

FAIRMONT HIGH SCHOOL ATHLETIC BOOSTERS

BOOSTER & PARENT GROUP GUIDELINES

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Introduction

This document, referred to as the Fairmont High School (FHS) Athletic Booster “Booster and Parent Group Guidelines” is the cooperative effort of the FHS Athletic Department, the Athletic Booster Executive Committee, Chairpersons of the FHS Athletic Boosters, and various Booster representatives and Officers of the Parent Groups.

The intent of the booklet is to educate, inform, and assist active members of Parent Groups in understanding the unique and mutually beneficial relationship of the FHS Athletic Department, the FHS Athletic Boosters, and the Parent Groups. It is further designed to help answer many of the common questions regarding communications, fund raising, and the desired approach to meeting the needs of your particular sports when Athletic Booster monies are requested.

This booklet is the sole property of the FHS Athletic Boosters. It will be issued to the Booster representative of each active Parent Group in the fall of each academic year. Annual modifications will be made when necessary. The booklet will be reissued to the new Parent Group representatives the following fall.

Although it will never be fully comprehensive, we hope this booklet will be a valuable resource to our dedicated Parent Groups. Questions, clarifications, and suggestions should be directed to the FHS Athletic Booster President or Vice-President.

Working together we can meet almost any challenge, for we share common goals. Thank you for your support of FHS Athletics, the FHS Athletic Boosters, and most of all, our student-athletes. Best of luck to you in all of your endeavors this year.

Fairmont High School Athletic Boosters Booster & Parent Group Guidelines

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Overview

Interscholastic Athletic Programs

Currently, Fairmont High School, a member of the Greater Western Ohio Conference (GWOC), supports the following inter-scholastic programs:

| | |
|---------------------------------|-------------------------------------|
| Baseball | Soccer - Men's & Women's |
| Basketball - Men's & Women's | Softball |
| Bowling | Swimming & Diving - Men's & Women's |
| Cheerleading | Tennis - Men's & Women's |
| Competition Cheerleading | Track & Field - Men's & Women's |
| Cross Country - Men's & Women's | Volleyball – Men's & Women's |
| Field Hockey | Wrestling |
| Football | Sports Medicine |
| Golf | |

Athletic Department Budgeting & Sources of Funds

The FHS Athletic Department, like any other school, is limited in the financial resources available to operate. The trend has been an increase in the cost of providing first class equipment, uniforms, and coaches. Below is a partial list of the expenses related to athletic teams and the sources available to the Athletic Director (AD):

| <u>Team Expenses</u> | <u>Sources of Funds</u> |
|---|-------------------------|
| Facility Maintenance | Gate Receipts |
| Officials | FHS Athletic Boosters |
| Uniforms | |
| Equipment & Coaching Aids | |
| Uniform & Equipment Maintenance | |
| Training Room Equipment, Maintenance & Supplies | |

At the conclusion of each season, the Head Coach and the AD meet to evaluate the season and the needs of that sport for the following year. It is the duty of the Head Coach to make his/her needs for the next season known to the AD. The AD then evaluates the requests from all of the athletic teams, and determines a priority list for the next year. It is impossible for the Athletic Department to grant all requests to all teams annually.

Gate Receipts & Ticket Sales

Income from ticket sales and gate receipts are generated from Football, Basketball, Wrestling, Soccer, Volleyball and Track & Field. These are commonly referred to as the revenue producing sports. This revenue is used to assist the non-revenue producing sports to operate effectively.

Gate receipts are difficult to budget because of the influence of weather, team success, number of home games, post-season success, and contractual variances with visiting teams. The sale of Season Passes for all home events helps to offset some of these variables.

The Athletic Department and the FHS Athletic Boosters

Whenever there is a need, coupled with a shortfall in funds from the Athletic Department, the AD, upon prioritizing those needs, may ask for full or partial financial assistance from the Athletic Boosters. These requests are presented at the monthly Executive Committee meeting, fully discussed, and voted upon by those in attendance. Often times the requests benefit all of our athletes, not just one sport. (E.g. a new washer/dryer for the training room or lobby signs for the new athletic complex)

The Athletic Department and Parent Groups

There are times when the AD and Head Coach have determined a need that will require financial assistance from the Athletic Boosters and respective Parent Group(s). This occurs most frequently with items that are very expensive.

