

MSOD Booster Club Welcome Packet

- *Welcome Letter & Request for Additional Information*
- *Booster Club Enrollment Form*
- *Board of Directors Contact List*
- *Fundraising Calendar*
- *Booster Club By-Laws*
- *Booster Club Rules and Regulations*
- *Trash Bag Fundraiser*
- *Coupon Book Fundraiser*
- *Sample Reimbursement Form*
- *Snack Punch Cards*

Welcome to Melroe's School of Dance

Along with Melanie and Rosemary, the MSOD Booster Club would like to welcome you to MelRoe's School of Dance. MSOD Booster Club is an organization that allows you to earn tax FREE dollars to help offset the extra costs of recital costumes, workshop fees, competition expenses, and much more. The cost of monthly tuition or every day dancewear cannot be paid for with funds earned through the Booster Club. However, you can get reimbursed for dance shoes.

The cost to join is only \$20 per family. There is an annual \$10 re-enrollment fee per account. Once paid, an account will be established, and you will be able to start participating in various events and fundraisers throughout the year to earn funds in your account. We have been successful in many different fundraisers such as Coupon Books, Trash Bags, Cookie Dough, and Spirit Cups. We have also enjoyed earning funds rolling pretzels at local festivals like Santa-Cali-Gon Days and Liberty Fall Festival.

Please see the attached packet for additional details, and how to enroll. If you have further questions, or would like to speak with someone directly, please complete the below request form. Enrollment forms, request forms, and payments may be placed in the MSOD Booster Club Box located in the studio lobby. A Booster Club Office will be in touch with you.

We have lots of plans for the year ahead and look forward to meeting you!

I would like to learn more about how MSOD Booster Club works. Please contact me as indicated below.

Name: _____

Phone #: _____

Best time to call (day/night): _____

Student Name: _____

MSOD Booster Club Enrollment Form

Student's Name: _____

Date of Enrollment: _____

Class Day(s) _____ Class Time(s) _____

Parent's Name: _____

Address: _____

Contact Phone Number: _____

Circle One: Cell Home Work

Email Address: _____

Would you like to set up an individual account for each student or would you like a family account?

Individual _____ Family _____

Provide events that you would be interested in participating in:

Please provide the above information with your \$20.00 enrollment fee (cash or check) and put it in the MSOD Booster Club Box in the lobby.

Thank you,

MSOD Booster Club

**MSOD Booster Club
Board of Directors
2021-2022**

951 Sutton Place
Liberty, MO 64068
816-781-6989

President	Heather Browne	550-1693	heatherbrowne@sbcglobal.net
1st Vice President Fundraising & Festivals	Linda Terrazas	803-3835	terrazaslt@yahoo.com
2nd Vice President Fundraising & Festivals	Kara Brown	716-7661	karabrown1977@gmail.com
Treasurer	Joanna Findley	547-1378	jfindley954@gmail.com
Recording Secretary	Paula Bryant	590-8799	paulakbryant@gmail.com
Studio Snacks	Linda Terrazas	803-3835	terrazaslt@yahoo.com
Trash Bags	Board of Members		melroesboosterclub@gmail.com
Coupon Books	Amanda Remley	824-7694	aremley1@yahoo.com
Event Assistant	Davinne Glenn	729-4456	dlawdvm@yahoo.com

Booster Club General Email: melroesboosterclub@gmail.com
Booster Club Facebook Page: MSOD Booster Club Private Group

MSOD Booster Club

Fundraising Opportunities Calendar

Schedule:

August: Car Wash

September: Mums and Festivals

October: Eileen's Cookie Dough

November: Butter Braids/Pastries

December: no fundraiser

January: Shakespeare Pizza

February: Candygrams

March: Popcorn

April and May: no fundraisers , competition season

Year Round Fundraisers:

*Trash Bags

*Hy-Vee and Price Chopper Coupon Books

Pretzel Booth: Liberty Fall Festival and Santa Cali-Gon Days

*****The above schedule and events are subject to change based on scheduling and availability*****

MSOD Booster Club

By-Laws

Sec 1: Name

The name of the corporation is MSOD Booster Club

Sec 2: Purpose

The purpose of MSOD Booster Club is to support the dance school students costume expenses, competition fees, conventions, lodging, and related expenses associated with Melroe's School of Dance. An Approved Reimbursement List is available at the end of the By-Laws.

