

Booster Payment Setup Checklist

Do this once in August and spend the rest of the season not chasing anyone. Budget about an hour. The goal is that no parent ever has to ask the treasurer what they owe.

1 List every collection for the year

- ☐ 1 Write down every payment families will owe this season, start to finish.
- ☐ 2 Set the amount and the deadline for each one now, not when it comes up.
- ☐ 3 Mark which are required and which are optional.
- ☐ 4 Note which ones have a hard external deadline (bus deposit, uniform order, entry fee).
- ☐ 5 Add up the full-season total a family will pay, and check it is a number you can defend.

2 Make paying easy

- ☐ 6 Put every collection in one place, so a parent has one link to remember.
- ☐ 7 Confirm the payment page works on a phone, since that is where it will be opened.
- ☐ 8 Make sure each family can see their own balance without contacting anyone.
- ☐ 9 Accept card payments, and decide in advance how you will record cash and checks.

3 Set reminders once

- ☐ 10 Schedule a reminder two weeks before each deadline, and one the day before.
- ☐ 11 Use a channel that reaches everyone who opted in, not a social feed.
- ☐ 12 Write the reminder so it states the amount, the deadline, and the link in the first line.
- ☐ 13 Set up a separate follow-up for families with an outstanding balance after the deadline.

4 Publish a payment plan up front

- ☐ 14 Decide the plan terms before anyone asks: number of installments and dates.
- ☐ 15 Publish it alongside the full price, with no application or explanation required.

- ☐ 16 Decide who on the board can approve a hardship exception, and keep it to one person.
- ☐ 17 Never discuss an individual family's balance in a group channel.

5 Protect the club

- ☐ 18 Confirm all money lands in the club's account, never a volunteer's personal one.
 - ☐ 19 Check that at least two current officers can see the account.
 - ☐ 20 Reconcile payments against the bank once a month, not once a season.
 - ☐ 21 Confirm the payment history will still be accessible after this board rotates out.
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