

**York Suburban All-Sports Booster Club**

**Policy and Procedure Manual**

**(Adopted September 9, 2024)**

**Revisions: 11/11/24**

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**YSASBC Operations**

**Purpose**

* To support the athletes and coaches of the York Suburban Senior High School.
* To involve parents, coaches, and athletes in Club activities to promote school spirit.
* To provide funding to supplement the needs of the athletes and to reward athletes for their leadership and athletic ability.

**Structure**

* Executive Board: President, Vice-President, Secretary, Treasurer (each allowed one vote)
* Board: Committee Chairpersons, Team Representatives (each allowed one vote)
* Other: York Suburban Senior High School Athletic Director will support the YSASBC in a supervisory manner. (non-voting member of the YSASBC)
* The term “athlete” in this document includes the actual athlete and the team manager.

**Fiscal Year**

* July 1 to June 30, annually.

**Loans**

* YSASBC will not “loan” any monies to any sports teams.

**Meetings and Quorums**

* Meetings held during the months of August through May, each school year.
* Meeting schedule will be set by the President at the beginning of each school year.
* Business may be conducted during meetings, zoom meetings, or via email communications sent out directly by the President or Secretary.
* Quorum for conduction business is 2/3 of Executive Board and Board members. This number will vary from year to year.
* The YSASBC financial statements and Team Account spreadsheet will be provided at each general meeting, along with the meeting agenda and previous meeting minutes.

**Provisions from YSASBC**

* Senior Night Flowers
	+ 1 set (boutonniere and corsage) is provided to each Senior’s parents/guardians on Senior Night.
	+ Team Rep should contact the Awards & Flowers Chairperson at least two weeks prior to 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 scholarship. Applications must be completed and submitted by the due date, appropriate to their sport. Athletes may only submit one application per season but can only be awarded one scholarship for the school year.
* Team Awards
	+ Each team will have an allowance of $50 for awards or $75 for combined teams. Any amount more than the allowance will be deducted from the Team account balance.
	+ The information for Team Awards should be given to the Awards & Flowers Chairperson at least 3 weeks prior to the banquet night. Awards will be ordered from Athletic Lettering.
* 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 York Suburban School District property.

**Missed General Meetings by Team Representatives**

* With notification to the President or Secretary, may miss one meeting per year without action being taken.
* Team Representative should make every attempt to find a substitute to attend so that the sport team is represented.
* If the scheduling meeting is missed for regular season games, the sports team forfeits working for that season.
* If the special event sign-up meeting is missed, the sports team will be assigned a time to work.
* If more than one meeting is missed, a fee of $50 will be deducted from the Team account for each missed meeting.

**Missed Concession Assignments**

* Need to notify indoor/outdoor concessions manager and President ASAP so we can find another team to work the event.
* If time, an email will be sent to all representatives. The team that replies first will get to work the event. Each team will be allowed to pick up only one extra event.
* If there is no time to replace a team, the indoor/outdoor concession manager or any available officer can work and credit will be applied to the appropriate sport team.
* If more than one assignment is missed, the team will forfeit the next selection for regular events.

**Concessions**

* Number of Volunteers
	+ Football Games – 4, unless otherwise noted (approx. 6:30 to 9:30)
	+ Homecoming Thursday – 2 from 5:30 to close; 2 from 6:30 to close
	+ Soccer Games – 2 (approx. 5:45 to 8:45)
	+ Indoor Games/Matches – 2 (approx. 5:30 to 8:30)
* Teams are “paid” for working concessions via a credit to the appropriate team account in the amount of $50 per volunteer.
* Students may volunteer, however must work with an adult volunteer. (Ratio – 1:1). Students may not work the back line preparing food.

**Stipends**

* At the discretion of the Executive Board and financial status, Officers will be paid a stipend for their service each fiscal year.
* The Officer stipend is set at:
	+ President $1500
	+ Vice-President $ 500
	+ Secretary $ 500
	+ Treasurer $1500
* Additional stipends are as follows:
	+ Concessions Buyer (fall $500 and winter & spring $250) $ 750
	+ Outdoor Concessions Manager (fall & spring) $1500
	+ Indoor Concessions Manager (fall) $ 250
	+ Indoor Concessions Manager (winter) $ 250
	+ Indoor Concessions Manager (spring) $ 250
* Each Officer has the option to refuse the stipend and donate it back to the Club. Upon accepting the stipend, a Form 1099-Misc will be issued for any amount received over $600, as required by the Internal Revenue Service.

