

**BY-LAWS  
of  
SHADOW MOUNTAIN RED CAPE BOOSTERS, INC., An Arizona Corporation**

**ARTICLE I – NAME AND PURPOSE**

**Section 1. Name**

The name of this organization shall be the “SHADOW MOUNTAIN RED CAPE BOOSTERS, INC., AN ARIZONA CORPORATION” and hereinafter referred to as “SMHS RCB”, “RCB”, or the “Red Cape Boosters”.

**Section 2. Incorporation and Formation**

SMHS RCB was formed in 2019 and incorporated in the State of Arizona in 2024 as a nonprofit organization under the Arizona Corporation Commission and recognized by the Internal Revenue Service as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code. The Club is intended to be a partnership with Shadow Mountain High School Administration (hereinafter referred to as “SMHS”) and Paradise Valley Unified School District (hereinafter referred to as “PVUSD”).

The Club shall maintain its nonprofit, non-union 501(c)(3) status. No part of the net earnings shall inure to the benefit of any individual. All funds shall be directed toward the advancement of the programs supported by the organization.

The Club shall not seek to influence or direct the activities or policies of the school or district. It shall operate in support of, and in collaboration with, school administration and district policies.

**Section 3. Purpose and Objectives**

The purpose of SMHS RCB is to promote athletic, arts, and academic activities at Shadow Mountain High School and to support and enhance school-wide programs in alignment with the educational philosophy of the school community.

The objectives of this club shall be:

- To encourage cooperation between the community, faculty, students, and families of Shadow Mountain High School.
- To promote and support programs of Shadow Mountain High School through administrative and organizational assistance.
- To foster goodwill and school spirit among members.
- To promote and encourage greater attendance and participation in school activities.
- To provide supplementary support and coordination for the various booster clubs and school activities at Shadow Mountain High School.

**Section 4. Non-Discrimination**

SMHS RCB shall not discriminate based on race, color, religion, sex, gender identity, sexual orientation, age, disability, or national origin in any of its activities or operations.

**ARTICLE II – MEMBERSHIP**

**Section 1. Eligibility**

Eligibility to hold an Officer position shall be defined as follows:

- A. Per PVUSD guidelines, District employees may hold office but may not serve as signatories on any club bank accounts.
- B. All positions are volunteer based. Officers are expected to contribute time to the day-to-day operations.
- C. All Officers must complete PVUSD volunteer clearance, including fingerprint verification.

### **Section 2. Subordinate Booster Clubs**

Approved subordinate booster clubs operate under the fiscal sponsorship and group exemption of SMHS RCB and must comply with all policies, financial procedures, and reporting requirements established by the organization.

Subordinate clubs must submit the required annual administrative fee and maintain alignment with the charitable mission and operating standards of SMHS RCB. Failure to comply may result in automatic revocation of membership and fiscal sponsorship.

Attachment #1 to these by-laws are Booster Club Policies as a subordinate to RCB.

### **Section 3. Term**

Membership terms represent one (1) year, valid from July 1 through June 30, in alignment with the Club's fiscal year.

## **ARTICLE III – EXECUTIVE BOARD**

### **Section 1. Board of Directors**

The property, funds, and affairs of the corporation shall be under the authority of the Board of Directors ("the Board"). Board and leadership positions are open to current or former subordinate booster club board members, school staff, and alumni who support the mission of SMHS RCB.

### **Section 2. Designation of Officers**

The Officers of the Club shall consist of the following:

- A. President
- B. Treasurer
- C. Director (or additional officers as determined by the Board)
- D. Club Sponsor
- E. High School Principal (Ex-Officio)
- F. Athletic Director (Ex-Officio)
- G. NVAA Director (Ex-Officio)

### **Section 3. Election and Term**

Officers shall be elected annually by a majority vote of current SMHS RCB Officers and subordinate booster club representatives. Each Officer shall serve a one-year term beginning July 1 and ending June 30, and may be re-elected for consecutive terms.

Elections shall take place in May at a regular or special meeting of the Club. Voting shall be conducted by anonymous ballot. Candidates receiving a majority of the votes cast by members present and eligible to vote shall be declared elected.

Newly elected Officers shall assume their duties immediately following the finalization of the May bank statement or at a time mutually agreed upon by incoming and outgoing Officers. Outgoing Officers must transfer all relevant materials, including financial records, digital access, and documentation, to their successors during the transition period.

