

Booster Club Startup Checklist

Work top to bottom. The order matters, because several items block the ones after them. If you are inheriting an existing club rather than starting one, use it as an audit and fix what is missing.

1 Purpose and people

- ☐ 1 Write one sentence describing what the club exists to do this year.
- ☐ 2 Fill the officer roles you actually need, and name a backup for each.
- ☐ 3 Set a meeting cadence and put every date on the calendar now.
- ☐ 4 Agree who is allowed to speak for the club to the school and to vendors.

2 Legal and financial setup

- ☐ 5 Apply for an EIN if the club does not have one.
- ☐ 6 Open a bank account in the club's name with two current signatories.
- ☐ 7 Adopt written bylaws, even short ones.
- ☐ 8 Check what your school and district require before you fundraise on their behalf.
- ☐ 9 Find out what filing the club owes each year and when it is due.
- ☐ 10 Confirm whether the club needs its own insurance or is covered by the district.

3 The roster

- ☐ 11 Build a list of every family in the program with a contact who reads messages.
- ☐ 12 Store it somewhere the club owns, not in a personal spreadsheet or phone.
- ☐ 13 Give at least two officers access to it.
- ☐ 14 Decide how a family joining mid-season gets added.

4 Communication

- ☐ 15 Pick one channel where schedule changes and deadlines go, and announce it to every family.

- ☐ 16 Confirm the channel reaches everyone who opted in, not a fraction.
- ☐ 17 Decide who is allowed to send club-wide messages.
- ☐ 18 Agree a rule for last-minute changes: who sends it, and how fast.

5 The season plan

- ☐ 19 List every event, competition, and trip for the year.
- ☐ 20 List every payment families will owe, with amounts and deadlines.
- ☐ 21 List every fundraiser, with a target and a named lead for each.
- ☐ 22 Mark the external deadlines you cannot move (deposits, orders, entry fees).
- ☐ 23 Build a simple budget: expected income, committed costs, and what is left.

6 Volunteers

- ☐ 24 Break volunteer needs into specific slots with a date, time, and job.
- ☐ 25 Post the slots and let parents claim them rather than asking generally.
- ☐ 26 Send a reminder the day before each shift.
- ☐ 27 Track who helped, so you can thank them and so next year's board knows.

7 Set up the handoff on day one

- ☐ 28 Register every account in the club's name, never a parent's personal address.
- ☐ 29 Add a second current officer as administrator on every account.
- ☐ 30 Keep vendor contacts and quotes in a shared place from the first month.
- ☐ 31 Record what each fundraiser actually netted, while you remember.
- ☐ 32 Start a running handoff folder now instead of assembling one in May.

Want all of this handled in one place?

Kannect puts events, members, messaging and resources under one roof, and reaches every member who opted in, every time. Plans start at \$29/mo with a 7-day free trial.

kannect.co