Sec 3: General Membership

All parents and guardians of registered Melroe's School of Dance students are eligible to join the MSOD Booster Club. A one time fee of \$20.00 for all new members will be charged on the date of enrollment. An additional \$10.00 will be charged to all previously enrolled members annually on the 1st of August of each year. If you enroll for a new membership after March 1st the \$10.00 annual enrollment fee will be waived for the next year. All participating board members may have their annual fee waived if the board is in agreement.

Sec 4: Board

The MSOD Booster Club Executive Board will be comprised of a President, Vice President, Vice President of Festival Events, Treasurer, and Secretary. These members will be the voting members of the booster club. Additional supporting members may be added and subtracted as needed. However, they will have a vote. All board members are expected to participate. If the board feels that a member is not participating equally with other members, the board has the right to remove and replace them without a vote. Additionally, they may not be eligible for the exemption of the annual registration fee. No paid employees of Melroe's School of Dance may be an executive member of the MSOD Booster Club.

Sec 5: Elections

Officers will be nominated by current Executive Board Members and the Studio Owners. The Executive Board will vote on the new candidates. Elections will be held in July of each year and will take effect on August 1st of each year.

Sec 6: Terms

Terms will be two years with an optional third year with the vote of the Executive Board. The first set of MSOD Booster Club officers will have rotating terms so that the entire board never turns over at once. The first year the Secretary and Vice President of Festivals will rotate out. The President will serve a three year term. After each of these positions has turned over one time, the two year term with the optional third will be enforced.

Sec 7: Communications

The MSOD Booster Club will manage a Facebook site, as well as send out periodic news and updates to all members. They will be required to post a copy of the minutes after each meeting in the lobby. They will also be required to keep the lobby bulletin board up to date with all current fundraisers, due dates, and financial summaries.

Sec 8: Fund Disbursement

The Executive Board Members are authorized to disburse funds from MSOD Booster Club Bank account. All checks written for over the amount of \$300.00 that are not made payable to Melroe's School of Dance must have a second signature. Refer back to the Purpose Statement and Approved Reimbursement List of allowable items to be paid to MSOD Booster Club members.

Sec 9: Termination of Membership

See Rules and Regulations

Sec 10: Use of Funds

See Rules and Regulations

Sec 11: Fundraisers

All fundraisers must be approved by the MSOD Booster Club Executive Board. All fundraisers are to be placed on the board MSOD Booster Club Calendar no less than 3 months before the start of the fundraiser, unless approved by the Executive Board. A calendar of fundraisers will be available for the year starting August 1st of each year. There will be no more than three fundraisers per year designated for only Company members.

MSOD Booster Club

Rules and Regulations

Voluntary Termination of Membership

If a current member does not re-register or pay the annual fee by August 31st their funds will be frozen for thirty days. If they still have not paid the membership fee in that thirty days, their funds will be removed from their account. These funds will be put in a Booster Club General Fund. If a member leaves the studio or Booster Club, funds will be used to reimburse MelRoe's School of Dance for any unpaid balance on the studio account first. If there are still funds remaining in the member's Booster Club account they may be paid back with an original receipt, dated prior to exiting the studio or Booster Club for any items listed on the Approved Reimbursement List. If no such receipts are presented in the thirty days after leaving the studio or Booster Club, all funds will be placed in the Booster Club General Fund. The only exception to the disbursement of funds will be if they are requested, by the exiting member, to be transferred to another active Booster Club Member's Account.

Involuntary Termination of Membership

The MSOD Booster Club Executive Board reserves the right to terminate the membership of anyone that breaches the MelRoe's School Dance Code of Conduct, which has also been adopted by the Booster Club. Certain behavior standards, as stated in the Code of Conduct, are expected to be displayed by those holding a Booster Club membership. If these behavior standards, as stated in the Code of Conduct, are not upheld by a member, that member may be dismissed from participating a fundraising event and/or Booster Club at the discretion of the Executive Board.