The Parent Groups play a crucial role in the ability of the Athletic Department to acquire such items. With proper planning, the Parent Group can target matching funds of the Athletic Boosters to achieve certain goals.

It is never the intent of the AD or the Athletic Boosters to favor one program over another. With the hard work of the Parent Groups and the efforts of the Athletic Boosters, new acquisitions can generally occur in a timely manner.

Academics and Athletic Code of Conduct

FHS has always sought ways to field the best athletic teams. This begins with the hiring of the best coaches available and the safest and best equipment for our athletes. This is an ongoing process.

Constant reference is made to our "Student-Athletes". The men and women of FHS are students first. There are high expectations of them in the classroom. Student-athletes are expected to conduct themselves in an honorable fashion 365 days a year, not just during their sports season. The Kettering City Schools Athletic Code of Conduct is a document that states guidelines for behavior, grades, drugs, alcohol and smoking. These guidelines are strictly enforced and have been adopted to assure only the highest standards of conduct. The Athletic Boosters and Parent Groups support these academic and behavioral criteria without exception. It is highly recommended that Parent Groups reinforce this during Parent Group meetings and events when the student-athletes are present. The "Athletic Code of Conduct" can be found at <http://www.kettering.k12.oh.us/schools/hskf6.html>.

General Guidelines

Organization & Chain of Command

Please refer to the organization chart in Appendix A. This will help you better understand the chain of communications and how decisions on specific Athletic Booster projects and requests from Parent Groups are channeled. Time is conserved if the lines of communication are followed.

Officers & Executive Committee

Officers, as voted upon by the membership at an annual meeting, are the President, Treasurer, Vice President, Recording Secretary, and Corresponding Secretary. The Executive Committee is comprised of the Athletic Director, the officers of the Athletic Boosters, the Past President and special invitees. The Executive Committee assists the Athletic Booster President and Board regarding future needs and specific requests from the FHS Athletics department. The Executive Board may approve time sensitive expenditures of up to \$2,000.

The Athletic Booster Executive Committee shall meet monthly, or as needed. The meeting will generally be held on the first Monday of the month, prior to the General Booster Meeting. The President may call additional meetings as he or she deems necessary.

At General Booster meetings Booster Rep's will be asked to give an update of the respective sport activities, upcoming events, achievement of athletes, fundraisers and treasurer's report. Booster Reps will hold voting privileges for their sport/team. Non-Booster Reps do not hold voting privileges. The Booster/team Rep is required to be a Booster member.

Terms of Office

To improve continuity, officers terms shall be a maximum of two years with the terms of the President and Vice President staggered.

Athletic Boosters & Parent Groups

The Athletic Boosters exist for the purpose of increasing the involvement of students, students' families, and the school community through support of all interscholastic programs.

In 1992, Parent Groups were formed in an effort to avoid duplication of effort of the Athletic Boosters. *Parent Groups are subordinate divisions of the Boosters and are not autonomous.* Thus, each Parent Group is responsible to the Boosters, and is required to get approval from the Executive Committee for fund raising activities to avoid conflicts with other Parent Groups. Parent Groups must get approval from the Athletic Boosters, and the AD to sell items at school sponsored events.

Parent Group Booster Representative

Each Parent Group must have a "Booster Representative" who is responsible to attend every monthly Booster meeting. If it is not possible for the designated Booster Representative to attend, then he/she shall find a replacement to attend the meeting. At the monthly Booster meeting, the Booster Representative will be asked to give a brief update on their team's activities, achievements of athletes, upcoming events, details on fundraisers, and any other information that is of interest to meeting attendees.

The Booster Representative will have 'first hand' knowledge of what is current in the Boosters, what funds have been committed and for what purpose, what fund raising activities that are approaching and most important, have a vote and a voice in the decision making process. It is expected that the Booster Representative provide a Booster meeting update at their respective Parent Group meeting.

