



## NORD Booster Club Application Requirements

NORD will officially recognize only one (1) booster organization for each NORD 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 NORD 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 NORD center/playground without written approval from the Chief Executive Officer (CEO). The organization understands and agrees to adhere to all provisions in NORD'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 NORD's policy on such.
2. NORD 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 NORD 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 the date of the NORD Booster Club Annual Meeting in July and ending on the final day of June.
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 NORD CAN RENT OR LEASE A CENTER/PLAYGROUND OR CLUBHOUSE.** 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 NORD Booster Club Liaison and the NORD 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 NORD in the quarterly report, and include copies of Booster Club minutes and membership and receipts, 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 NORD 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 NORD Booster Club Liaison.
12. All Booster Clubs must notify the NORD 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 NORD 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, NORD may revoke the previous certificate and re-issue it to another organization representing the neighborhood and the NORD 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 NORD's CEO. When a Booster Club disbands, all funds are to be released to the newly approved booster club or NORD.



14. All equipment acquired during the calendar year must remain at that center/playground.

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

- Submission of a completed Applicant Authorization and NORD Booster Club Profile\*

*\*Financial documents or the banking account information must be included on the Booster club profile.*

- Minutes from the last meeting held along with the date of the last election and results

OR

- Proof of a posted meeting notice or election held within the last 30 days

All documents should be sent electronically to: [demon.d.simon@nola.gov](mailto:demon.d.simon@nola.gov).

**APPLICANT AUTHORIZATION**

We, the undersigned duly elected Officers of the \_\_\_\_\_, whose mailing address is \_\_\_\_\_, 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 (NORD) 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*

**NORD 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
<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.)

	<b>Name</b>	<b>Mailing Address</b>	<b>Zip Code</b>	<b>Email Address</b>	<b>Phone No.</b>
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