

August 28, 2026

Ms. Beth Shermoen, Superintendent
Independent School District 361
1515 – 11th Street
International Falls, MN 56649

Dear Beth,

Attached is the IDS 361 Booster Club checklist, along with the required supporting documentation for your records. After a lot of research, I've found that the recommended course is to work with the nonprofit's existing information rather than starting over. At the last Bronco Football Boosters meeting, those in attendance voted to authorize me to take the necessary steps to obtain the required documentation or, if necessary, start over.

Here is an update on what I found:

- **Name Differences:** The original name was Bronco Varsity Football Parents. The name was changed to Bronco Football Boosters and approved by the State of Minnesota but not with the IRS. We have submitted documents to record the change and are awaiting a response.
- **Charitable Organization Registration – MN Attorney General Charities Division:** I have been unable to find a record of previous registration, likely because the organization historically did not solicit more than \$25,000 annually. However, the addition of successful fundraisers, Touchdowns & Turnovers funds (which are received and paid to the Community Cancer Gas Card Program), and parents' payments for Bemidji Football Camp (collected and paid together to receive a discounted rate) have pushed us over the \$25,000 threshold. Once this was identified, the required paperwork was submitted to the Attorney General's Office.

Please let us know if you have any questions or suggestions. We appreciate your help and patience as we work through this process, and we look forward to a successful year. Thanks for all you do!

Sincerely,



Lori Lyman
President
Bronco Football Boosters

Enclosures: Checklist and Supporting Documentation

cc: Timm Ringhofer
Missy Crandall

ISD 361 Booster Club

Annual Compliance Checklist

To be completed and submitted to the ISD 361 Business Office

! All documentation below is due annually on or before August 1st

Booster Club Information

Booster Club Name: Bronco Football Boosters School Year: 2026/2027
Board Chair / President: Lori Lyman Treasurer: Missy Ciandall

Legal & Registration Documents

☒	EIN Number (Federal Tax ID)	Provide copy
☒	Articles of Incorporation	MN Secretary of State
☒	Bylaws	Current, signed copy
☒	501(c)(3) Determination Letter / Form 1023-EZ	If applicable
☒	Charitable Org. Registration (if soliciting > \$25,000)	MN AG Charities Div.

Governance & Leadership

☒	List of Board of Directors (Chair, Vice Chair, Secretary, Treasurer)	Names & contact info
☒	Annual registration with ISD 361 Activities Office	Prior to each school year <u>6/22/26 Board Meeting</u>
☒	Meeting minutes & record-keeping log	Current school year

Financial Compliance

☒	Confirm two-signer check authorization policy in place	Per guidelines <u>financial control doc</u>
☒	Confirm paid coaches do NOT have check-writing authority	Per guidelines <u>financial control doc</u>
☒	Most recent Treasurer's financial report	Income/expense summary
☒	Confirmation: club does not use ISD 361 Tax ID / Tax-Exempt #	Acknowledged <u>sl</u>

Fundraising & Activities Approval

☒	All fundraisers pre-approved by Athletic Department	Attach approval <u>attached email</u>
☒	Fundraiser submissions sent to Superintendent for final school board approval	<u>bshermoen@isd361.org</u> <u>6/22/26 School Board Meeting</u>
☒	Advertising/print materials approved by Activities Office	Attach approval <u>print materials remain the same</u>
☒	Confirmation: no use/modification of Bronco logo or colors without authorization	Acknowledged <u>sl</u> <u>Please send digital logos to us.</u>

Certification

I certify that the above information and attached documentation are accurate and complete to the best of my knowledge, and that this Booster Club will comply with all ISD 361 Booster Club Guidelines.

Signature: Lori Lyman Date: 8/28/26

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

DEC 14 2010

BRONCO VARSITY FOOTBALL PARENTS
C/O ISD 361 FALLS HIGH SCHOOL
1515 ELEVENTH ST
INTERNATIONAL FALLS, MN 56649

Employer Identification Number:

41-1875356

DLN:

17053316303020

Contact Person:

DEL TRIMBLE

ID# 31309

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

November 4, 2010

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

BRONCO VARSITY FOOTBALL PARENTS

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" written in a larger, more prominent script than the last name "Choi".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

ARTICLES OF INCORPORATION

OF

BRONCO FOOTBALL BOOSTERS

The undersigned incorporator, for the purpose of forming a nonprofit corporation under Minnesota Statutes Chapter 317A, adopts the following Articles of Incorporation:

ARTICLE I - NAME

The name of the corporation is Bronco Football Boosters.