Monthly Booster Meeting

The monthly Booster meeting is generally held the first Monday of each month, at 7:00 PM. It is very important that each Parent Group send a representative to these meetings. Attendance is taken, an agenda is provided and minutes are recorded to document discussions and items approved and/or denied.

The Booster representative for each Parent Group is required to be a Booster member. Non-booster members can not vote on issues brought before the Boosters at the monthly meeting. A simple majority is required for all issues brought to the monthly Booster meeting.

Monthly Booster Meeting Agenda

The Athletic Booster President will set the agenda for each meeting. At each meeting, the Booster Representative will be provided with copies of the minutes of the prior monthly Booster meeting, the Treasurer's report, and an agenda for that meeting.

Requests for Financial Support from the Boosters

The Head Coach meets with the AD and makes a request. If the AD determines the request is reasonable and valid, the question of funding must be addressed. If the Athletic Department budget cannot fund the request, it is then placed on a priority list by the AD for presentation to the Athletic Booster Executive Committee.

The Executive Committee discusses the need and makes a decision whether or not to support the request. The Executive Committee determines the level of funding that is required by the Parent Group, the Athletic Department and the Athletic Boosters. Funding by the Athletic Boosters can be full or partial. If partial, the balance may be assumed by the Athletic Department, the Parent Group, or both. If endorsed by the Executive Committee, the AD presents the request to the Parent Group Booster Representatives for a vote at the monthly Booster meeting.

Sources of Revenue for the FHS Athletic Boosters

The Athletic Boosters raise the necessary funds to support FHS Athletics through several sources. There are times when special projects are endorsed with approval by the Athletic Booster Executive Committee.

Primary Sources of Revenue for Boosters

- A. Booster Memberships
- B. Concession Stand Revenues
- C. Fall Craft Show
- D. Spirit Items
- E. Fall & Winter Sports Programs
- F. Special Projects

Parent Groups are asked to assist the Athletic Boosters in all fund raising projects, and to help with concessions for all sports and all seasonal events. In addition, it is strongly recommended that members of the Parent Groups join the FHS Athletic Boosters.

Booster Membership

The Athletic Booster memberships are a major revenue source for the Athletic Boosters. It is hoped that all parents/guardians of our athletes will be Booster members. We encourage our Parent Groups to help solicit memberships from family, friends, neighbors, and alumni. Athletic Booster officers and Booster representatives are required to be members.

Concession Stand Revenue Policies

ROUSH STADIUM

In an effort for the individual Parent Groups to assist in the fund raising efforts for the overall Booster organization, it is requested that all Parent Groups provide volunteer Concession Stand and Spirit Booth (1) workers for all of the following football games at Roush Stadium: Fairmont Varsity home games, Rentals, and State Play-Off games.

A draw will be held each year at the August Booster meeting to determine Group and game assignments for the upcoming football season. Based upon the participating teams, the Concessions Manager may assign up to four (4) Parent Groups to work per game.

50/50 RAFFLE SALES

- ❖ Parent Groups will sell 50/50 raffle tickets and retain 50% of the total sales. Each Parent Group assigned to work the Concessions Stand will provide members to sell 50/50 raffle tickets. All profit from the 50/50 raffle sales will be dispersed at the end of the football season to all participating Parent Groups on a per worker/per share basis.
- ❖ The Concessions Manager will determine the number of workers needed per game, and will record the number of workers/shares for each Parent Group per game and report them to the Booster Treasurer.

TRENT ARENA

A draw will be held each year at the October Booster meeting to determine Group and game assignments for the upcoming Trent Arena Winter season.

Parent Groups that work a Boy's Basketball game, or a Trent Arena rental event will be paid the greater of \$250 or pizza sales, but not both.

- ❖ Girls Volleyball, Girls Basketball, Wrestling, Boys Volleyball and Competition Cheer Parent Groups will self-support the concession stand(s) at their events and will have inventory stocked by the Concessions Manager. These Groups will receive 100% of the profits from their games. Profit will be defined as 40% of the gross profit (deposit).

Parent Groups are encouraged to sell 50/50 raffle tickets at all games.

OTHER VENUES

Field Hockey, Boys and Girls Soccer, Baseball, Softball and Track will self-support the concession stand(s) at their events and retain all profits.

