

## Banquet/Awards Ceremony Policy

The York Suburban All Sports Booster Club will provide up to \$125 reimbursement to all High School sports teams for their end of season banquet/awards ceremony. The money can be used to purchase any food or paper goods. An original receipt is required and must be attached to the Team Allocation Request Form. Combined team banquets are eligible for \$250 reimbursement.

1. Work with the coach to select a date for the team banquet and determine the format.
  - a. Team potluck with awards
  - b. Team awards followed by refreshments and/or desserts
2. Contact SP\5RZFOLIIH in the high school office to reserve the cafeteria for your event. She can be reached at (717)885-1270 ext. 8002 or [DURZFOLIIH@yssd.org](mailto:DURZFOLIIH@yssd.org).
3. Communicate the event details with the parents and Athletic Director. (School Board members attending the banquet often ask the Athletic Directors if dinner is included in the event.)
4. Inform the Athletic Director of any special needs for the event for example, overhead projector or DVD player.
5. Contact the Awards and Flowers Committee Chair to order awards. **You must provide at least a two week notice in order to receive awards.**
6. Determine if the Booster Club Representative or Coach is preparing the program.
7. Remember to include 9<sup>th</sup> grade and/or Middle School coaches in your plans if applicable to your sport.
8. Recruit parent volunteers to help with set up and clean up. The team is responsible for cleaning up the cafeteria including cleaning tables, moving tables back to their original position and flipping chairs on to table tops if that's how they were positioned when you arrived at the cafeteria. Please leave the cafeteria the way you found it.