All Officers shall continue to serve until their successors are duly elected and qualified or until resignation, removal, or disqualification.

Vacancies that occur mid-term may be filled by Board appointment. Appointees shall serve the remainder of the unexpired term, which shall count as a full term unless the appointment occurs within three (3) months of the term's scheduled end.

#### **Section 4. Duties**

All Officers shall attend meetings, uphold bylaws, and vote on organizational matters. The duties are as follows:

- **President:** Chief Executive Officer of the Club; primary signer on legal documents; calls meetings; liaises with SMHS; ensures adherence to bylaws and policies.
- **Treasurer:** Chief Financial Officer; manages funds, records receipts and disbursements, prepares reports, and ensures IRS/state compliance.
- **Director:** Provides guidance, support, and oversight for club initiatives; ensures alignment with the organization's mission and policies.
- **Club Sponsor:** A designated SMHS staff member serving as liaison between the school and RCB; provides guidance on school policies; supports oversight of subordinate clubs.
- **Principal, Athletic Director, NVAA Director:** Serve as ex-officio, non-voting members; provide school policy guidance and alignment support.

#### **Section 5. Removal or Vacancies**

Any Officer may be removed for cause by a majority vote of the combined voting members of the SMHS RCB Board of Directors and subordinate club board representatives. "Cause" includes, but is not limited to, failure to perform assigned duties, misconduct, or actions contrary to the mission or bylaws of SMHS RCB.

An Officer may resign at any time prior to the end of their term by submitting a written notice of resignation to the Club Sponsor. Such resignation shall be effective upon receipt unless a later date is specified in the notice.

Vacancies occurring mid-term may be filled by Board appointment. Any individual appointed to fill a vacancy shall serve for the remainder of the unexpired term. If the appointment occurs within three (3) months of the regular term's scheduled end, the unexpired term shall be considered part of a regular term for purposes of term limits and re-election.

The Board shall ensure that all materials, including financial records, digital access, and other organizational documentation, are properly transferred to the newly appointed Officer.

### **ARTICLE IV – MEETINGS**

#### **Section 1. Meetings**

Regular meetings shall be held at least four (4) times per school year, preferably monthly. Additional meetings may be called by the President or majority of the Board.

#### **Section 2. Quorum and Proxies**

A majority of Officers then holding office shall constitute a quorum for the transaction of business at any meeting of the Board.

Officers may not appoint personal proxies or vote by proxy in regular business meetings.

### **Section 3. Voting**

Decisions are made by majority vote of those present.

### **Section 4. Meetings by Conference Telephone**

Any Officer or member may participate in a meeting by means of a conference telephone, video call, or other electronic communication equipment, provided all participants can hear or communicate with each other simultaneously. Participation in this manner shall constitute presence in person for purposes of quorum and voting.

## **ARTICLE V – FINANCIAL POLICY AND PROCEDURES**

All funds shall be controlled according to the rules established with the approval of the Board and in accordance with current District Policies and Procedures, as applicable. Records shall be open to inspection by SMHS or PVUSD upon request. Copies of financial information requested shall be produced at requestors' expense.

### **Section 1. Fiscal Year**

The fiscal year shall run from July 1 through June 30.

### **Section 2. Funds**

The Club shall establish and maintain a FDIC insured checking account for the sole use of receiving and disbursing funds. The Board shall designate the bank in which the operating funds of the Club shall be deposited and determine the manner in which checks, drafts, and other instruments for the payment of funds of the Club shall be executed. All funds of the Club shall be deposited under the name of the Club in the account. All disbursements shall comply with the organization's 501(c)(3) exempt purpose and applicable district fiscal guidelines.

- A. At least two (2) Officers shall be authorized signatories on Club accounts (excluding PVUSD employees).
- B. RCB bank account shall never drop below \$2,000.00 (two thousand dollars).

The Club shall not hold a credit card or request a line of credit from any vendor at any time.

### **Section 3. Disbursements**

Expenditures over \$1,000 require dual signatures.

No cash withdrawals are permitted except for event tills.

All expenditures should have a paper or electronic copy of an invoice or receipt from the vendor, including reimbursements.

### **Section 4. Conflict of Interest**

No Officer, Board member, or subordinate club leader shall participate in any decision or transaction in which they have a personal or financial interest that could conflict with the interests of SMHS RCB.

