation arrangement, as defined in the COI policy with the Bellbrook Music Boosters? \_\_\_\_\_

If yes, please describe it, including when (approximately): \_\_\_\_\_

If yes, has the financial interest been disclosed in accordance with the COI policy? \_\_\_\_\_

Are you an independent Executive Board member, as defined by the COI policy? (Article 2c) ? \_\_\_\_\_

If you are not independent, why? \_\_\_\_\_

Signature of Member \_\_\_\_\_ Date: \_\_\_\_\_

Date of Review by Executive Committee \_\_\_\_\_