PARENTS WHO WORK AT THE CONCESSION STANDS MAY PURCHASE FOOD AND DRINKS AT 50% OF THE REGULAR SALES PRICE. STUDENT ATHLETES OF PARENTS MAY WORK AT THE CONCESSION STANDS BUT ARE NOT PERMITTED TO HANDLE CASH OR HOT FOOD.

AFTER FOOTBALL GAMES, A PARENT FROM ONE OF THE PARENT GROUPS WORKING THE CONCESSION STAND WILL ACCOMPANY THE BOOSTER TREASURER OR PRESIDENT IN PREPARING THE DEPOSIT. DEPOSITS ARE TO BE MADE THE EVENING OF THE EVENT, USING THE BANK NIGHT DEPOSITORY. THE TWO PEOPLE PREPARING THE DEPOSIT OR MAKING DEPOSITS OR WITHDRAWS TO THE CHANGE FUND CAN NOT BE RELATED TO EACH OTHER.

THE TREASURER IS AUTHORIZED TO MAINTAIN A CHANGE FUND, CONSISTING OF ONES, FIVES, AND TENS, NOT TO EXCEED \$1,500, DURING FOOTBALL SEASON. THE CHANGE FUND MUST BE MAINTAINED IN THE ATHLETIC DEPARTMENT SAFE OR SIMILAR SAFE. WITHDRAWS AND DEPOSITS TO THE CHANGE FUND REQUIRE THE INITIALS OF THE TREASURER AND THE PERSON RECEIVING OR DEPOSITING MONEY INTO THE FUND. (June 2010)

Concession Stand Inventory

- A) During appropriate seasons the concessions manager shall provide the officers with a monthly inventory.
- B) At least once during the seasons the Vice President and Treasurer shall perform an independent inventory.

SUPPLEMENTARY PROCEDURES FOR BOOSTER CONCESSION STAND USAGE

1. For all Groups hosting their own special events and staff with their own personnel and choose to bring in their own products to sell in the Booster Concession Stands the Athletic Boosters will remove all Booster Concessions goods. This will avoid any conflict of ownership of products sold.

2. All Athletic Booster Parent Groups hosting their own special events and choose to sell goods provided by the existing Booster Concession Stands and stocked by the Concessions Manager will be required to reimburse the Athletic Boosters for the cost of goods sold. The Athletic Booster Parent Group hosting the event will receive 100% of the remaining revenues from the sale of goods.

The cost of goods sold will be determined by taking an inventory at the beginning and end of the event. Any additional necessary purchases for the event will be added to the beginning inventory. The difference between the two inventories will determine the cost of goods sold.

3. All Non-Athletic Booster Groups that use the Booster Concession Stands and sell the Booster products will follow the same procedures for cost of goods re-imbusement. The remaining revenues from the sale of goods will be a ***negotiated percentage split*** with the Athletic Boosters. (November 2009)

Fall Craft Show

The Fall Craft Show is a source of revenue that supports the scholarships awarded at the Scholar Athlete Banquet. A Parent Group is offered the opportunity to help set up and take down for this event. The Parent Group assisting will receive \$500 (\$250 for set up and \$250 for tear down). The Parent Group coordinating the event will receive 25% of the net proceeds of the event. Also, a Parent Group is needed to coordinate the Concession Stand. This Parent Group receives 35% of the concession sales and 100% of food sales from non-concession items. The Craft Show is a great opportunity for us to showcase our school. Support of the Craft Show by all Parent Groups is encouraged.

Spirit Items

Spirit items are an additional source of revenue. It is intended that quality and reasonably priced items such as hats, T-shirts, stadium cushions, and sweatshirts will be available for sale at most home events. You can show your support of Fairmont with the purchase of spirit items.

Sports Program

Another major revenue source is the sale of advertising for our fall and winter sports programs, Parent Groups are asked to assist in this project by taking out an ad for their sport and by providing referrals for possible advertisers. Every effort is made to recognize all of our sports teams and coaches in the program. We constantly strive to improve the quality of the sports program.

