

Cinco Ranch High School Robotics Booster Club Membership Meeting Agenda Requirements and Guidelines

Meeting Name & Timing	By-Laws Required Agenda Items	Recommended Agenda Items
<p style="text-align: center;">Fall</p> <p>After start of school year, typically September</p>	<ul style="list-style-type: none"> • Treasurer submission of financial operating budget and approval by general membership • Audit Committee report 	<ul style="list-style-type: none"> • Introduction to Robotics Club and Booster Club (history, FIRST, sponsors, etc). • Introduction of Student leaders and Booster club officers, committee leads. Request for Mentors and volunteers • Faculty Advisor discussion of Student expectations (grades, behavior, etc) • Season Calendar • Recommended Handouts <ul style="list-style-type: none"> – Season Calendar – Donation Request form – Student Behavior Policy agreement form – KISD Permission for Student/Parent Transportation form – Booster Club Injury Waiver form – Executive Board contact list
<p style="text-align: center;">Winter</p> <p>First week of school after Winter Break, preferably before Kickoff</p>	<ul style="list-style-type: none"> • Executive Board Nominating Committee formation and approval by general membership. • Treasurer report of Executive Board approved expenditures not included in the annual budget. 	<ul style="list-style-type: none"> • Treasurer Report • Student President Report • Build Season expectations and schedule • Regional Trip plans, travel details and requirements. • Banquet and Awards dinner plans • Recommended Handouts <ul style="list-style-type: none"> – Build Season Calendar – Booster Club Reimbursement form – Map of Oceaneering – Regional trip details
<p style="text-align: center;">Spring</p> <p>Soon after end of Competitions, before end of school year</p>	<ul style="list-style-type: none"> • Executive Board Nominating Committee presentation of slate of officers for next school year. Additional nominations from the floor. • Election of Executive Board • President appointment of Audit Committee. 	<ul style="list-style-type: none"> • Treasurer Report • Student President report of accomplishments • Recognitions • Recommended Handouts <ul style="list-style-type: none"> –