

<b>Golden Eagle Booster Club</b>	Policy/Procedure Number	5955
	Effective Date	July 12, 2011

**1.0 POLICY & PURPOSE**

Laramie County Community College will recognize the Golden Eagle Booster Club as an informal organization of community friends and alumni established to promote and support the College in its intercollegiate and club sports activities.

The primary purpose of this policy/procedure is to provide financial aid to students participating in athletic programs at LCCC and to lend general support to these programs.

**2.0 REVISION HISTORY**

Adopted on: November 30, 1993  
 Revised on: 7/12/11

**3.0 PERSONS AFFECTED**

Community Members, Student-Athletes, Athletic Department Staff

**4.0 DEFINITIONS**


- A. *Golden Eagle Booster Club* – Is an LCCC organization which is formed to produce revenues through various fund-raising activities for the financial and general support of intercollegiate and club sports at LCCC. The Golden Eagle Booster Club is fiscally managed by the LCCC Foundation.
- B. *Student-Athletes* – Students at LCCC that are participating on intercollegiate sports teams.
- C. *Fund Raiser* – Considered to be any project which generates revenues including, but not limited to, the sale of items, hosting of events, fund-raising with tickets or by providing a service, activity or event.

**5.0 PROCEDURES**

- A. The Golden Eagle Booster Club is a shared responsibility between the LCCC Athletic Department and Foundation Office with oversight of the following:
  - 1) An annual membership drive
  - 2) Fund-raising activities and events
  - 3) An annual membership reception
  - 4) Appropriate use of Golden Eagle Booster Club name, logo and mascot
- B. The Golden Eagle Booster Club will review statement of purpose annually. At this annual meeting, the following additional items will be determined:
  - 1) The amount of financial support to be given to the College for specific athletic programs
  - 2) Calendar of events and activities

- C. Membership into the Golden Eagle Booster Club is at the corporate or individual sponsorship donation level. These levels will be reviewed annually. Membership benefits to individuals and or corporations may include the following:
- 1) Monthly newsletter
  - 2) Name in media guide
  - 3) Schedule posters
  - 4) Media guides
  - 5) Advertisement in the media guide
  - 6) Advertising sign
  - 7) Golden Eagle plaque
  - 8) Golden Eagle polo shirt
- D. The LCCC Foundation establishes and maintains all financial accounts and provides a financial accounting of all Golden Eagle Booster Club funds to the Vice President of Student Services, the Vice President of Administration and Finance, the President of the College and the Athletic Director on an annual basis.
- E. The Golden Eagle Booster Club will adhere to all College and Foundation policies and procedures for all financial transactions including, but not limited to: travel vouchers, petty cash reimbursements, limited purchase orders, purchase requisitions, service contracts, mileage reimbursements, time sheets, add-to-pay, use of College vehicles, College credit cards, and all other appropriate procedures and forms.
- 1) The Foundation Director and Athletic Director will review booster club budgets monthly and be accountable for ensuring that expenditures at the end of the fiscal year do not exceed actual available funds.
- F. The Golden Eagle Booster club will abide by all LCCC policies and procedures in order to retain its status as a college sanctioned organization.
- 1) Booster clubs shall not sponsor or support any activities which are in conflict with the College mission.
  - 2) Booster clubs shall conduct orderly meetings and events, shall not incite others to disorder, nor be involved in political activities.
  - 3) Reservations for the use of College facilities will be made with the Coordinator of Campus Facilities.
  - 4) On campus fund raisers may not involve alcoholic beverages in any manner.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Initiator (Name)	Diane Drebin, Vice President Student Services Sabrina Lane, Executive Director Foundation	5/10/11
Approval by President's Cabinet		7/12/11
Approval by President (Signature)		7/13/11