

I. INTRODUCTION TO THE BOOSTERS

The Chelsea Athletic Boosters is a nonprofit organization that raises money to support athletic programs in the Chelsea schools. For over 30 years, parents and students have been working together, volunteering their time to help in Booster activities. Membership is open to anyone who is at least 18 years of age and resides in the Chelsea School District.

The business of the Boosters is conducted in accordance with its by-laws and such policies as the governing body from time to time adopts. The organization's executive board of directors consists of a president, vice president, secretary, treasurer, executive trustee, trustees (2) and the director of athletics. In addition to the executive board, the Booster board is comprised of a representative from each varsity program in the school district.

II. A REPRESENTATIVE'S RESPONSIBILITIES

The Booster representative for a given sport acts as the liaison between the Booster Club and the Coach, the parents and the team. The representative coordinates volunteers to work Booster events and attends Booster meetings.

A. LIAISON TO THE COACH

The Coach and the Booster Representative should communicate about finances and fundraising issues. *It is the Representative's responsibility to verify transactions on the monthly financial statements that are presented at the regular Booster meetings.* Because of the responsibility to examine income and expenditures that affect the sport's Booster account as presented in the financial reports, it is important that both the Coach and the Representative be aware of any and all activity in the sport's Booster account. The Representative should also communicate the sport's account balance to the Coach after each meeting.

The Coach and the Booster Representative should also communicate about team fundraising. The Coach should share the team's/program's financial needs with the Representative in order to help identify fundraising goals. The Booster Representative must present a team's proposed fundraiser at a Booster meeting prior to the event. This information should also be shared with the Athletic Director.

The Booster Representative should report any decisions from Booster meetings that may impact his/her sport to the Coach and/or the parents and players. Likewise, any concerns that the Coach and/or parents may have that involve the Boosters should be communicated to the Representative to be presented and discussed at a Booster meeting.

B. COORDINATE VOLUNTEERS

The Booster Representative is responsible for arranging for and supplying volunteers to work scheduled concession assignments and other Booster fundraisers throughout the year. Fines are assessed to teams who miss scheduled concession assignments. (See Section IV Part C, below).

1. WHO MAY WORK

Adults may work any event. Only adults may work Varsity football games, fair gate assignments and the golf outing.

High School Students may work ONLY if supervised by at least one adult who is present and working in the stand. Students may not make popcorn or grill hotdogs for safety reasons. Students may not work Varsity football games, fair gate assignments or the golf outing.

2. FINDING VOLUNTEERS

a. GENERATING "THE LIST"

It is imperative that the Representative has an up-to-date list of the current players in the program. From this list, the Representative should gather parents' names, telephone numbers and email addresses for every athlete in the program. **START BY ASKING THE COACH FOR THIS INFORMATION.** (The Athletic Secretary may also have this information, but ask the Coach first!) Preseason parent meetings are a great way to gather much of this information, too.

A Varsity Coach is responsible for his/her program even at the middle school level. A Representative is not limited to asking parents of players at the high school level. Many times middle school parents are excited to get involved with the Boosters. Just ask them!

b. THE PRESENTATION

Coordinate with the Varsity Coach, the JV, freshman and middle school coaches to make a brief presentation at the preseason parent meetings and/or at the end-of-season banquet. ***Use this time to explain to parents what the Boosters is and how it benefits your particular sport. FIND OUT THE SPECIFICS!*** When parents hear how their children have benefitted, most often they are inclined to volunteer.

c. THE NEED FOR VOLUNTEERS

i. CONCESSIONS

There are three seasons that require volunteers to work in the concession stands: fall, winter and spring. Each season, all 20 Varsity programs are assigned at least one event for which they are required to staff a concession stand. In the fall, the need for volunteers is greater as each program is also required to provide numerous volunteers on a specific home Varsity football night and for any home play-off games.

ii. GOLF OUTING

Each sport is required to supply a foursome for the annual Booster golf outing. In addition, all sports are required to provide volunteers to staff the event.

iii. FAIR GATE:

Each sport is assigned certain times for which they must provide volunteers to work at the various entry gates at the Chelsea Community Fair. (The Boosters contracts with the Fair Board to supply volunteers to staff the gates during the entire week of the fair. For this effort, the Boosters receive a percentage of the gate.) The fair gate assignments are based upon participation in the program. Football, being the largest program, is given the most time slots to fill—usually consisting of all gates and all times on a given day. Sports with less participation are assigned significantly fewer time slots.