### **Section 5. Subordinate Club Accounts**

Each subordinate booster club shall maintain a designated subaccount within the general ledger of SMHS RCB. Clubs shall be granted view-only access to a spreadsheet that serves as a statement of their subaccount activity.

Funds raised by each club are restricted to the benefit of their program. RCB retains full discretion and control over the use of all funds to ensure compliance with its exempt purposes.

### **Section 6. Reimbursements**

Approved expenses shall be reimbursed within 72 hours of receipt submission.

### **Section 7. Audits and Reports**

The bank account shall be reconciled monthly with the Club's electronic accounting software.

An annual financial report must be provided to SMHS Administration at the end of each school year, in a format determined by PVUSD.

## **ARTICLE VI – POLICIES AND COMPLIANCE**

1. SMHS RCB shall operate in accordance with Paradise Valley Unified School District (PVUSD) policies, the Arizona Department of Education, and all applicable laws.
2. All subordinate booster clubs must adhere to the district's Auxiliary Operations Manual, Booster Club Guidelines, and Booster Split Guidelines.
3. RCB shall maintain liability insurance coverage for its members and subordinate clubs under district requirements.
4. All business-related documents must be mailed to the school office, not to an officer's home or business address.
5. Any personal information gathered or requested by RCB is for the sole use of the RCB and its subordinates and will not be made available to any other organization.
6. No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempt to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

## **ARTICLE VII – INDEMNIFICATION AND LIABILITY**

Each person who is or was an Officer of the Club, or who is or was serving at the specific request of the Board, shall be indemnified by the corporation against all reasonable expenses, including attorneys' fees and disbursement, judgments, penalties, fines, and amounts paid in settlement, reasonably incurred by such person in connection with such action, suit, or proceeding. This indemnification shall continue as to a person who has ceased to be an Officer shall inure to the benefit of such person and his or her heirs, executors, and administrators, with respect to activities of such person during the period he or she acted as an Officer of the Club, and shall apply whether or not the claim against such person arises out of matters before the adoption of this By-law.

Liability of the Club shall be limited to the assets of the Club and any liability insurance it may have on behalf of its members. No individual shall be liable for any expenses of the Club other than the annual membership dues established by Board.

## **ARTICLE VIII – AMENDMENTS**

These By-laws may be amended by a majority vote of the members present at any regular meeting, subject to final approval by the Board of Directors.

Copies of any and all proposed amendments by members shall be made available to the Officers prior to a regular meeting for presenting to regular members.

## ARTICLE IX – DISSOLUTION

In the event of dissolution, all assets remaining after debts are paid shall be distributed to Shadow Mountain High School, or another 501(c)(3) organization with similar purposes, as determined by the Board.

I hereby certify that I am a duly elected current Officer of the SMHS RCB and that the foregoing By-laws were duly adopted by the Club Officers and majority vote of current members on the 28th day of May, 2024.

These By-laws are effective the 3rd of January, 2024.

These By-laws have been executed in counterparts, each of which shall be deemed original but all of which shall constitute one and the same document.

By:

  
Rhonda Patterson, President/Incorporator

ATTEST:

  
Jenny Bertie, Director

  
Marybeth Grass, Director

  
Shawn Webster, Club Sponsor

**ATTACHMENT #1**  
**SUBORDINATE BOOSTER CLUB POLICIES**  
*(Attachment to the Bylaws of the Shadow Mountain Red Cape Boosters, Inc.)*

**We make it easy to start and run a Booster Club at Shadow Mountain.**

**What is a Booster Club?**

A Booster Club is a group of parent volunteers who support teachers, staff, and coaches by organizing, fundraising, and communicating so students get the best possible high-school experience.

**Why join SMHS RCB?**

When your club affiliates with SMHS RCB, we handle the heavy administrative lifting so you can focus on students. Benefits include:

- **IRS & State filings** handled for you.
- **Automatic group 501(c)(3) status** through SMHS RCB — no separate Form 1023/1023EZ or IRS filing fees required for clubs under our sponsorship.
- **Arizona annual corporate report** filed on your behalf.
- **Sponsorship letter** issued for the school year.
- **Liability insurance** coverage options as required by PVUSD (clubs may also obtain additional coverage if desired).
- **Company match eligibility** — clubs can receive employer matching gifts clubs can receive employer matching contributions (donors should note the club name in the memo line).

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The following policies apply exclusively to **subordinate booster clubs** operating under the fiscal sponsorship and group exemption of SMHS RCB. These policies ensure consistency, accountability, and compliance with district, state, and federal requirements for nonprofit organizations.

