



**Booster Club Policy and Procedure
State Level Student Event Recognition
Approved May 13, 2025
Updated 11/13/2025**

Purpose: To establish clear guidelines for recognizing and supporting student achievements at state-level events.

I. Personalized Congratulatory Letters or Certificates:

Policy:

- The Booster Club will provide either a personalized congratulatory letter or certificate to every student who qualifies for a state-level event.
- The letter or certificate will acknowledge the student's hard work, dedication, and achievement in reaching this level of competition.
- The letter will be signed by the Booster Club President or designated representative.
- The certificate will be signed by the Booster Club President or designated representative and will be on a high-quality paper stock.
- The booster club will decide which format to use, either letters or certificates, or a combination of both.
- For Team events, the coach/advisor will also receive recognition.

Procedure:

1. **Event Notification:** Coaches or event coordinators are responsible for providing the Booster Club with a list of students qualifying for state-level events, including student names and event details. This list should be provided as soon as qualifications are confirmed. The Booster Club will maintain an online form on their website where these notifications can be provided.
2. **Format Decision:** The booster club executive board will decide if letters or certificates, or a combination of both will be used.
3. **Letter/Certificate Preparation:**
 - a. The Booster Club Secretary or designated member will create personalized letters or certificates using a pre-approved template.
 - b. Letters be printed on high quality card stock and will include:
 - Student's name.
 - Event name.
 - Date and location of the event.

- A sincere message of congratulations and encouragement.
 - c. Certificates will be printed on high quality card stock and will include:
 - Student name.
 - Event name.
 - A statement of accomplishment.
 - The booster club logo.
4. Letter/Certificate Distribution:
- a. The Booster Club will deliver letters or certificates to the students through the school office, coaches, or at a designated meeting.
 - b. If possible, the Booster Club should consider inviting the respective coaches, the students being recognized, and their parents to the booster club meeting, where the presentations can be awarded before the membership.
 - c. Timely delivery is important.

II. Booster Club Challenge Coins:

Policy:

- The Booster Club will award a commemorative Challenge Coin to any student who **achieves first place in a state-level event.**
- If the student places first in multiple individual events, only one (1) Ram Coin will be presented to represent them all.
- The Challenge Coin represents the highest level of achievement and serves as a lasting memento.
- For Team events, the coach/advisor will also receive recognition.

Procedure:

1. **Result Notification:** Coaches or event coordinators are responsible for notifying the Booster Club of students who have placed first in a state-level event. The Booster Club will maintain an online form on their website where these notifications can be provided.
2. **Coin Presentation:**
 - a) The Booster Club President or designated representative will present the Challenge Coin to the student.
 - b) The presentation should be made at a suitable venue, such as a school assembly, awards banquet, or Booster Club meeting, whenever possible.
 - c) If a large venue is not possible, the coin should be presented in a respectful and meaningful way.
3. **Coin Inventory:**
 - a) The booster club will maintain a list of who has received a challenge coin
 - b) The booster club treasurer will maintain an accurate inventory of the coins.
 - c) The booster club will order new coins when the inventory is low.

III. Booster Club Board Discretionary Challenge Coin Recognition

Policy:

- The Booster Club Board of Directors reserves the right to award a Challenge Coin to any individual—student, staff member, volunteer, or community supporter—who has demonstrated exceptional dedication, service, or contribution to the Booster Club, its mission, or the school community.
- This discretionary recognition is intended to honor individuals whose actions or commitment significantly enhance the spirit, success, or visibility of the Booster Club and its supported programs.
- The awarding of a discretionary Challenge Coin is separate from, and in addition to, any Challenge Coins awarded for state-level student achievements.

Procedure:

Nomination:

1. Any Booster Club member in good standing may submit a written nomination to the Board of Directors identifying a deserving individual and providing justification for the nomination.
 - a) Nominations should include specific examples of contributions, achievements, or service.
2. Review and Approval:
 - a) The Board of Directors will review nominations during a regular or special meeting.
 - b) Approval requires a majority vote of the Board members present
3. Presentation:
 - a) The Challenge Coin may be presented by the Booster Club President or another designated Board member.
 - b) Presentations may occur at a Booster Club meeting, school event, or another appropriate venue to acknowledge the recipient's contribution in a respectful and meaningful manner.

IV State Level Event Send-Off:

THIS PORTION OF THE POLICY IS STILL IN DRAFT FORM

Policy:

- When a group of [Insert "X" Number] or more students formally depart for a state-level event, the Booster Club will arrange a send-off celebration.

- The send-off aims to show support and create a positive and encouraging atmosphere for the athletes or participants.
- "Formally departs" means the group is leaving together as a team or organization from a set location.

Procedure:

1. **Event Notification & Group Size:** Coaches or event coordinators are responsible for notifying the Booster Club of the event, the departure date, time, location, and the number of students participating.
2. **Send-Off Planning:**
 - a. The Booster Club will organize a send-off event based on the group size, available resources, and event specifics.
 - b. Possible send-off activities include:
 - Decorating the departure area.
 - Providing snacks and drinks.
 - Organizing a pep rally or cheer squad performance.
 - Creating banners or signs.
 - A motorcade or escort.
3. **Communication:**
 - a. The Booster Club will communicate the send-off details to the students, coaches, parents, and school administration.
 - b. Information will include date, time, location, and planned activities.
4. **Volunteer Coordination:** The Booster Club will recruit volunteers to assist with the send-off event.
5. **Budget:** The booster club treasurer will allocate a budget for the sendoff event.

IV. General Provisions:

- All policies and procedures are subject to change by a majority vote of the Booster Club members.
- The Booster Club President or designated representative is responsible for overseeing the implementation of these policies.
- All spending must follow the booster club's approved budget.
- All actions must follow the booster clubs by-laws.
-

Review and Revision:

- This policy and procedure sheet will be reviewed annually by the Booster Club Executive Board.
- Revisions may be made as needed to ensure the effectiveness and relevance of the policies.

**Personalized Congratulatory
Letter Example**



North Thurston Booster Club
600 Sleater-Kinney Road NE
Olympia, WA 98506
<http://www.ntboosterclub.org>

[Date]

[Student Name]

[Student Address]

Dear [Student Name],

On behalf of the North Thurston High School Booster Club, we extend our warmest congratulations on your outstanding achievement in qualifying for the [Event Name] at the [state] level!

Your dedication, hard work, and perseverance have paid off, and we are incredibly proud of your accomplishment. Reaching the [state] level is a testament to your talent and commitment, and you have earned this well-deserved recognition.

We know you will represent [School Name/Team Name] with pride and sportsmanship at the [state] competition. We wish you the very best as you compete, and we will be cheering you on every step of the way.

Remember to enjoy the experience and savor the moment. You have already achieved something remarkable, and we are confident that you will continue to shine.

Congratulations again, [Student Name]! We are honored to support you.

Sincerely,

[Booster Club President Name] President
North Thurston High School Booster Club

Personalized Congratulatory Certificate

Certificate of Achievement

This certificate is Awarded to

[STUDENT NAME]

In recognition of their outstanding achievement in qualifying for the [Event Name] held on [Date of Event] in [Location of Event]

Your Dedication, perseverance, and exceptional talent have brought you to this remarkable accomplishment. We are incredibly proud to support you as you represent North Thurston High School



North Thurston
High School
Booster Club

PRESENTED BY: _____

ON THIS DAY: _____