

BEAVERTON HIGH SCHOOL (BHS) MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between: Beaverton High School Success Fund (BHSSF) and BHS Booster Club (Booster), formerly known as the Beaverton Family and Alumni Network or BFAN.

BHSSF is a 501C3 organization, started in 2014, with the charter to raise funds to support Beaverton High School's mission of preparing all students for their future. Booster, a 501C3 organization, is chartered to support the BHS mission by enhancing community connections through ongoing programs and events. Examples include staff and student wellness, concessions operations and the BHS Holiday Bazaar

Purpose. The intent of this MOU is to establish a collaborative, working relationship between BHSSF and Booster whereas BHSSF will be allocating funds to Booster to support Staff and Student Wellness programs and initiatives. Reciprocally, Booster will be responsible for managing and administering the funds for the expressed purpose of supporting BHS staff and students. Additionally, this MOU clarifies the roles and responsibilities of BHSSF and Booster as it relates to funding and scholarship requests.

Roles and Responsibilities.

BHSSF Agrees to:

Category	Responsibility/Activity	Description
Funding	Allocate a budget to Booster at the beginning of each semester (within the first 3 weeks of each academic calendar) to be used for Staff and Student Wellness activities/programs.	It is recommended, but not required, that funds should not all be spent on food for staff. BHSSF Treasurer shall issue a check to Booster.
Funding	Transfer funds to Booster, as requested by BHS Principal, for the purchase of gift cards. Amount to be determined by BHS Principal.	Gift cards may be used for staff recognition and/or by BHS counselors to support students/families in need. BHSSF Treasurer shall issue a check to Booster to support the purchase of these gift cards.
Funding	Transfer funds to Booster, as requested by BHS Principal, to purchase school supplies/supply packages for students from vendors that are outside of the normal purchasing process through the Beaverton School District. Amount to be determined by BHS Principal.	BHSSF Treasurer shall issue a check to Booster to support the purchase of school supplies. Booster responsible for the purchasing of these supplies that will be purchased from vendors that are outside of the normal purchasing process through the Beaverton School District.
Funding	Administer all decisions for funding requests from students, staff, clubs, or the community. All funding will be fulfilled by BHSSF.	Unless determined by BHS Principal as an exception to be funded Booster and agreed by Booster President or Treasurer.
Funding	Allocate funding for all college scholarships on behalf of BHSSF or Booster.	
Communication	Send out email communications, on behalf of Booster and as requested by Booster, to those Booster supporters whose name and association are designated in the BHSSF database	Booster will provide any names and contact info to upload to BHSSF CRM systems
Budgeting	Reach out to Booster to collect data and feedback on spends from prior semester and incorporate needs for upcoming semester budgets	

Communication	BHSSF will support social media requests for Booster as requested.	BHSSF Comm Team will help amplify social media news for Booster. Likely to only be 2-5x/academic year. If more, groups to re-evaluate support.
Administrative	BHSSF will invite Booster for an organizational update 1x each/semester to BHSSF Board Meeting.	Booster to review BHSSF Staff/Student Wellness spends and continue to discuss synergy in supporting each organization.

Booster Agrees to:

Category	Responsibility/Activity	Description
Funding	Administer the BHSSF Staff/Student Wellness budget in the amount designated by BHSSF for the benefit of BHS staff and students.	Booster will be responsible for purchasing and performing all the administrative functions associated with BHSSF-funded Staff and Student programs and initiatives.
Funding	Be responsible for purchasing gift cards, as requested by BHS Principal, in the amount transferred to Booster by BHSSF.	
Funding	Be responsible to purchase school supplies/supply packages from vendors outside of BSD for students if budget allocated by BHSSF and approved by BHS Principal	
Funding	Not use any BHSSF-transferred funds for non BHSSF sanctioned activities or to supplement traditional Booster activities.	Booster may use separate Booster funds (raised by Booster club) to add or support BHSSF funded budget items.
Funding	Discontinue funding for all college scholarships.	College scholarships, supported via the fundraising efforts of BHSSF and/or Booster, will be administered by BHSSF.
Funding	No longer fund any requests or grants by clubs or teams unless otherwise approved by BHS Principal.	BHSSF will be responsible for funding all club and team requests for funding unless otherwise designated by BHS Principal.

Communication	Share names and contact information of Booster supporters to add to BHSSF CRM database	
Reporting	Provide a detailed, written report of all financial transactions associated with BHSSF budget transfers to BHSSF at the end of every semester.	Booster should document any remaining balances from BHSSF budget and send in writing to BHSSF Treasurer at the end of every semester (no later than 3 weeks after the end of the academic semester). BHSSF shall determine how Booster should apply any remaining balances for BHSSF-funded activities (e.g., use for future semester, return funds to BHSSF).
Program	Run and administer the BHS Concessions for Fall, Winter, and Spring Sports. All proceeds from Concessions shall be maintained by Booster.	Booster will use these funds to support to designated activities as part of the Booster budget.
Program	Run and administer the BHS Holiday Bazaar. All proceeds from sales at the Bazaar shall be maintained by Booster.	Booster will use these funds to support to designated activities as part of the Booster budget.
Budgeting	Sync with BHS Principal and BHSSF Treasurer to discuss funding needs for upcoming semesters	
Funding	Help solicit for sponsors for the BHSSF Benefit and Golf Tournament. Funds from Sponsorship	Sponsors for the Holiday Bazaar is solely the responsibility of Booster.
Communication	Should Booster decide to enhance Social Media presence, work with BHS and BHSSF to determine how to best leverage existing channels or set up unique presence.	
Administrative	Booster will invite BHSSF to attend a board meeting/strategic planning 1x/Semester.	BHSSF will attend Booster Board meeting for updates, questions and discussion on longer term support between both organizations.

Timeframe. This MOU will be in effect beginning July 1, 2023 and will automatically renew for each academic year on June 30 unless cancelled in writing by an officer of BHSSF or Booster.

This Memorandum of Understanding is the complete agreement, between BHSSF and Booster, and may be amended only by written agreement signed by each of the parties involved. The MOU must be signed by all parties.

E. **Signatures**

Beaverton High School Success Fund


X 

Name: Josh Kolberg

Title: President (starting July, 2023)

Date: 03.22.2023

Beaverton High School Booster Club

DocuSigned by:


Name:

Title: President

Date: 3/23/2023