Booster Approved Fund Raising Activities for Parent Groups

It is not necessary for Parent Groups to get prior Athletic Booster approval for certain fund raising activities. If a Parent Group wishes to embark on a fund raising idea that is new and unique, the Booster Representative or Parent Group President should first seek approval from the Executive Committee. The Athletic Booster President will arbitrate all disputes between Parent Groups when fund raising activities are duplicated, co-sponsored between Parent Groups, or concurrent.

Below is a partial list of Executive Committee approved activities for Parent Groups:

| | | |
|--------------------|---------------------|-------------------|
| Bake Sales | Car Washes | Sub Sales |
| Pizza Sales | Entertainment Books | Grocery Bagging . |
| Magnetic Schedules | Candy Sales | Mulch Sale |
| Recycling | Candle Sales | |

Fraze Concessions

A source of revenue for the Parent Groups is the Fraze concessions. This activity is administered by the Athletic Boosters and benefits the Parent Groups that work the events. Once the dates of the events are finalized by the Fraze manager, a lottery for the events is held during one of the spring monthly Booster meetings. Parent Groups who wish to work an event must be present for the lottery.

Dates selected become the sole responsibility of the assigned Parent Group to provide the predetermined amount of workers at the specified times. Workers must sign-in with the Fraze Booster representative for each event worked. Fraze will credit the Athletic Boosters account 10% of the season's concession sales. At the end of the season, Fraze presents a check to the Athletic Boosters. Monies are dispersed to the Parent Groups based on the number of shifts worked. Each worker's shift is paid equally.

Standing Committees

There are several standing committees within the Athletic Boosters that require volunteers to chair and/or participate. These Committees may include the following:

| <u>Committee</u> | <u>Basic Committee Function</u> |
|--------------------|--|
| Membership Program | Solicits Booster members. |
| Game Personnel | Coordinates sale of advertising for program with the printer. |
| Communication | Recruits volunteers to assist in game management. |
| Concessions | Accumulates data for website and /or newsletter. |
| Scholarship | A paid position that is in charge of managing the concessions. |
| Nominating | Reviews scholarship applications and determines recipients. |
| Craft Show | Seeks individuals willing to serve on Executive Committee. |
| Spirit Items | Organizes and staffs the Fall Craft Show. |
| | Purchases and sell spirit items at games & special events. |

Newsletter/Website

Financial & Accounting Policies

Parent Group Accounts

Each Parent Group has a specified account with the Athletic Booster Treasurer. **Annual budgets estimating income and expenses must be submitted by each Parent Group before funds will be issued.** *All income from fund raising activities is transferred to the Treasurer by the Parent Group with appropriate detail as to the date, the amount, and a brief description describing the source of funds.*

Parent Groups are not permitted to maintain their own checking or savings account. The Treasurer will deposit the funds to the Master Booster Account, and then credit the Parent Group Account. Deposits must be accompanied by the **Deposit Request** form (Appendix C). **All checks must be made payable to "Fairmont Athletic Boosters"** The balance of each Parent Group Account is included in the Treasurer's Report distributed at the monthly Booster meetings.

Accounting Procedures

- A) All tax services and filings shall be performed by outside professionals.
- B) A "review audit" shall be performed every other year and at the change of Treasurers.
- C) Records of donations shall be retained for 7 years. After the first year the records will be scanned to a disc. All records shall be maintained in the Athletic Office.
- D) Absent **extraordinary circumstances** loans will not be made from the general Booster fund to a parent group. Any loans ultimately made must be repaid during that school year.
- E) General Booster borrowing is discouraged and financial involvement of private individuals is highly discouraged.
- F) 5% of the General Booster annual revenue shall be set aside in a "quasi endowment fund" to address future opportunities and needs. Use of the fund should be restricted to extraordinary circumstances.

Requests for Funds

- A) A request for distribution of funds is to be made in writing to the Treasurer. Request for funds should be completed on the **Check Request** form (Appendix D). The request should include a brief description of the need for the funds, receipts, and how the money is to be spent.
- B) The request for funds shall be made by the treasurer of the Parent Group or Coach. No funds will be disbursed to anyone else.
- C) No cash will be distributed. If cash is needed, a check in the amount requested will be issued to the authorized person making the request which can then be converted to cash.
- D) All requests for funds in excess of \$250 need to be approved by the Head Coach or AD prior to the issuance of said funds.
- E) FHS Athletic Boosters is a tax exempt organization. As such, Parent Groups should not pay sales tax on items purchased. A copy of the tax exempt form is distributed each year. This form should be used when purchasing items for your Parent Group or team.