Use of Funds

Funds may be used for items on the Approved Reimbursement List only. If there is a negative balance with the dance studio then the funds may only be used for expenses that are paid directly to the studio. These items are marked with an asterisk on the Approved Reimbursement List. (i.e. competition fees, costume fees, recital fees... and not paid toward any outside vendors i.e. dance shops, lodging, retail stores...).

MSOD Booster Club
Rules and Regulations
Approved Reimbursement List

Funds CAN be used for:

Tights

Leotards/Dance clothes from a Dancewear

shop/Studio Dance shoes

Costumes

Competition Fees

Convention Fees

Recital Fees

Lodging Fees for dance events

Required Jewelry .

Required Performance Make-Up

Warm-ups

Convention Wear

Funds can NOT be used for:

Tuition

Transportation costs

Food or Gas when traveling

Membership Fees

Convention Wear

MSOD Booster Club Rules and Regulations - Coupon Books and Trash Bags

Coupon Books: MSOD Board of Directors List - melroesboosterclub@gmail.com

- There are 2 types of Coupon Books available:
 - Price Chopper
 - Hy-Vee
- Booster Club purchases these books from the grocery stores. As a Booster Club member, you can purchase and sell these coupons at cost.
 - Price Chopper Cost: \$5.00
 - Hy-Vee Cost: \$10.00
- Account Credit:
 - Price Chopper Cost: \$5.00
 - Hy-Vee Cost: \$5.00
- Sign-Up sheet to purchase coupon books is located on the bulletin board in the studio lobby. You MUST sign up on the board with full details listed on the sign up sheet.
- If your order is not on the sign up sheet, it will NOT be fulfilled.
- Payment can be placed in the box under the Booster Club Board, or handed to an officer at the time of coupon book transfer.
- Payment MUST be submitted before you will receive the Coupon Books.
- Once order is recorded and payment secured, pick up date and time will be announced.

Trash Bags: MSOD Board of Directors List - melroesboosterclub@gmail.com

- There are 3 Colors / Sizes of Trash Bags available:
 - Yellow: 39 Gallon Heavy Duty Lawn
 - White: 15 Gallon Tall Kitchen
 - Blue: 55 Gallon XL Garage / Shop
- Booster Club purchases these Trash Bags from the supplier for \$7.95.
- As a Booster Club member, you can purchase / sell these bookings for \$12.00 each.
- Account Credit: \$4.05, per roll purchased
- Sign-Up sheet to purchase coupon books is located on the bulletin board in the studio lobby. You MUST sign up on the board with full details listed on the sign up sheet.
- If your order is not on the sign up sheet, it will NOT be fulfilled.
- Payment can be placed in the box under the Booster Club Board, or handed to an officer at the time of trash bag transfer.
- Payment MUST be secured before you will receive the Trash Bags.
- Once order is recorded and payment secured, pick up date and time will be announced.

Point of Contact: melroesboosterclub@gmail.com

Additional Contacts listed on MSOD Booster Club Board of Members Page

Booster Board of Directors are available via phone until 8:30pm or via email to answer any questions. Any inquiries after 8:30pm will not be responded to until the following day.

- **Please do not ask any Melroe's Staff (including Mel and Roe) about your order or payments.**
- **MSOD Booster Club and Melroe's School of Dance are two separate organizations.**

Due to Covid-19, normal processes have been modified to accommodate studio regulations and CDC recommendations.

Please contact melroesboosterclub@gmail.com with any questions. Thank you!

For Questions Contact Booster Board Members: melroesboosterclub@gmail.com

Payment is due at the time of delivery. Cost is \$12 per roll. Make checks payable to MSOD Booster Club

Profit is \$4.05 per roll.

