



BOOSTER CLUB RECOGNITION APPLIED FOR ON BEHALF OF

(Name of applicant Booster Club)

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 Center Signature(s) (if applicable)

Recommendation Date

NORDC District Manager's Signature

Recommendation Date

NORDC Athletic Director Signature

Approval Date

NORDC CPO'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 and more fully detailed in the Booster Club By-Laws:

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.
4. 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.
5. 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.
6. 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 and the NORDC Site Facilitator or District Manager.
7. All funds raised by the Booster Club are to remain the funds of the Booster Club and not the

Officers of the organization.

8. All funds are to be deposited daily in a recognized banking institution.
9. A monthly statement from the bank should be distributed to active members of the Booster Club for updates.
10. The Booster Club is required to submit on a quarterly basis a schedule of all activities planned on their Center /Playground site. Money raised by the Booster Club in the name of the center/playground or program must be reported to NORDC in the quarterly report, and include copies of Booster Club minutes and membership, as described in the official Booster Club By-Laws. Failure to do so can result in suspension or cancellation of the Booster Club recognition.
11. On submission of the quarterly reports, all certified Booster Clubs are required to send an Officer or designee to attend 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 meetings will be coordinated by the NORDC Booster Club Liaison.
12. All Booster Clubs must notify the NORDC Booster Club Liaison and the NORDC Site Facilitator or Athletics District Manager 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.
13. If the Booster Club disbands during the calendar year or fails to comply with the above regulations or those in the Booster Club By-Laws, 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.
14. All equipment acquired during the calendar year must remain at that center/playground.

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	Background Check Attached
President						
Vice President						
Secretary						
Treasurer						

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					
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INTERIM

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