Expectations of Parent Groups

It is the hope of the Athletic Boosters that Parent Group members become actively involved in all Athletic Booster activities, project fund raising efforts, and committees. Without consistent loyal patronage from the Parent Groups, the Athletic Boosters can not generate the operating capital necessary to fund the needs of the Athletic Department and the interscholastic teams. Below are ways in which Parent Groups can help the Athletic Boosters reach their goals:

1. Become a Booster Member. There are several options available. Memberships are a major source of operating funds.
2. Offer help in the concession stands for football, basketball, track meets, Craft Show, and other special event.
3. Help secure advertising for our fall and winter Sports Programs.
4. Have a Parent Group Representative attend each and every monthly Booster meeting. This is very important to maintain open communications and is your chance to vote on all issues before the Athletic Boosters.
5. Support other Parent Groups in their fund raising efforts.
6. Volunteer to be part of one or more of the Standing Committees. Choose those areas that most interest you and where your talent and experience are best used.
7. Buy Spirit Items. Not only is this a reflection of our great PRIDE in Fairmont, our student-athletes, and our community, but, it also helps the general fund.
8. Provide the Athletic Boosters with suggestions for improvement.

Conflict of Interest

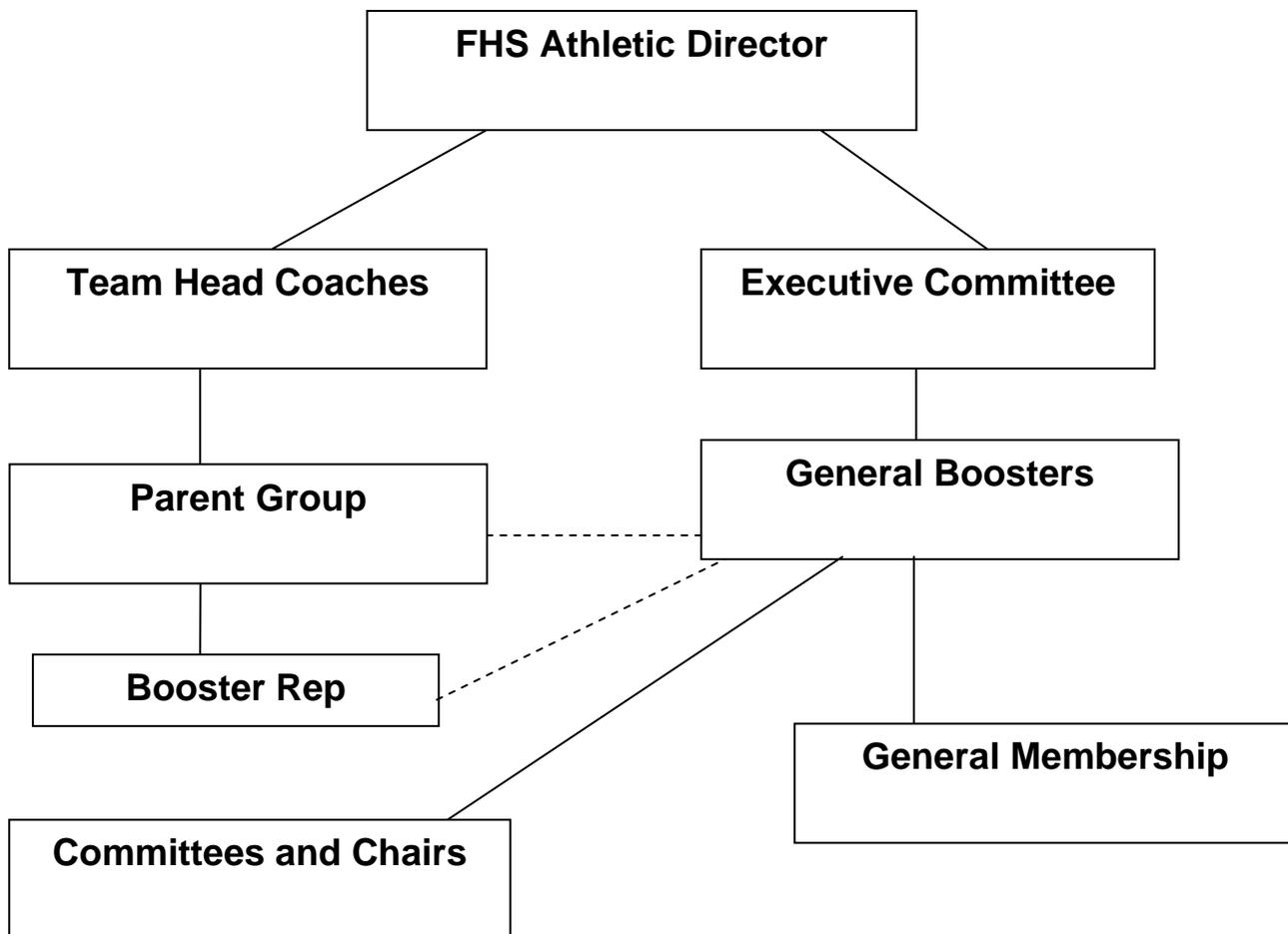
Conflict of interest is to assess each potential conflict and to avoid the appearance of impropriety.