ARTICLE II - NONPROFIT STATUS

Bronco Football Boosters is organized as a nonprofit corporation under Minnesota Statutes Chapter 317A, the Minnesota Nonprofit Corporation Act, and is organized and shall be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III - PURPOSE

The specific purpose of the corporation is to support, promote, and enhance the Bronco Football program of Independent School District 361, International Falls, Minnesota, and the student-athletes participating in that program.

In furtherance of these purposes, the corporation may conduct fundraising activities and provide financial and community support for equipment, uniforms, safety equipment, training and development, camps, team meals, transportation, recognition activities, program improvements, and other expenses and activities that further the corporation's charitable and educational purposes.

The corporation also seeks to encourage teamwork, sportsmanship, leadership, character, civic responsibility, and community involvement among student-athletes.

ARTICLE IV - LIMITATIONS

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, officers, members, or other private persons, except that the corporation shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III.

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in, including the publishing or distribution of statements, any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE V - DISSOLUTION

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE VI - REGISTERED OFFICE

The registered office address of the corporation in the State of Minnesota is:

1515 11th St.
International Falls, MN 56649

ARTICLE VII - BOARD OF DIRECTORS

The elected officers of the corporation shall collectively constitute the Board of Directors for purposes of Minnesota Statutes Chapter 317A. The officers and their duties shall be established in the bylaws of the corporation.

ARTICLE VIII - MEMBERS

The corporation may have members as provided in the bylaws.

ARTICLE IX - DURATION

The duration of the corporation shall be perpetual.

ARTICLE X - INCORPORATOR

The name and address of the incorporator are:

Lori Lyman
428 Shorewood Dr.
International Falls, MN 56649

The incorporator adopts these Articles of Incorporation.

Signature: Lori Lyman

Printed Name: Lori Lyman

Date: 8/12/24

Email for Official Notices: lorijlyman@gmail.com

BYLAWS

OF

BRONCO FOOTBALL BOOSTERS

ARTICLE I - NAME

The name of the organization shall be Bronco Football Boosters.

ARTICLE II - PURPOSE

The purpose of Bronco Football Boosters is to support, promote, and enhance the Bronco Football teams of Independent School District 361, International Falls, Minnesota, and its student-athletes. The organization is a separate, independent legal entity from Independent School District 361.

The organization may raise and provide funds for equipment, uniforms, safety equipment, training and development, camps, team meals, transportation, recognition activities, program improvements, and other needs that support the football program.

The organization shall also encourage teamwork, sportsmanship, leadership, character, civic responsibility, and community involvement among student-athletes.

ARTICLE III - MEMBERSHIP

Membership shall be open to parents, guardians, alumni, community members, and other persons interested in supporting Bronco Football.

Members may participate in meetings, fundraising activities, and other activities of the organization.

ARTICLE IV - OFFICERS

The officers of the organization shall be a President, Vice President, Secretary, and Treasurer.

The elected officers shall collectively constitute the Board of Directors of the corporation for purposes of Minnesota Statutes Chapter 317A.

President: Presides at meetings, provides general leadership, coordinates the activities of the organization, and maintains organizational records.

Vice President: Assists the President and performs the President's duties when the President is unavailable.

Secretary: Keeps meeting minutes and provides meeting notices.

Treasurer: Maintains accurate financial records, receives and deposits funds, pays authorized expenses, and provides financial reports to the organization.

Officers shall be elected by the membership. Officers serve a term of two years and may serve no more than two consecutive terms in the same office.

ARTICLE V - MEETINGS AND VOTING

Meetings shall be held as needed to conduct the business of the organization. Reasonable notice of meetings shall be provided to members.

Each member present shall have one vote. A majority vote of members present shall decide matters brought before the organization, unless otherwise required by law or these bylaws.

ARTICLE VI – FINANCIAL CONTROLS

The fiscal year of Bronco Football Boosters shall be January 1 through December 31.