YELLOW - Heavy Duty Lawn Bags - 32" x 45" x 2 mil (39 gallon) 25 bags per roll

WHITE - Tall Kitchen Trash Bags - 24" x 33" x 1.3 mil (15 gallon) 65 bags per roll

BLUE - X-Large Garage / Shop Bags - 38" x 55" x 2 mil (55 gallon) 16 bags per roll

DATE	NAME	PHONE	DAY / TIME @ STUDIO	ELLOW # OF ROLLS	WHITE # OF ROLLS	BLUE # OF ROLLS	Order Filled (Date)	Payment (Cash / CK#)

THIS IS A SAMPLE OF THE SIGN-UP FORM TO PURCHASE TRASHBAGS, BUT YOU CAN USE FOR YOUR PERSONAL TRACKING.
 THE FORMAL SIGN-UP SHEET IS ON THE BOOSTER CLUB BULLETIN BOARD IN THE STUDIO LOBBY.

Coupon Sign Up Sheet

For Questions Contact: melroesboosterclub@gmail.com

Price Chopper Cost / Profit: \$5.00 - Hy-Vee Cost \$10.00 / Profit: \$5.00

Checks payable to: MSOD Booster Club

DATE	NAME	PHONE	DAY / TIME @ STUDIO	HyVee	Price Chopper	Order Filled (Date)	Payment (Cash / CK#)

THIS IS A SAMPLE OF THE SIGN-UP FORM TO PURCHASE COUPON BOOKS, BUT YOU CAN USE FOR YOUR PERSONAL TRACKING.
THE FORMAL SIGN-UP SHEET IS ON THE BOOSTER CLUB BULLETIN BOARD IN THE STUDIO LOBBY.

MSOD Booster Club

951 Sutton Place

Liberty, MO 64068

816-781-6989

REIMBURSEMENT / PAYMENT REQUEST FORM

Date: _____ Name of Student: _____

Description of items to be paid for:

Amount:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*** Attach all statements, bills, and/or receipts TOTAL → _____

If check is made to MelRoe's, please attached all studio forms.

Make Check Payable to: _____

Include address if requesting reimbursement to yourself

Signature of Initiator/Requestor: _____

Parent Name (Please Print): _____

Signature of Treasurer: _____

For Treasurer's Use Only

Date Paid _____ Check # _____

Amount _____

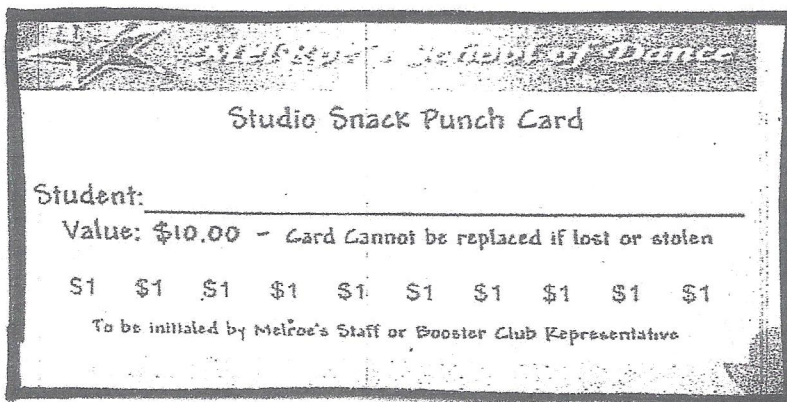
Account/Category _____ Receipt Attached: Y N

***** NO payments will be made unless a receipt is attached*****

MSOD Booster Club Studio Snacks & Punch Cards

MSOD Booster Club offers snacks and bottles of water in the lobby of the studio for purchase

- *Payment must be made to the front desk before grabbing any snacks.
- *If no one is at the front desk, please leave the exact change on the counter.



Snack punch cards are available to purchase. Each snack punch card will be worth \$10 to purchase either snacks or water. Please read the below information regarding how to obtain your punch card.

- *If you are interested in pre-purchasing a snack punch card, please see the front desk.
- *Once paid, your dancers name will be written on the punch card and is able to start purchasing snacks or water. Each snack or bottle of water will remain \$1.00 each.
- *With each snack or water purchase, it will need to be initialed by a Melroe's staff member working the front desk or a Booster Club Representative.
- *Please remind dancers to be mindful of front desk staff working and assisting other dancers or parents.
- *Parents/dancers are responsible for their own punch cards.
- *Lost or stolen punch cards will not be replaced.

Please contact any Booster Club Representatives below for questions, or email
melroesboosterclub@gmail.com