**1. Fiscal Sponsorship and Banking Options**

Each subordinate booster club operates under the RCB umbrella and will receive a **sponsorship letter** and **W9** upon payment of the administrative fee.

Clubs may select the option that best fits their needs:

**A. RCB Banking Administration (Full Service)**

- RCB holds and manages your funds in our bank account and general ledger.
- Clubs receive **view-only access** to a ledger/spreadsheet that shows activity for your subaccount (acts like your bank statement).
- RCB handles deposits, bookkeeping, and reconciliations.
- Higher annual administrative fee to cover RCB's accounting and administrative costs.

**B. Independent Banking under RCB Fiscal Sponsorship**

- Clubs maintain their own bank accounts but remain under RCB's fiscal sponsorship.
- With proper documentation and approval, the club may **use RCB's EIN** and be included under RCB's group exemption and liability insurance.
- Clubs are responsible for day-to-day banking and recordkeeping; RCB requires periodic reports.
- Reduced annual administrative fee since the club handles banking itself.

**C. Fully Independent Club**

- Operates completely outside RCB sponsorship. **Must:**
  - Form its own legal entity

- Obtain its own **EIN** from the IRS.
- Responsible for all tax filings, insurance, and compliance.
- May be permitted to access RCB's **umbrella group liability insurance** subject to annual RCB approval and fees.

**Important:** Clubs may not use RCB's EIN for banking or tax filings for their operations.

## 2. Fundraising & Deposits Using RCB's EIN

Any fundraiser, donation, or contribution that is made using RCB's EIN for any subordinate club must be deposited directly into RCB's bank account. Once received, the funds will be allocated and transferred to the appropriate club's subaccount according to established procedures.

This ensures proper tracking, reporting, and compliance with IRS regulations, RCB policies, and the organization's charitable purposes.

## 3. Financial Procedures

**Deposits:** All money raised at events must be counted by **two club representatives**, documented, and deposited into the club's account (RCB subaccount or the club's own bank account) **within 48 business hours** after the event.

**Approvals & Disbursements:** Spending must be approved by one club officer or the club sponsor in writing to RCB via email, following RCB reimbursement and purchasing rules.

**Receipts:** Maintain invoices or receipts for all transactions; required for reimbursements and audits.

All receipts or invoices submitted for reimbursements must be itemized, showing the date, vendor, items purchased or services rendered, individual costs, and proof of payment (e.g., paid stamp, credit card confirmation, or bank statement).

Non-itemized receipts (e.g., those showing only a total amount) will not be accepted for reimbursement or audit purposes.

In exceptional cases where itemized receipts are unavailable, clubs may submit a detailed written log, signed by two club representatives.

**Reimbursements:** Submit receipts to RCB email only. Follow RCB reimbursement procedures for timing and documentation.

## Minimum Account Balances and Inactivity Policy

- **Minimum Balances**
  - All RCB bank accounts must maintain at least **\$100**.
  - Option B clubs must maintain **\$1,000** in their subaccount to remain in good standing.
  - Option B clubs formed within the last two years or with fewer than 5 active members may maintain a minimum balance of \$500 for up to two fiscal years, provided they submit an annual fundraising plan to reach \$1,000 by the end of the grace period. Failure to meet the \$1,000 minimum after two years may result in reclassification to Option A or loss of good standing.
- **Inactivity and Subaccount Closure**

- If no financial activity occurs for **two consecutive fiscal years**, RCB may close the subaccount.
- Remaining funds will be transferred to **Shadow Mountain High School** and deposited into the respective club's **bookstore account** for continued program support.

#### **4. Administrative Fee & Sponsorship Status**

RCB charges an annual administrative fee based on the club's chosen option (higher for Option A, reduced for Option B and Option C).

Fees cover accounting, filings, insurance facilitation, and administrative support.

#### **5. Reporting and Records**

Clubs under Options A or B must provide RCB, **annually by June 15** (or more often if requested):

- A concise financial summary and year-end reconciliation.
- Copies or view access to bank statements (for Option B).
- Any other documentation RCB reasonably requests for compliance with district, state, or federal rules.
- Retain records for at least three years (per IRS guidelines for nonprofits) to prepare for audits.

#### **6. Meetings and Voting**

Each club should hold at least **two meetings** per school year (one to plan and one to close out and report).

Keep meeting minutes, fundraising records, and rosters available for RCB or district review.