All funds of the organization shall be used to further the purposes of Bronco Football Boosters.

Funds shall be maintained in an account in the name of Bronco Football Boosters. Accurate records of income and expenses shall be maintained by the Treasurer.

No employee of Independent School District 361 shall be involved in the receipt, deposit, disbursement, custody, or handling of Bronco Football Boosters funds.

No part of the net earnings of the organization shall benefit any officer, member, or other private person, except for reimbursement of properly documented expenses incurred on behalf of the organization.

The organization's financial records shall be reviewed annually by an external professional before the start of a new fiscal year and a report provided to Independent School District 361 as required by district policy.

ARTICLE VII - COMPENSATION

No officer, member, volunteer, or other person associated with Bronco Football Boosters shall receive compensation from the organization for services performed on behalf of the organization. This provision does not prohibit reimbursement of properly documented and authorized expenses incurred on behalf of the organization.

ARTICLE VIII - NON-DISCRIMINATION

Bronco Football Boosters shall not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, or any other status protected by applicable law in the administration of its activities or operations.

ARTICLE IX - CONFLICT OF INTEREST

Any officer or director who has an actual or potential financial or personal interest in a matter before the organization shall disclose the interest to the Board of Directors and shall not participate in discussion or voting on that matter. The remaining disinterested directors shall determine whether a conflict exists and, if appropriate, whether the proposed transaction or arrangement is fair, reasonable, in the best interests of Bronco Football Boosters, and consistent with its charitable purposes. The minutes shall document the disclosure, the persons present for discussion and voting, and the decision made. Officers and directors shall not use their positions for improper personal benefit.

ARTICLE X - AMENDMENTS

These bylaws may be amended by a majority vote of the members present at a meeting, provided that notice of the proposed amendment is given before or at the meeting.

ARTICLE XI - DISSOLUTION

Upon dissolution of the organization, any remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or to the federal government or a state or local government for a public purpose.

Adopted on: 8/12/24

President: Lori Lyman

Secretary: Brandon

Submitted August 2026

C1

Minnesota Attorney General's Office
Charities Division
445 Minnesota Street, Suite 1200
St. Paul, MN 55101-2130

Website Address

www.ag.state.mn.us/charity

STATE OF MINNESOTA
CHARITABLE ORGANIZATION
INITIAL REGISTRATION FORM

(Pursuant to Minn. Stat. ch. 309)



SECTION A: Organization Information

Legal Name of Organization Bronco Football Boosters

Federal EIN: 41-1875356

Most Recent Fiscal Year-End: 12/31/2025
mm/dd/yyyy

Mailing Address:

Lori Lyman

Contact Person

1515 11th Street

Street Address

International Falls, MN 56649

City, State, and Zip Code

218-290-6786

Phone Number

lorijlyman@gmail.com

Email Address

Physical Address:

Lori Lyman

Contact Person

1515 11th Street

Street Address

International Falls, MN 56649

City, State, and Zip Code

218-290-6786

Phone Number

lorijlyman@gmail.com

Email Address

1. Organization's website: None

2. List all of the organization's alternate and former names (attach list if more space is needed).

Bronco Varsity Football Parents

☐

Alternate

☒

Former

☐

Alternate

☐

Former

3. List all names under which the organization solicits contributions (attach list if more space is needed).

Bronco Football Boosters

4. Type of legal entity:

☒

Corporation

☐

Partnership

☐

Sole Proprietorship

☐

Unincorporated Association

☐

Limited Liability Company

☐

Other:

5. Is the organization incorporated pursuant to Minn. Stat. ch. 317A? ☒ Yes ☐ No

6. Place and date of organization/incorporation: Minnesota

State

10/07/1991

Date

Bronco Football Boosters

2026/2027

Officers

- Lori Lyman, President
- Kendra Wallin, Vice President
- Missy Crandall, Treasurer
- Breanne Anderson, Secretary

Bronco Football Boosters

June 22, 2026

*Presented to
School Board*

Officers:

- Lori Lyman, President - Missy Crandall, Treasurer - Breanne Anderson, Secretary

Meetings:

- Agenda and minutes for all meetings
- Frequency – May, June, July, August, and November