C. ATTEND MEETINGS

Each of the 20 varsity programs has one vote. Attendance at each meeting is important so that each team is equally represented. Meetings are scheduled at 7:00 p.m. the third Wednesday of every month. Currently, the meetings are held in the Teachers' Lounge in the High School. A Representative may send an alternate to the meeting if he/she is unable to attend. As these meetings are open to the public, parents, students, and coaches are welcome to attend.

It is the Representative's responsibility to obtain any relevant information from the meetings. Concession assignments, financial reports, and other pertinent information can be obtained by contacting a board member or another Representative. It is the Representative's responsibility to know his/her team's concession assignment dates and times.

III. REVENUE –THE FINANCE SIDE OF THE BOOSTERS

A purpose of the Chelsea Athletic Boosters is to generate money to support athletic programs in the Chelsea Schools

A. LOCATION OF FUNDS

Monies raised by the Boosters' efforts are generally deposited into either the General Fund account or a particular sport's Individual Team Account.

1. GENERAL FUND

Money from certain fundraisers and concession stand receipts are deposited in the General Fund.

a. SOURCES OF REVENUE

i. CONCESSIONS

Concession sales from the following events currently are deposited into the General Fund.

The events are:

- ✓ Varsity Football Games
- ✓ SEC District, Regional and State level games

ii. GOLF OUTING

Proceeds from the golf outing that is held on the second Friday in June each year.

iii. THE CHELSEA COMMUNITY FAIR GATE

The Boosters work with the Chelsea Fair Board and supply volunteers to work all the entrance gates at all times during the fair. Under the contract, the Boosters receive a percentage of the gate receipts above a threshold amount.

b. EXPENDITURES

i. ATHLETIC DEPARTMENT NEEDS

Money in the General Fund is used to assist the Athletic Department in areas where there is need and/or the budget is insufficient. Such expenditures are brought to the Boosters' attention by the Athletic Director and voted upon by the membership. Examples of uses of General Fund monies are:

- ✓ Providing funds to hire an additional athletic trainer in a given season
- ✓ Providing funds to purchase uniforms
- ✓ Providing funds to pay transportation costs
- ✓ Providing funds to help support additional teams at the Middle School
- ✓ Providing funds to help purchase weight room equipment for use by all athletes and students

ii. OPERATING EXPENSES

General Fund money is used to purchase products for the concession stands and to purchase and maintain Booster equipment like popcorn machines, grills, pizza warmers. It is also used to upgrade and/or build new concession stands.

iii. WISH LIST

In years where there is a surplus in the General Fund, the Boosters has voted on and approved the gift of a specific amount of money to the Athletic Program for a "Wish List." Once the amount of the gift is determined, the Athletic Director meets with the head coaches of all 20 Varsity programs. Collectively that group, ***not the Boosters***, decides how they "wish" the money to be spent. Examples of past Wish List purchases are:

- ✓ The scorers' table used at volleyball, basketball and wrestling
- ✓ Wind screens at the tennis courts
- ✓ Weight room equipment
- ✓ The break-through banner for cheerleading
- ✓ The timing systems for both track and swimming
- ✓ The "GUN" shooting machine for basketball
- ✓ Range ball tokens for golf teams
- ✓ Video and digital cameras and equipment
- ✓ Pitching machine for softball
- ✓ The volleyball net system
- ✓ A pole barn for storage near the track/football field
- ✓ The pool "wave eater"

2. INDIVIDUAL TEAM ACCOUNTS

The Boosters maintains an account for each sport. Money in these accounts is generated through team-specific fundraising and concession stand activities that are NOT designated as General Fund concessions. The coach upon approval from the Athletic Director may spend sport specific funds. These funds can be used to assist coaches in covering the expenses of their programs.

a. TEAM SPLIT CONCESSIONS

All net revenue from concession stand sales that are not designated General Fund events (see III A. 1. a. i., above) are divided equally between all 20 programs. First, fifty percent (50%) of the gross revenue from these concession events is deducted and placed in the General Fund to offset expenses. The remaining money is divided equally and deposited in each team's individual team account.

b. REGULAR SPLIT CONCESSIONS

There are events the Boosters decide are neither General Fund nor Team Split concession events. It may be that it is too difficult for the Boosters to provide volunteers or that concession revenues on average for that particular type of event or sport are deemed too small for the effort. Whatever the reason, concessions for such events may be provided by the particular team or teams that are hosting the event(s). Fifty percent (50%) of the gross revenue from a regular split concession event is deducted and placed in the General Fund to offset expenses. The remaining amount is deposited in the working team's individual team account.