**Scholarships**

* Each year the Club will provide the opportunity for senior student athletes and managers to earn scholarships. The Executive Board will determine the number and total amount of scholarships awarded in April of each school year, based on the Club’s current financial status.
* *Eligibility* - Student athletes and managers must be a senior, twelfth grade academic level. They must be a participant or manager on a York Suburban Senior High School sports team during their senior academic school year. All applicants must be in good standing in their respective sport~~s~~, not having been dismissed from the team for unsportsmanlike conduct or having voluntarily quit the team. Applicants must plan to attend a college, university or tech school in the Fall following their graduation date.
* *Application Process* - Applicants must submit an essay to answer a question about their sports experience at York Suburban. The student athlete’s or manager’s coach must also submit a recommendation for the applicant. Submissions are completed online using the Club’s website. The student number issued by the York Suburban School District will be used to submit the application to retain anonymity. An application can be submitted for each season in which the applicant played or managed a sport; however, the applicant can only earn one scholarship per school year.
* *Evaluation* - Essay answers along with the coach’s recommendations will be reviewed by a group of no less than three (3) evaluators chosen by the Club. All evaluators cannot have a connection to the current senior class. Entry is scored based on the content relating to the benefits of sports experienced during school, the effects of the sport on your future, employment and lifestyle and for structure, readability and flow. Applicants whose scores are tied at the end of the evaluation will be grouped and a lottery will be held to determine the recipients.
* *Application Deadlines* - There will be three deadlines throughout the year for the fall sports season, the winter sports season, and the spring sports season. Specific deadlines dates will be updated yearly and posted on the Club’s website. In addition, all Club team sports representatives will relay the deadlines to their respective coaches and student athletes and managers.
* *Scholarship Award Presentation* – Each recipient will receive notification of the scholarship award at the end of year Awards Ceremony in May of each school year.
* *Payment of Scholarship* - All recipients must provide YSASBC with documentation that proves acceptance and future attendance to the college, university, or tech school. Scholarship checks will be written directly to the institution. To obtain the payment information for the institution, the club can work with the YS Dollars for Scholars since they have direct access to that information.

**Sources of YSASBC Revenues**

* Membership Dues
* Concession Stands, net of expenses
* Magnet and Signs Rebate
* Rosebowl, net of expenses
* Hoops for Harmony, net of expenses
* Herb Schmidt, net of expenses

**YSASBC Committees**

The Executive Board may establish committees, as needed. Likewise, the Executive Board may disband a committee if the committee’s need or purpose no longer exists. The current committee and chairperson duties are as follows:

**AWARDS & FLOWERS CHAIRPERSON**

Responsible for ascertaining eligibility and obtaining awards in accordance with established Club guidelines. Obtain and distribute flowers for senior night to either the Team Representative or to the Team Coach.

**CONCESSIONS BUYER**

Responsible for purchasing supplies and food as needed for the indoor/outdoor concession stands, along with maintaining inventory to prevent waste. The Buyer shall prepare and maintain the inventory being transferred between indoor/outdoor for each Fall, Winter, and Spring season. The Buyer shall work with the Club’s Executive Board to establish a budget for purchasing inventory, and work with the Indoor/Outdoor Concession Chairs to set prices.

**INDOOR/OUTDOOR CONCESSION CHAIRPERSONS**

1. The indoor/outdoor concession committee will consist of two Club members who are responsible to abide by the agreement between the Club and the York Suburban Music Boosters Association. This committee is also responsible for reporting back to the Club any issues with the outdoor stand (i.e., supply needs, maintenance concerns, etc.). If this position is co-chaired, only one chair will have a vote during the general meeting.
2. The outdoor concession stand shall be run by both the York Suburban Music Boosters Association and the Club combined. The Club shall appoint one Concession Manager to be present at all activities including but not limited to: Fall sports events, Spring sports events, and the Herb Schmidt Relays (YS relays). The stand cannot be used for non-booster club run events.

## **FUNDRAISING CHAIRPERSON**

Responsible for coordinating and managing all fundraising activities sponsored by the Club. This includes coordinating the activities with school authorities as well as arranging for Club members or volunteers to staff and conduct said events. The Chair is also responsible for the Magnet and Yard Sign orders, which will be organized and placed three (3) times throughout the school year.