#### **7. Compliance and Conduct**

Subordinate booster clubs must operate in compliance with:

- PVUSD policies and the Auxiliary Operations Manual.
- The RCB Bylaws and these Subordinate Club Policies.
- Applicable state and federal laws governing nonprofit organizations.

#### **8. Revocation of Sponsorship**

Failure to pay the annual fee, submit required reports, or operate in alignment with RCB standards may result in suspension or revocation of fiscal sponsorship.

#### **9. Amendments to Policies**

These policies may be amended by a majority vote of the RCB Board of Directors and shall become effective immediately upon written notification to clubs.

## RCB Financial Guide for Subordinate Booster Clubs

This guide provides practical guidance for Shadow Mountain Red Cape Boosters, Inc. (SMHS RCB) subordinate booster clubs to comply with the financial policies outlined in the *Subordinate Booster Club Policies* document. It is designed to help parent volunteers manage club finances effectively, ensuring transparency, accountability, and compliance with IRS, PVUSD, and RCB requirements. For full details, refer to the *Subordinate Booster Club Policies* document.

### 1. Overview

Subordinate booster clubs operate under RCB's fiscal sponsorship and 501(c)(3) status to support Shadow Mountain High School students, teachers, and staff. Proper financial management is critical to maintain compliance, protect RCB's tax-exempt status, and ensure funds are used for their intended purpose. This guide covers key financial procedures, including deposits, approvals, reimbursements, receipts, and minimum balances.

### 2. Deposits

**Policy Reference:** All money raised at events must be counted by two club representatives, documented, and deposited into the club's account (RCB subaccount or Option B club's own bank account) within 48 business hours after the event.

#### Best Practices:

- **Counting Funds:** Have two club representatives (e.g., president and treasurer) count cash and checks together immediately after an event. Document the total on a deposit form (available from RCB).
- **Documentation:** Record the date, event name, and breakdown of funds (e.g., \$200 cash, \$300 checks). Both representatives must sign the form.
- **Depositing:** For Option A clubs, submit funds and the deposit form to RCB within 48 business hours. For Option B clubs, deposit funds into your bank account.
- **Example:** After a car wash, the club counts \$500 (\$300 cash, \$200 checks). Two officers sign the deposit form, and the funds are deposited by the next business day.

### 3. Approvals and Disbursements

**Policy Reference:** Spending must be approved by one club officer or the club sponsor in writing to RCB via email, following RCB reimbursement and purchasing rules.

#### Best Practices:

- **Pre-Approval:** Submit a written request via email to RCB detailing the expense, amount, and purpose before purchasing. Include the club name and budget category.
- **Documentation:** Attach itemized receipts or invoices to the approval request after the purchase.
- **Example:** To buy \$200 in art supplies, email RCB with "Art Club: \$200 for paint and brushes, Student Art Program" with the itemized receipt.

### 4. Receipts and Documentation

**Policy Reference:** Maintain itemized invoices or receipts for all transactions, required for reimbursements and audits. All receipts or invoices submitted for reimbursements or audits must be itemized, detailing the date, vendor, items purchased or services rendered, individual costs, and proof of payment (e.g., paid stamp, credit card confirmation, bank statement, cashier signature for cash, check copy or canceled check, digital payment confirmation from PayPal/Venmo/Square, or invoice marked "paid" with payment method). Non-itemized receipts (e.g., a credit card slip showing only a total amount or a receipt without item details) will not be accepted. In exceptional cases where itemized receipts are unavailable (e.g., small cash transactions), clubs may submit a detailed written log, signed by two club representatives.

### **Best Practices:**

- **What is an Itemized Receipt?**: An itemized receipt lists the date, vendor name, specific items or services purchased, individual costs, and proof of payment. It shows exactly what was bought and how it was paid for.
- **Retention**: Keep receipts for at least three years (per IRS guidelines) in a secure folder (physical or digital). Digital copies (e.g., scanned PDFs or clear photos) are acceptable if legible.
- **Submission**: For reimbursements, email itemized receipts to RCB within 30 days of the expense, following RCB reimbursement procedures.
- **Exceptional Cases**: If an itemized receipt is unavailable (e.g., a cash purchase from a local vendor), submit a written log detailing the date, vendor, items, costs, and payment method, signed by two club representatives. Example: “10/1/2025, Local Bakery, 2 dozen cookies at \$15/dozen, \$30 total, paid in cash, [Signature 1], [Signature 2].”