Financial Controls:

- Tax exempt status issued December 2010 - EIN #41-1875356
- CPA – Meghan Tomczak
- Missy Crandall & Lori Lyman are authorized for expenditures
- Cash intended for the Booster Club will be handled by an officer – ISD 361 employees, including coaches, will not be involved in club finances

FHS Scholarships – May 2026:

- \$500 - Olivia Spry - \$500 - Zach Youso - \$500 - Carter Line - \$500 - Emmitt Olson - \$500 - Piper Moss

Insurance:

- TruInsure – General liability policy

Fundraisers:

- Coupon Cards – August 19th-31st
- Bronco Burger Booth – Minnesota Department of Health License #FBL-33530-31877
 - July 3rd & 4th – Smokey Bear Park
 - August 26th – FHS Open House
 - September 16th – Homecoming Powder Puff Football
 - All games played at Bronco Stadium
 - Falls Elementary picnic – September 24th
 - Falls Elementary track meet – date & location TBD
- Raffle Tickets – September 1 – drawing October 21, 2026
 - 1st Prize - \$1,000 - 2nd Prize - \$500 - 3rd Prize – TBD
- Touchdowns & Turnovers for Cancer Gas Cards
 - Business Sponsors – PCA, RLMC, TruStar, Forestland, & Hasbargen Custom

Booster Club Donations to ISD 361:

- Two sideline wagons - 5 new helmets - 10 pairs of shoulder pads - iPad for sideline

Bronco Football Boosters
Fundraiser: Bronco Stadium Concessions
2026 Season

- ISD 361 School Board approved the transfer of the operations of Bronco Stadium concessions from the Bronco Baseball Boosters to the Bronco Football Boosters at their August 17, 2026, meeting.
- The concession stand will be operated by Bronco Football Booster parents at all home games including any potential playoff game and the Homecoming Coronation / Powder Puff activities on September 30th.
- Bronco Football Boosters holds a Minnesota Department of Health special event/food stand license and a general liability insurance policy through TruInsure for the 2026 season.

Bronco Football Booster Club

Agenda

August 12, 2026 - 6pm – Sammy's

Minutes & Treasurer's Report

- Approve previous meeting minutes.
- Approve Treasurer's report.

Booster Compliance:

- Approve all measures necessary to get information corrected on EIN/MN Status, bylaws, articles of incorporation, etc.
- Elect a Vice President.

Schedule:

- See attached.

Team Meals:

- See attached schedule.

Fundraising Activity Review:

- Burger Booth – August 26th – 4:30-7pm – communication
- Burger Booth Sponsors – Border GM (Open House & Homecoming), Border Bank, Shannon's – Lori will get one more
- Coupon Book Fundraiser – August 19th – 31st
- Raffle update – Missy C / Karla
- Touchdowns & Turnovers - Lori

Communication:

- Programs – Gina / Karla (Lori to get sponsors by 8/19)
- Facebook page – Karla – advertising for Burger Booths, sponsorships, T&T, etc.

Other:

- Cashless entry – cash box
- Popcorn give-away
- Concession stand update

2026 Bronco Football Booster Club

August 2026	
August 17	♦ Two/Day Practices – 7am & 7pm – Falls High School through August 28 th
August 19	♦ Coupon Fundraiser Kickoff – 4pm – Bronco Stadium
	♦ Team Pictures – 5pm – Bronco Stadium
August 26	♦ Burger Booth Open House Sponsored by Border GM – 4-7pm – Falls High School
August 29	♦ Scrimmage – Deer River – Leave 7am
August 31	♦ Official First Day of Practice – 3:30-pm – Falls High School
	♦ Coupon Closeout & Pizza – 6pm – 8:30pm

September 2026	
September 2	♦ Team Meal – Pasta Bar – FHS Cafeteria – Sponsored by Juniors Parents & Players
September 3	♦ Broncos @ Moose Lake
September 10	♦ Team Meal – Tacos – Falls FHS Cafeteria – Sponsored by Seniors Parents & Players
September 11	♦ Broncos @ Ely
September 17	♦ Team Meal – Pizza & Wings – FHS Cafeteria – Sponsored by Booster Club – Clean up Freshman Parents & Players
September 18	♦ Rush City @ Bronco Stadium + Burger Booth Sponsored by Border Bank
September 24	♦ Burger Booth – FES Picnic – TBD
	♦ Team Meal – Pulled Pork – FHS Cafeteria – Sophomore Parents & Players
September 25	♦ Broncos @ Aitkin
September 30	♦ Concessions for Coronation / Powder Puff – Time TBD