It is important to note that these concession opportunities are not automatic. The Boosters may determine that Regular Split concession events are classified either as General Fund or Team Split events in order to increase revenue.

Examples of Regular Split Concessions are:

- ✓ Concessions at softball, baseball, soccer and swimming
- ✓ Concessions at scrimmages
- ✓ Concessions at the basketball Holiday Tournament

c. YEAR-END ACCOUNT BALANCE

By June 30, the end of the Boosters' fiscal year, each team may retain no more than \$500.00 in its Individual Team Account. This is due to the Boosters' status as a 501C3 non-profit organization. If a team must retain a balance larger than \$500.00 at year-end because it is saving funds for a project the following year a written explanation of the reason must be submitted to and be approved by the Athletic Director who will then pass the information on to the Boosters. The written explanation must include the reason for retaining the balance and the date of the anticipated expenditure. (A copy of the Year End Account Balance form is included below).

If at year-end a team's balance is greater than \$500.00 and the Athletic Director has not approved a written plan, any balance greater than \$500.00 may be assimilated into the General Fund.

d. USE OF BOOSTER FUNDS: MHSAA REGULATIONS

The MHSAA has rules regarding the use of funds for student-athletes. The Athletic Director must know of all expenditures for student-athletes and will require strict adherence to all MHSAA rules. See www.mhsaa.com for more information.

B. FUNDRAISING

Each sport is permitted to conduct two (2) fundraisers per year: one through the school and the other through the Boosters. The fiscal year runs from July 1 through June 30. Any money received after June 30, is counted as a fundraiser for the following year. No fundraiser should be conducted without prior notice to and approval of the Athletic Director. The permitted Booster fundraiser should not be conducted until approval has been obtained from the Boosters.

1. SCHOOL FUNDRAISER

The coach must receive prior approval for the fundraiser from the Athletic Director.

2. BOOSTER FUNDRAISER

The coach, either through the Athletic Director or preferably through the Booster Representative, must receive prior approval for the fundraiser from the Boosters.

3. COMMUNITY INVOLVEMENT

The purpose for requiring prior approval is to assist teams in their fundraising efforts and to help protect the community from being over-solicited for support. The Boosters attempts to maintain a list of fundraisers for all sports in an effort to help reduce the impact of fundraising on the community. Preference is given to those fundraisers that generate money from outside the Chelsea community.

IV. CONCESSION STAND OPERATIONS

A. PROCEDURES

A comprehensive list of both opening and closing procedures is located in the concession stand. All volunteers are strongly encouraged to refer to these lists to assist them in smoothly operating the concession stand. A Board member is assigned to each General Fund and Team-Split concession events. The Board member is there, NOT AS A WORKER, but as a reference for volunteers to assist them in understanding how the equipment works and to provide the start-up cash. The Board member will obtain items that are not in stock, like hot dog buns or popcorn oil. The Board member is available by phone during the event should problems arise. At the end of the event, the Board member will pick up the cash and confirm that all equipment has been properly cleaned and items are restocked.

B. DEPOSITS

The groups working the concession stand are responsible for counting the money at the beginning and end of the event. A reconciliation sheet is provided for that purpose. At the end of the event, money should be counted and double counted by at least two (2) people. They must sign the reconciliation form and turn it and the money over to the Board member for deposit.

When sorting the money, all bills should face the same direction and be grouped as follows:

- One dollar bills should be clipped together in groups of 25
- Five dollar bills should be clipped together in groups of 20
- Ten dollar bills should be clipped together in groups of 25
- Twenty dollar bills should be clipped in groups of 25

C. FINES

If a team is assigned to work the concession stand and fails to provide its own workers or to find another team to substitute in its place said team will be assessed a fine in accordance with the schedule set forth below:

1 no show = \$	
2 no shows = \$	
3 no shows = \$	
4 or more no shows =	maximum penalty

Dated: November 18, 2009