

LAKEWOOD MARCHING SPARTANS

BAND BOOSTERS - BOARD MEMBER ACKNOWLEDGEMENT

BOARD MEMBER ACKNOWLEDGEMENT & COMMITMENT FORM

Board Member Name: _____ School Year: _____
Position / Role: _____ Date: _____

As a member of the Lakewood Marching Spartans Band Booster Board/Committee, I understand that I am entrusted with supporting the band program, safeguarding Booster resources, and conducting Booster business responsibly, transparently, and in accordance with applicable school, organizational, financial, and legal requirements.

	COMMITMENT / ACKNOWLEDGEMENT
[]	Governance & Bylaws: I have received or been provided access to the current Booster bylaws and agree to perform my duties within my assigned role and the authority granted to the Board.
[]	Financial Stewardship: I will protect Booster funds and property, maintain appropriate documentation, follow established approval and reconciliation procedures, and avoid unauthorized use of organizational funds.
[]	No Self-Approval: I understand that I should not be the sole approver of a payment, reimbursement, purchase, or other financial transaction from which I may personally benefit.
[]	Conflicts of Interest: I will complete the annual Conflict of Interest Disclosure and promptly disclose any actual or potential conflict that arises during my service.
[]	Confidentiality & Student Information: I will use discretion with confidential or sensitive information obtained through Booster service and will not improperly disclose student, family, volunteer, financial, or organizational information.
[]	Respectful Conduct: I will communicate professionally and respectfully with students, families, volunteers, school employees, fellow Board members, donors, sponsors, and community partners.
[]	School & District Requirements: I understand that the Boosters operate in support of a school program and will follow applicable school and district rules, approvals, volunteer requirements, and directives.
[]	Records & Transparency: I will support accurate meeting minutes, financial records, donation records, approvals, and other documentation necessary for responsible governance and continuity.
[]	Fundraising & Donations: I will ensure fundraising, sponsorship, donation, and concession activities are conducted only with appropriate authorization and that funds are used for their intended organizational purposes.
[]	Duty to Report Concerns: If I become aware of suspected misuse of funds, missing records, material policy violations, fraud, or other serious concerns, I will promptly raise the matter through the appropriate Board and school channels.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand the expectations above. I agree to act in good faith, exercise reasonable care, place the interests of the Booster organization and band program ahead of personal interests when performing Board duties, and ask for clarification whenever I am uncertain about my authority or responsibilities.

Board Member Printed Name: _____ Position: _____
Board Member Signature: _____ Date: _____
Board / Organization Representative: _____ Position: _____
Representative Signature: _____ Date: _____

Recordkeeping: Complete at the beginning of each Board member's term and again when appropriate following significant changes to governance or financial-control requirements. Retain the signed form with Booster governance records.