## **HERB SCHMIDT RELAYS CHAIRPERSON (YS RELAYS)**

Responsible for coordinating all activities relative to the Herb Schmidt Relays event which typically occurs in April. The committee members are chosen in November and should have their first meeting in December. Responsibilities include arranging for volunteers to work individual track and field events, advertising sponsors, scheduling, program, and vendors. These responsibilities are delegated to committee members and the Chair ensures that all duties are completed. The Chair will also run all committee meetings that are held at least monthly from December until the event date.

## **MEMBERSHIP CHAIRPERSON**

Responsible for promoting membership, collecting annual membership dues, and maintaining and revising the membership records of the Club. The Chair is also responsible for mailing the one-time passes out to the members. The York Suburban All-Sports Booster Club membership form should also be marked to indicate the mailing date said passes.

## **SCHOLARSHIP CHAIRPERSON**

Responsible for recruiting four other members of non-seniors to aide in the selection process. The committee will have sole responsibility to review the applications and selecting the recipients. Chairperson cannot be a member who is a parent of a senior.

**SENIOR POSTER CHAIRPERSON**

Responsible for collecting Senior athlete names from all coaches each Fall, Winter, and Spring season. In addition, the Chair is responsible for scheduling and overseeing each photo session, along with placing the poster order.

## **SPIRITWEAR CHAIRPERSON**

Responsible for ordering clothing and other items to sell with the purpose of encouraging and developing school spirit among the students, school district staff, parents and community.

## **VOLUNTEER SCHEDULER**

Responsible for coordinating all activities requiring the Club to provide volunteers to staff an event. These events include, but are not limited to, indoor and outdoor concession stand workers, tournament ticket takers, and various work assignments associated with the Herb Schmidt Relays (YS Relays). The Team Scheduler is also responsible for providing the activities list (Fall, Winter, Summer) to the Executive Committee.

## **WEBMASTER**

Responsible for maintaining the Club’s website. This includes, but is not limited to, posting of the Club meeting dates, meeting minutes, contact list, forms and any other additional information that is contained on the site, and/or social media platforms (Facebook, Twitter, Instagram, etc.).

**Big Orange Café (BOC)**

**Split between York Suburban All-Sports Booster Club (YSASBC) and York Suburban Music Booster Association (YSMBA)**

Per YSSD agreement, any operation of the Big Orange Café must include equal participation by the YSASBC and the YSMBA (equipment, maintenance, volunteers & concession sales).

The physical building of the BOC is the responsibility of YSSD. All equipment and contents (everything that is not fixed to the structure) is the responsibility of YSASBC and YSMBA. Cleaning is also the responsibility of the two organizations. YSSD will handle the fire extinguishers and kitchen hood inspection costs. Insurance on the building and its contents is covered by YSSD insurance.

All revenues and expenses are to be split between the two organizations - 50/50. Specific revenues and expenses include:

* REVENUES
	+ Concession sales
	+ Rebate or % kick-back from all food trucks (Bricker’s French Fries, Kona Ice, etc.)
* EXPENSES
	+ Concession inventory purchases
	+ BOC Manager stipend
	+ BOC Buyer stipend (fall and spring)
	+ Equipment and maintenance expenses
* Decisions on purchases of equipment and/or maintenance expenses shall be agreed upon by both organizations, as well as decisions made about the BOC food and drink menus.

|  |  |  |
| --- | --- | --- |
|  | Rosebowl & Fall | Herb Schmidt & Spring |
| Concession Sales (cash & square) | X | X |
| Food Truck Rebates | X | X |
| Inventory Purchases | (X) | (X) |
| Adjustments (+ or -) to Inventory (move from event or season to another) | \_\_\_\_X\_\_\_\_ | \_\_\_\_X\_\_\_**\*** |
| Net Profit | **XX** | **XX** |

\*Inventory that remains on hand at the end of the school year shall be included in the calculation for that school year.

|  |  |
| --- | --- |
| Rose Bowl & Fall Net Profit | XX |
| Herb Schmidt & Spring Net Profit | XX |
| Big Orange Café Manager Stipend | (XX) |
| Buyer Stipend (Fall & Spring) | (XX) |
| Equipment or Maintenance Expense (BOC) | (XX) |
| **Amount to be split between YSASBC and YSMBA 50/50**  | **XXX \*\*** |

\*\*This number is assuming any equipment or maintenance expenses are paid for by YSASBC. If YSMBA pays for equipment or maintenance expenses, the amount to be split would be adjusted accordingly.