A conflict exists when an Executive Committee member:

1. Has an outside interest that encroaches on the resources or attention which should be devoted to the duties within the Executive Committee member's responsibility to the Athletic Boosters.
2. Has a direct or an indirect relationship with an outside person, company or organization that would make possible personal gain, render the Executive Committee member partial or inhibit the impartiality of the Executive Committee member, place the Athletic Boosters in an embarrassing or ethically questionable position or reflect negatively on the integrity of the FHS Athletic Boosters or the FHS Athletic department.
3. A conflict of interest does not include philosophical or professional difference of opinion.

At the beginning of each academic year, each Executive Committee member shall disclose in writing any potential conflicts of interest. If a conflict exists, the Executive Committee member will be expected to recuse themselves from any agenda item, discussion or vote directly or indirectly related to the potential conflict.

FHS ATHLETIC BOOSTER ORGANIZATION CHART



Fairmont Athletic Boosters Parent Support Group Guidelines

This quick reference guide is designed to help answer many of the common questions regarding the operation and expectations of a parent support group.

EXPECTATIONS OF PARENT SUPPORT GROUPS

It is the hope of the FHS Boosters that Parent Support Group members become actively involved in all Booster activities, project fund raising efforts, and Committees. Without consistent and loyal patronage from the Parent Groups, the FHS Boosters could not generate the operating capital necessary to fund the needs of the Athletic Department and our student/athletes.

Remember, just as our student/athletes have to make sacrifices for the team, so do we need to make decisions that are based on not what is best just for our Parent Group, but what is best for the team, the Fairmont Athletic Boosters. Below are several ways in which Support Groups can help the All Sports Boosters reach its goals:

1. **Become a Booster.** There are several options available. Memberships are a major source of operating funds.
2. Offer help in the concession stands for football, basketball, track meets, Craft Shows, and other special events.
3. **Help secure advertising for our Sports Program, another major source of funds.**
4. Have a Parent Group Representative **attend each and every monthly meeting**. This is very important for good communications; keeping updated on what is truly going on at Fairmont; and is your chance to vote on all issues before the board.
5. Volunteer to be part of one or more of the Standing Committees. Choose those areas that most interest you and where your talent and experience are best used.
6. Buy Spirit Items. Not only is this a reflection of our great **PRIDE** in Fairmont, our kids, and our community, but it also helps the general funds with profits from sales.
7. Offer assistance at the Craft Shows.
8. Give us your suggestions for improvement.

