

# How to Start a Booster Club for Your Athletic Department

---

Powered by Parent Booster USA | For Coaches, ADs & School Leaders

## Why Start a Booster Club?

A booster club is an organized group of parents, alumni, and community supporters dedicated to helping fund, promote, and support school athletics. It boosts fundraising, increases volunteerism, and builds a stronger sense of community and school pride.

## Step-by-Step Using Parent Booster USA

### 1. Visit Parent Booster USA

Go to <https://parentbooster.org>. PBUSA specializes in helping you create a compliant, nonprofit booster club with ease. Their membership includes:

- IRS 501(c)(3) tax-exempt status
- EIN and incorporation setup
- Sample bylaws
- Annual filing support
- Banking assistance
- Insurance coverage options

### 2. Choose a Club Name and Purpose

Examples:

- “Stanton Blue Devils Athletic Booster Club”
- “Eastside Athletics Supporters”

Purpose: “To promote and support student-athletes through fundraising, events, and volunteer service.”

### 3. Register with PBUSA

Pick a membership level (usually \$395–\$595/year). PBUSA will guide you through:

- Filing your EIN
- Creating Incorporation paperwork
- Applying for IRS 501(c)(3) status

### 4. Form Your Founding Board

Start with at least:

- President
- Vice President
- Treasurer
- Secretary
- School Liaison or AD (non-voting advisor)

### 5. Open a Booster Club Bank Account

You’ll need your EIN, Articles of Incorporation, and board meeting minutes. Set dual signature requirements and use online banking with transparency.

## 6. Draft Your Bylaws (PBUSA Provides a Template)

Include:

- Mission and purpose
- Membership eligibility
- Officer roles and elections
- Meeting frequency
- Budget and financial handling
- Conflict of interest policy
- Dissolution clause

## 7. Hold an Initial Meeting

Introduce officers, approve bylaws, outline first fundraiser, and set your meeting calendar.

## 8. Create Communication Channels

- Email list (Google Groups or Mailchimp)
- Private Facebook Group
- Website or Linktree

## 9. Plan First Events or Fundraisers

- Athletic gear sales
- Season pass/reserved seating packages
- Concessions
- Golf tournaments or 5Ks
- Sponsorship banners

## Financial Transparency & Safety

- Use accounting software (QuickBooks or PBUSA tools)
- Keep receipts for reimbursements
- Present monthly reports
- Conduct annual review or audit

## Sample Bylaw Clause Ideas

Mission: "To support and promote all school-sponsored athletic programs by fostering spirit, encouraging participation, and raising funds."

Membership: "All parents/guardians of student-athletes and interested community members are considered members upon registration or donation."

Meetings: "The Booster Club shall meet monthly during the school year, with one annual meeting held for elections."

Elections: "Officers will serve one-year terms, with elections held in May and terms beginning in June."

## Final Tips for ADs Starting a Booster Club

- Work with school admin for trust and oversight
- Keep bylaws flexible
- Recognize volunteers and donors
- Use PBUSA for compliance and ongoing support