October 2026	
October 1	♦ Team Meal – Mac & Cheese Bar – FHS Cafeteria – Sponsored by Junior Parents & Players
October 2	♦ Greenway @ Bronco Stadium (Homecoming) – Burger Booth Sponsored by Border GM
October 8	♦ Team Meal – Breakfast – FHS Cafeteria – Sponsored by Sophomore Parents & Players
October 9	♦ Broncos @ Hinckley
October 13	♦ Team Meal – Hot Dog Bar – FHS Cafeteria – Sponsored by Freshman Parents & Players
October 14	♦ Mesabi East @ Bronco Stadium – Burger Booth Sponsored by Shannon's
October 20	♦ Team Meal – Senior Night – Subway @ Crandall's – Sponsored by Booster Club – Clean up all
October 21	♦ Crosby @ Bronco Stadium (Parent's Night) – Burger Booth Staffed by FEF / Sponsored by ???
October 27	♦ Playoff TBD
October 31	♦ Playoff TBD

Bronco Football Booster Meeting Minutes

August 12, 2026 - 6pm - Sammy's

Attendees: Lori Lyman, Missy Crandall, Breanne Anderson, Kendra Wallin, Gina LeBlanc, Karla Line, and Lori McClanahan.

2026 Schedule:

August 2026	
August 17	♦ Two/Day Practices – 7am & 7pm – Falls High School through August 28 th
August 19	♦ Coupon Fundraiser Kickoff – 4pm – Bronco Stadium ♦ Team Pictures – 5pm – Bronco Stadium
August 26	♦ Burger Booth Open House Sponsored by Border GM – 4-7pm – Falls High School
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October 27	♦ Playoff TBD
October 31	♦ Playoff TBD

Reports:

- Meeting minutes from July 15, 2026, approved.
- Treasurer's report was accepted.

Booster Club Compliance:

- Lori L. and Coach Kostiuk attended a Booster Club Compliance meeting at Falls High School. There are many documents to submit to FHS by September 1. Since the organization was formed in 1991, there are many documents that we can't find plus two separate names. The members authorized Lori L. to take necessary measures to ensure the documents are in order.
- We are required by ISD 361 to have a Vice President. Kendra Wallin was nominated and approved as Vice President for a two-year term.

Burger Booth:

- All Burger Booths dates, except October 21st, have a sponsor buying the groceries. Lori L. will find one more sponsor.
- Sponsors so far are: Border GM (August 26 & October 2), September 18 (Border Bank), and Shannon's (October 14th).
- Burger Booth starts with \$300 in the cash box.
- There will not be a Burger Booth on September 30th for the Homecoming Coronation / Power Puff game. Instead, we will open the concession stand.
- Karla is putting shout outs on the football Facebook page for each sponsor and Gina is adding them to the program.
- Jen Segars wants us to consider participating in the Saturday of Ranier Days.

Coupon Books:

- Kickoff is August 19th 4pm at Bronco Stadium.
- Coupon closeout and pizza will be on August 31st from 6-8:30pm in Mrs. Line's room.
- Lori L., Missy and Breanne will be on hand at the closeout to take the funds.
- The goal is to sell 1000 coupon books this year.

Raffle:

- Ranier Rec (Berta) will run the raffle through their gambling license and have tickets printed for us.
- Tickets will be \$10 each. Prizes: \$1000, \$500, and Bronco quilt.
- Sell from 9/18 to 10/9. Will announce the winners at the October 14th game.
- Karla's class will make the quilt and Julie Mannausau has agreed to long arm the quilt free of charge .

