**York Suburban All-Sports Booster Club**

**Policies & Procedures 101**

***What does YSASBC provide to our Athletes each year?***

* Senior Night Flowers
	+ 1 set (boutonniere and corsage) is provided to each Senior’s parents/guardians on Senior Night
	+ Team Rep should contact Rachel Andricos (r.andricos@gmail.com) with the date of Senior Night and the number of sets needed at least 2 weeks prior to the event.
	+ If Senior Night is postponed for any reason, Rachel should be contacted ASAP. The florist needs at least 24 hours in advance so we do not get charged.
* Senior Posters
	+ A date will be set for each season where Senior athletes will be asked to get their picture taken in uniform for their Senior Poster. These posters will be displayed at the appropriate areas during the season. Seniors will be given their poster to keep at the end of the season.
* Senior Scholarships
	+ Seniors may apply for a $1000 scholarship. Applications must be completed and submitted by the due date, appropriate to their sport. Athletes may only submit one application.
* Team Awards
	+ The information for Team Awards should be given to Rachel Andricos (r.andricos@gmail.com) at least 3 weeks prior to the banquet night. Rachel will place the order with Athletic Lettering.
	+ Each team will have an allowance of $50 for awards or $75 for combined teams. Any amount in excess of the allowance will be deducted from Team Account balances.
* Team Banquets
	+ Each team will have an allowance of $125 for the annual banquet or $175 for combined teams, provided the banquet is held on YSSD property.

***How can Teams earn money?***

* **CONCESSION STAND**
	+ YSASBC will hold three meetings during the year where Teams will sign up to work the Concession Stands for various sports events.
		- Teams will be “paid” $50 per volunteer. The number of volunteers required is as follows: Fall/Football games – 6; Winter – 3; Spring - 2
		- “Payment” will be applied as a credit to the Team Account.
* **FUNDRAISER, TOURNAMENT OR CHARITY NIGHT**
	+ Teams may have one fundraiser and one tournament **or** one charity night – along with working the concession stand at various sports events.

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|  | **FUNDRAISER** | **TOURNAMENT** | **CHARITY NIGHT** |
| Coaches or Team Rep must submit appropriate contract at least 2 weeks prior to planned event. | XFundraiser Contract | XTournament Contract | XCharity Night Contract |
| Must be approved by… | AD, YSASBC Exec Board | AD, YSASBC Exec Board, YSSD Admin | AD, YSASBC Exec Board |
| Coach and Team Rep must attend meeting with AD to discuss contract details. |  | X |  |
| Must follow district policy on fundraising. | X |  |  |
| All monies earned must be submitted to YSASBC for deposit into Team Account. A Deposit Form must be completed and signed. | X | X | X |
| The Team is responsible for all expenses related to event and must be submitted to YSASBC for payment. A Team Allocation Request Form must be completed and signed, along with attaching all supporting documentation. If the event results in a net loss, it will be a reduction in the Team Account. | X | X | X |
| If start up cash is required for the event, a Team Allocation Request Form must be completed and submitted at least 2 weeks prior to planned event. If the Team Account does not have the sufficient funds for this request, the cash will NOT be available for use. | X | X | X |
| If the Team requests to borrow YSASBC equipment, an Equipment Rental form must be completed. If the equipment is returned broken and/or uncleaned, the Team will be charged the replacement cost. | X | X | X |
| One event per school year. | X | XTournament **or** Charity Night | XTournament **or** Charity Night |
| May have bake sale; t-shirt sale; donation jar, etc. NO RAFFLES or 50/50’s. | X | X | X |

***Team Accounts***

* YSASBC maintains an accounting for each team for all activity during the school year. It is mandatory that all revenues and all expenses be submitted to YSASBC. A google spreadsheet is updated weekly to reflect the current Team Account balance.
* Any questions regarding the Team Account balance should be directed to Laura Klinedinst, President at lauraklinedinst@hotmail.com AND Lori Rudy, Treasurer at lorirudyr8@outlook.com.
* To submit revenues – a Deposit Form should be completed and signed. This form, along with cash/checks should be put into the Booster Club mailbox.
* To submit expenses – a Team Allocation Form should be completed and signed. This form, along with supporting documentation should be put into the Booster Club mailbox. Team Account balances must have the appropriate funds before any expense is paid.
* For team allocation requests, it is required that the expense benefit the entire team, with the exception of:
	+ Senior gifts – limited to $30 per Senior.
	+ Coach gifts (for those who are NOT paid by YSSD) – MUST be in the form of a gift card not to exceed $250 per volunteer Coach.
* Teams may carry forward a balance to the following school year not to exceed $2500, but must be spent in that school year. (ie - $2500 earned in 23/24, must be spent in 24/25). The school year runs from 7/1 to 6/30.