MEETINGS

1. Should be held on a regular basis. Room 721 or 722 are available. Have your coach schedule dates and times through the Athletic Office
2. Meetings should include the Head Coach or a representative from the staff.
3. Meetings are to be supportive and not a parent/coach conference.
4. *Turn in a copy of the minutes to the Athletic Office (Head Coach, fax, e-mail, etc.) This improves lines of communication between Parent Group and the Athletic Office.*

MEET THE TEAM

1. All meetings should start at 6:30 (keeps meetings consistent for Athletic Department and Booster coverage). Beverages need to be **PEPSI** products.
2. Parent group should run like the award banquet and have food items brought in by class, etc.
3. Athletic Department can assist with letter to parents if given advance notice.
4. It is much easier on Ath.Dept. and Booster reps (signs, forms, etc.) if it is done ON CAMPUS.

GAME NIGHT – SPECIAL EVENTS

1. All special events should have prior Athletic Department approval. This assists with game management, ticket taking, etc. Examples (but not limited to) include Grandparents night, Youth night, Middle School Night.
2. Senior Night is set by the ATHLETIC DEPARTMENT with assistance from Head Coach. By law we cannot publish date of birth and GPA if you are doing “profiles”.
3. If done in advance, it will be added to the printed schedules distributed before the season starts.

AWARD NIGHT

1. Time and date should be coordinated with Head Coach.
2. Athletic Department can assist with letter to parents if given advance notice.
3. No special or “Maverick” awards to be given. Your Head Coach has a list of acceptable awards. Senior awards are acceptable if given to ALL seniors in your program.
4. There is to be NO CHARGE to a student/athlete.

FUND RAISING

1. No approval is needed if fundraiser has been consistently used and is considered a tradition within your group.
2. New or unique fund raisers should have approval; Check with Booster President/Athletic Director if there is any potential conflicts
3. All transactions need to be documented (money turned in to Treasurer, Invoices, profit, etc.)
4. Good common sense. If in doubt, ask.
5. All money needs to be deposited with FAB Treasurer according to proper procedure. NO separate accounts, etc. If you need to utilize the school safe, we can make the necessary arrangements.

REQUESTS FOR FUNDS

1. No cash. If cash is needed, a check in the amount requested would be issued to the authorized person making the request, which then can be converted to cash.
2. A request for distribution of funds is to be made in writing to the Treasurer. The request should include a brief description of the need for funds. Forms are available for this purpose.
3. A designated person named by the parent group shall make the request for funds.
4. All requests for funds in excess of \$250 need to be approved by the Head Coach or Athletic Director prior to the issuance of said funds.

PURCHASING OF ITEMS

1. If general booster or athletic department money is to be used, the HEAD COACH must turn in a request to athletic director to take to booster executive to decide if it should be voted upon by the general booster membership.
2. Items to be requested are discussed at the Booster Executive meetings, the last Monday of the month. Please make requests in a timely fashion, plan ahead and avoid an "emergency".
3. Items that become part of school inventory must be purchased with a school P.O. This helps with inventory, warranties, and tracking purchases.

BUDGET

1. Each Support Group should develop a written budget. This is not intended to "micro-manage" your group or even need to be approved by the general Boosters. The benefits are:
 - a. Assist future parents by giving them a blueprint of past activities
 - b. Assist our Booster Treasurer in the issuance of funds
 - c. Documentation of how our spending helps our student/athletes
2. Budget should include expected revenue (fund raisers) and expenses (equipment, cloth, meals, banquet, promotion, miscellaneous, etc.). It does not have to be a professional "CPA" document, but simply a guide to your spending.
3. Budget must be on file with Treasurer BEFORE any funds will be released. The budget should be good for a year. Your group decides when it is effective from/to.
4. Parent Group money should not be used to pay for a "Volunteer" coach although gift certificates at the conclusion of the season are acceptable as a way of saying "thanks".
5. Parent Group money should not pay for an athlete(s) expenses unless part of a scholarship program or approved by the group.

5/24/05

Fairmont Athletic Boosters
Deposit Request

Date: _____

Parent Group: _____

Requested By: _____

Description: _____

Amount

Change/coins: _____

Currency: _____

Check(s) total: _____

Grand total: _____

checks included: _____

List check numbers for ALL checks: _____

Signature of Parent Group Representative / Phone #

Deposit Date

Verified

Signature of Booster Treasurer