Team Meals:

- Boosters will be paying and ordering all the meat for all the team meals except September 24th. Shout out to Breanne Anderson and family for donating and preparing the pulled pork on the 24th!
- Breanne sent Missy Crandall a list of meats required for the meals and she will order.
- Karla and her classes will cook meats for the meals day of the team meal.
- Need to assign someone to pick up and deliver the meat to Karla.
- Karla and Breanne will finalize sign up sheets and add them to Team Reach.

Touchdowns & Turnovers:

- Lori L. has secured PCA, Rainy Lake Medical Center, TruStar Federal Credit Union, Hasbargen Custom, Rainy Lake Oil and Forestland Sales & Service.
- Karla is doing shout outs sponsors on Facebook and Gina will add them to the program.
- Kyra Hasbargen is designing shirts and will have the link to purchase. Karla will advertise the availability and we will add the link to Team Reach.

Senior/Parent Activities - October 21, 2026:

- The Booster Club asked Jerad to change his mind on a tailgate. He agreed.
- Ashley Hall has agreed to lead junior player parents in planning the senior/parent recognition including the tailgate at Falls High School and ceremony at Bronco Stadium. We will get a checklist of what needs to be done and what has worked in the past but give them the flexibility to change details.
- Karla will get the senior questionnaires filled out to make it a bit easier for the junior player parents.
- The **tailgate** will be held from **3-4pm** and the **stadium ceremony** will begin at **5:30pm**.

Programs:

- Gina and Karla are working on the programs and will include photos from August 19th.
- Lori L. will have all the sponsor list to Gina by August 19th so they can be added to the program.
- Tilson Bay will print in time for the first home game on September 18th.

Ben Sunne:

- Ben Sunne will be taking team/individual/cheer/senior banner pictures on August 19th at 5pm at Bronco Stadium.
- Ben will also photograph all games including Parent's night.
- There is an opportunity to sponsor a night of pictures so they are free to print. Lori L. and Karla are considering sponsoring a game. Need to find out the cost and we can put the word out to get other sponsors. Sponsors work directly with Ben.

Concessions:

- School Board will address the transfer of concessions to the Bronco Football Boosters.
- Gina is going to help get everything set up and ordered for the season.
- We need to find a "Concession Coordinator" to take over and learn from Gina ASAP.
- We will ask 7th and 8th grade parents to volunteer to run concessions. We need four people and one runner. If we have to, we can ask the flag and tackle bar parents.
- Gina made a concession sign up sheet to post to the 7th and 8th grade Team Reach.
- Concessions start with \$200 in the cash box - \$1s, \$5s, and \$10s.
- Start getting concessions ready at 5:30pm - open at 6pm - close beginning of Q4.
- Will reimburse Bronco Baseball Boosters for the popcorn machine and leftover candy.
- We need to pay baseball for the popcorn machine and leftover candy.
- We may need to purchase a few new coolers for pop and water.
- Lori L., Jerad and Gina will meet at the stadium to check it out and see what baseball has that football may need or want to buy.
- John Winkel has agreed to give away popcorn again this year. Will recognize him in the program and elsewhere.
- Harley Droba from The Library restaurant ordered all the popcorn supplies for us and saved us money. Will recognize him in the program and elsewhere.

Other:

- Casey Deziel (Voyageur Park Lodge) would like to donate \$100 worth for giveaways per game, example shirts, rally towels... Karla to look into and figure out what we can figure out. Will recognize him in the program and elsewhere. Lori L. will ask TruStar if they are giving out foam fingers on October 2nd so we don't have competing giveaways.
- Cashless entry - Beth is looking at a cash box in addition to online.

NEXT MEETING SEPT 8TH @ 6PM. MRS. LINES ROOM at FALLS HIGH SCHOOL

Bronco Football Boosters

Financial Policies

August 2026

Purpose

The purpose of these Financial Policies is to ensure that the Bronco Varsity Football Parents organization manages its financial resources responsibly, transparently, and in accordance with its charitable mission and 501(c)(3) status.

1. Banking

- All funds shall be deposited promptly into the organization's approved bank account at TruStar Federal Credit Union in International Falls, MN.
- Organization funds shall never be deposited into a personal bank account.
- All checks written require signatures by the President and Treasurer.
- Employees of ISD 361, including coaches, do not have check signing authority.