### **Acceptable Receipt Examples:**

- **Grocery Store Receipt**: “Safeway, 10/1/2025: 50 cups @ \$0.10 each, \$5.00; 2 trays @ \$3.00, \$6.00; Total \$11.00, paid by Visa.”
- **Vendor Invoice**: “Catering Co., 10/2/2025: Buffet for 20 people, \$200 food, \$50 service fee, Total \$250, paid by check #456.”
- **Equipment Purchase**: “Sports Store, 10/3/2025: 2 soccer goals @ \$150 each, \$300; 10 balls @ \$20 each, \$200; Total \$500, paid via PayPal.”

### **Unacceptable Receipt Examples:**

- **Credit Card Slip**: “Safeway, 10/1/2025, \$11.00, paid by Visa” (no item details).
- **Handwritten Note**: “Paid \$50 for snacks” (no vendor, date, or itemization).
- **Cash Register Tape**: “Total \$30.00” (no vendor or item breakdown).

### **Tips:**

- Request itemized receipts at the time of purchase. Most vendors (e.g., stores, caterers) provide them by default.
- For digital payments (e.g., PayPal, Venmo), save the confirmation email or screenshot showing the recipient, amount, and date.
- If unsure, contact the RCB before submitting a non-itemized receipt or log.

## **5. Reimbursements**

**Policy Reference:** Submit receipts to RCB email only. Follow RCB reimbursement procedures for timing and documentation.

### **Best Practices:**

- **Process**: Submit a reimbursement request form (available from RCB) with itemized receipts to RCB within 30 days of the expense.
- **Documentation**: Ensure receipts meet the itemized requirements above. Include proof of payment and approval email (if pre-approved).
- **Example**: To reimburse a \$50 purchase for team snacks, submit the form with a grocery store receipt listing “2 cases of water @ \$5, \$10; 3 bags of chips @ \$4, \$12; Total \$22, paid by cash with cashier signature” and the approval email.

## **6. Minimum Account Balances**

**Policy Reference:** All RCB bank accounts must maintain at least \$100. Option B clubs must maintain \$1,000 in their subaccount to remain in good standing. Option B clubs formed within the last two years or with fewer than 5 active members may maintain a minimum balance of \$500 for up to two fiscal years,

provided they submit an annual fundraising plan to reach \$1,000 by the end of the grace period. Failure to meet the \$1,000 minimum after two years may result in reclassification to Option A or loss of good standing.

#### **Best Practices:**

- **Monitoring:** Regularly check your account balance (Option A: via RCB ledger; Option B: via bank statements).
- **Fundraising Plans:** For Option B clubs under the \$500 grace period, submit a fundraising plan by June 15 annually, outlining events (e.g., car wash, bake sale) to reach \$1,000.
- **Avoiding Fees:** For Option B clubs, choose a bank account with no fees for balances above \$500 or \$1,000 to preserve funds.
- **Example:** A new chess club (Option B) maintains \$500 in year one, submits a plan to raise \$600 via a tournament, and reaches \$1,100 by year two to meet the minimum.

### **7. Reporting and Records**

**Policy Reference:** Clubs under Options A or B must provide RCB, annually by June 15 (or more often if requested): a concise financial summary and year-end reconciliation, copies or view access to bank statements (for Option B), and any other documentation RCB reasonably requests.

#### **Best Practices:**

- **Financial Summary:** Prepare a simple spreadsheet showing income (e.g., fundraisers, donations) and expenses (e.g., supplies, events) for the year.
- **Bank Statements:** For Option B clubs, provide digital copies of bank statements or grant RCB view-only access to your account.
- **Recordkeeping:** Store all financial records (receipts, deposit forms, approvals) in a secure folder (physical or digital) for at least three years.
- **Example:** By June 15, the Drama Club submits a summary showing \$2,000 raised (ticket sales) and \$1,500 spent (costumes, props), with itemized receipts and bank statements.

### **8. Tips for Success**

- **Plan Ahead:** Budget for events and secure approvals before spending.
- **Train Volunteers:** Ensure all club officers understand these procedures. Attend RCB's annual training (if offered) or review this guide at your club's required meetings.
- **Communicate with RCB:** Contact the RCB for clarification on policies or assistance with compliance.
- **Use Technology:** Use tools like Google Sheets for tracking or apps like Expensify for receipt management (ensure digital receipts are itemized).