



BOOSTER CLUB RECOGNITION APPLIED FOR ON BEHALF OF

(Name of applicant Booster Cub)

BY

President's Printed Name

President's Signature

Date

**APPROVED ON BEHALF OF
THE NEW ORLEANS RECREATION DEVELOPMENT COMMISSION**

BY:

NORDC Site Supervisor's Signature

Recommendation Date

NORDC District Manager's Signature

Recommendation Date

NORDC CPO's Signature

Approval Date

NORDC CEO's Signature

Approval Date

APPLICATION FOR BOOSTER CLUB RECOGNITION

NORDC will officially recognize only one (1) booster organization for each NORDC center/playground. That organization must be open for membership to anyone who desires to join and participate in the organization's activities. The organization further agrees to ensure that any and all persons eligible will be bound by NORDC rules and will have the opportunity to participate in all activities held at the center/playground or sponsored by the organization, regardless of age, race, religion, color, disability, national origin, financial status, or sexual orientation. Upon submission of this Booster Club Recognition application, the booster club organization agrees to abide by all the requirements, found herein as follows:

1. The booster organization shall not make physical changes or additions to any NORDC center/playground without written approval from the Chief Executive Officer (CEO). The organization understands and agrees to adhere to all provisions in NORDC's revised policies and procedures regarding booster clubs. Also, the organization is required to clean and remove all trash and debris generated by their concession from the center/playground at the close of each day. The booster club further agrees not to sell beverages in glass containers, and adhere to NORDC's policy on such.
2. NORDC reserves the right to inspect any and all facilities used by the organization either during an activity or during non-use time in order to insure that all health, building, electrical, mechanical, etc. codes of the City are being adhered to. If non-compliance with City codes or NORDC policy is discovered, the center/playground may be closed immediately.
3. Certificates of Recognition shall be issued to a Booster Club for a period of one (1) one calendar year beginning on January 1st and ending December 31st. Applicant(s) must submit a \$10.00 non-refundable filing fee to be paid by certified check or money order made payable to NORDC.
4. The Booster Club agrees to the submission of an Annual Expenditure Report, which will be mailed to NORDC, 5420 Franklin Ave., New Orleans, LA 70122 by the January 31st of each year. **All expenditure receipts must be submitted with the Annual Expenditure Report. The Annual Expenditure Report must be completed by a certified independent auditor compensated by the Booster Club.** After NORDC has completed its review of the financial report, each Booster Club will be notified. The Booster Club will call a general meeting to discuss the results of the NORDC expenditure report review, and notify the NORDC Booster Club Liaison of the date, time, and place of that meeting at least three (3) days prior to such.
5. The Booster Club is required to submit on a quarterly basis a schedule of all activities planned on their Center /Playground site. Any money raised by the Booster Club in the name of the center/playground or program must be reported to NORDC in the quarterly report. Failure to do so will result in automatic suspension of the Booster Club.
6. All funds raised by the Booster Club are to remain the funds of the Booster Club and not the Officers of the organization.
7. All newly formed and approved Booster Clubs will be placed on a three (3) month probationary period, during which time their Certificate of Recognition may be revoked without notice or cause.

8. The Booster Club cannot rent or lease the playground or the building. **ONLY NORDC CAN RENT OR LEASE A CENTER/PLAYGROUND.** Failure to comply will result in revocation of the Booster Club Certificate of Recognition and Concession Rights.
9. If the Booster Club disbands during the calendar year or fails to comply with the above regulations, NORDC may revoke the previous certificate and re-issue it to another organization representing the neighborhood and the NORDC center/playground. Upon revocation of the Booster Club's recognition certificate, an up-to-date financial statement as to the disposition of all the club's equipment and supplies will be given to NORDC's CEO. When a Booster Club disbands, all funds are to be released to the newly approved booster club or NORDC.
10. The Booster Club is required to compile an accurate inventory of all equipment acquired by the Booster Club and present it to the NORDC Booster Club Liaison at the end of each athletic season. Failure to do so within thirty (30) days of the conclusion of each athletics season will cause the Booster Club to be placed on suspension.
11. If there is no storage space available for equipment belonging to the Booster Club, any member that accepts the responsibility of storage must sign an agreement with the Booster Club to do so, and a copy should be given to the NORDC Booster Club Liaison.
12. On submission of the quarterly reports, all certified Booster Clubs are required to send an Officer or designee to attend quarterly meetings organized by NORDC as well as receive updated information, provide input on Centers and Playgrounds, and other subject areas deemed appropriate for the promotion of healthy Booster Clubs. All quarterly meetings will be coordinated by the NORDC Booster Club Liaison.
13. All Booster Clubs must notify the NORDC Booster Club Liaison at least two weeks in advance of scheduled general Booster Club meetings as well as provide notice to the general membership with the time, date, and place of meetings. In addition, one week following the meeting the following documents must be submitted to the NORDC Booster Club Liaison:
 - Sign in sheet(s);
 - Meeting Agenda; and
 - Meeting minutes, including the number of active members in attendance.
14. All funds are to be deposited daily in a recognized banking institution.
15. All equipment acquired during the calendar year must remain at that center/playground.
16. A monthly statement from the bank should be distributed to active members of the Booster Club for updates.

NORDC BOOSTER CLUB PROFILE

Please complete and forward with Application for Certificate of Recognition. Inclusion of the Booster Club Profile is required for the recognition application to be considered complete.

*****PLEASE TYPE or PRINT*****

I. ORGANIZATION

Booster Club Name	Mailing Street Address	Zip Code	Email Address	Phone Number

II. FINANCIAL DATA

Booster Club's Depositing Bank Name	Address	Account Name

At least two (2) signatures are required on all checks. Please provide the names of authorized signers for this Booster Club below.

Name	Position	Is this person bonded?

III. OFFICERS

	Name	Street Address	Zip Code	Email Address	Cell Phone	Work Phone
<i>President</i>						
<i>Vice President</i>						
<i>Secretary</i>						
<i>Treasurer</i>						

IV. **ADDITIONAL PARTICIPATING MEMBERS**

Number of Active Members

Date of Next Election

****NOTE:** A minimum of twenty (20) members is required in order to charter a new booster club. Please list active members who will participate in the new/existing Booster Club below. (If there are more than 20 members, please provide on an additional table.)

	Name	Mailing Address	Zip Code	Email Address	Phone No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

V. ATTACHMENTS

The following attachments must be included for the application to be considered complete.

1. A copy of your organization's NORDC Booster Club bylaws;
2. A schedule of all dues and fees established and charged by the Booster Club; and
3. Dates and location(s) of the required quarterly meetings.

APPLICANT AUTHORIZATION

We, the undersigned duly elected Officers of the _____ whose mailing
address is _____ *(Name of Booster Club)* hereby apply for a certificate as
the officially recognized Booster Club with all rights and privileges for the
_____ for the year 20____.
(Name of Center/Playground)

By submitting this application, we agree to abide by the following regulations of the New Orleans
Recreation Development Commission (NORDC) and understand and agree that non-compliance may result
in the immediate termination of this recognition.

Booster Club President: _____

Printed Name

Signature

Date

Booster Club Officer: _____

Title

Printed Name

Signature

Date