2. Cash Handling

- Cash collected from fundraising events or donations shall be counted by two unrelated volunteers whenever practical.
- The individuals will verify the amount collected and sign a cash tally sheet before the funds are deposited.
- Cash will not be handled by any employee of ISD 361, including coaches.

3. Payments

- All expenditures must support the Bronco Football Program.
- The Treasurer coordinates payments approved by the organization.

4. Reimbursements

- Purchases will be made by authorized personnel only.
- With a rare, approved exception, reimbursement requests must include original receipts and be submitted within 30 days.

5. Debit Cards

- Debit cards will be held by the President and Treasurer and may be used only for authorized business.
- Personal purchases are strictly prohibited. Receipts must be submitted for every transaction.

6. Financial Reporting

- The Treasurer shall maintain accurate financial records and prepare a written Treasurer's Report including:
 - i. Beginning and ending account balances
 - ii. Income received
 - iii. Expenses paid
 - iv. Current account balance

7. Annual Review

- At the close of each fiscal year, an independent Certified Public Account (CPA) or Financial Professional shall review the financial records for the members.
- The review is intended to verify that the financial records reflect the organization's receipts and expenditures.

Bronco Football Boosters

Cash Tally Sheet

Event & Date: _____

Becoming Cash Count: _____

Denomination	Quantity	Total
\$100 Bills		
\$50 Bills		
\$20 Bills		
\$10 Bills		
\$5 Bills		
\$1 Bills		
Coins		
Total Cash:		
Less Beginning Cash:		
Net Cash Received:		
Total Checks:		
Total Deposit:		

Counter #1 – Name: _____

Signature: _____

Counter #2 - Name: _____

Signature: _____

Deposited by – Name: _____

Signature: _____

Bronco Football Boosters

Treasurer's Report

Reporting Period: July 2026

Prepared By: Missy Crandall

Date Presented: 08/12/26

Account Summary

Beginning Balance Savings	\$ 8090.27
Total Income	\$ 0
Total Expenses	\$ 0
Ending Balance	\$ 8090.27
Beginning Balance Checking	\$ 33696.81
Total Income	\$ 9392.25
Total Expenses	\$ 7056.14
Ending Balance	\$ 36032.92

Income

Football Camp Participant Checks	\$ 2000.00
Burger Booth	\$ 7292.25
Fundraising Events	\$ _____
Sponsorships/Donations	\$ 100.00
Merchandise Sales	\$ _____
Program Advertising	\$ _____
Other Income	\$ _____
Total Income	\$ 9392.25

Expenses

Equipment/Player Support	\$ _____
Team Meals	\$ 159.03
Coaching Support/Training	\$ 220.00
Scholarships	\$ 500.00
Fundraising Expenses	\$ _____
Burger Booth Supplies/Start-up Cash	\$ 2577.11
Merchandise Purchases	\$ _____
Administrative/Bank Fees	\$ _____
Other Expenses – BSU Camp	\$ 3600.00
Total Expenses	\$ 7056.14

Current Account Balances

Checking Account	\$ 30881.54
Savings Account	\$ 8090.27
Venmo/PayPal	\$ 0
Cash on Hand	\$ 0
Total Funds Available	\$ 38971.81

Outstanding Items

Deposits Pending

- Additional BSU Camp Deposits

Bills Outstanding

- Bus for out of town games
- Possible coach payment (Jace/Norm)

Treasurer's Notes

-

Treasurer Certification

I certify that this report accurately reflects the financial position of the Bronco Football Boosters as of the reporting date.

Treasurer Signature: *Missy Crandice*

President Signature: *Lori Lyman*

Date: 08/12/26

Approved 🟡 Trash x



Beth Shermoen <bshermoen@isd361.org>

to me ▼

Wed, Jun 24, 9:38 PM 😊 ◀

This message has been deleted. [Restore message](#)

Hi Lori. You're good to go and fully approved. Beth

Beth Shermoen
Superintendent, ISD 361
1515 11th Street
International Falls, MN 56649
Email: bshermoen@isd361.org
Phone: 218-283-2571 ext. 1112
<https://www.isd361.k12.mn.us/>

*"Every child deserves a champion, an adult who will never give up on them, who understands the power of connection, and i
that they become the best that they can possibly be." ~Rita Pierson*