**YSASBC Concessions**

**OPENING BIG ORANGE FOR THE MANAGER**

**Before Event:**

* Work with buyer and exec board for pretzel order and pick up.
* Work with buyer and exec board for preparation of taco meat.

**Upon Arrival:**

* Arrive at the stand 30-45 minutes before the scheduled event start time
* Count start-up money and add to log before putting in the drawer (If smaller event, only one money drawer is utilized)
* Open the windows (for anything other than football game, only open the side window and left front window) after the cash is counted and in drawers.
* Turn on the water and power for the coffee maker – Behind the Pepsi fridge, the back of the coffee maker and the front of the coffee maker
* Wipe all counters with Clorox wipes before preparing or serving food. Wipes are under hand washing sink
* Turn Hotdog roller on high
* Add water to the nacho cheese warmer to heat can of nacho cheese. Cheese is in the fridge. If you need a second can, open it and pour cheese into can already in the warmer.
* Re-stock drinks and paper products (make a note if this was not done at the end of the previous event)
* Set up condiments for hot dogs/hamburgers and coffee, on the counter by side window. Prefilled trays in fridge.
* Prep Ingredients for Loaded Nachos – Salsa, Lettuce, Sour Cream, Taco Meat
* In warmer weather, chocolate candy will be stored in the refrigerator
* The food warmer to the right of the griddle needs water in the bottom and broth in the pan used for hamburgers. Make burgers on griddle top, 20-40 for small event and 40-80 for large event, place in pan with broth.

**After Event**

* 2nd count cash in drawers. Fill out deposit form and pull deposit. Place in labeled envelope.
* Make sure drawers have starting cash ready for next event, use extra change if needed from cabinet. Let exec board know if you need more change.
* Place everything back into cabinet and lock, include iPad and credit card dock.

**FOOD PREPARATION FOR BIG ORANGE CAFÉ**

**Hot Dogs**

* Set hotdog rollers to high
* Place 12 hot dogs on rollers (if a larger event, fill the rollers)
* When hot dogs start to brown, reduce heat to low
* Once hotdogs are ready, wrap them in foil and place on top of the warmer, hotdog side down.

**Hamburgers**

* Turn on griddle to make hamburgers, small event 20-40, large event 40-80.
* Food warmer to left of griddle, add water to bottom of pan and broth in pan to keep burgers warm.
* Make and wrap both hamburgers and cheeseburgers in foil and place under warming lamp.

**Nacho Cheese Warmer**

* Add water to the warmer to the fill line and plug warmer in to the left of the grill.
* Add a large can of cheese sauce and replace the collar and lid.

**Loaded Nachos/Walking Tacos**

* The meat should be pre-made and in the refrigerator. If not, find seasoning in the cupboard and beef in the fridge. Use the grill to make taco meat.
* Heat meat in the microwave then place in the crockpot at Loaded Nacho station (Behind Pepsi fridge)
* Use plastic containers with lids for all other ingredients (ice in container for sour cream)
* From right to left – meat, shredded cheese, lettuce, salsa and sour cream
* Assemble Loaded Nachos.

**Pretzels**

* Wrap with wax paper and place in pan next to heat lamp.
* Fill small cups with cheese and place on top of heat lamp

**Coffee Maker**

* Turn on the switch on the front of the coffee maker and the hot water switch on the back of the coffee maker.
* Use Keurig to make coffee by order
* Serve in 12 oz cup with lid

**Instant Hot Chocolate**

* Add one 2 oz cup of hot chocolate mix to 12 oz cup.
* Fill cup with hot water
* Stir and serve with Lid

**CLOSING AND CLEANING INSTRUCTIONS FOR BIG ORANGE CAFÉ**

Closing may begin as the game is winding down. When the stand has down time, volunteers can wash, sanitize and dry dishes and utensils and restock beverages. Starting clean up early ensures that everyone gets out at a reasonable time. If the stand is busy, closing may not be possible until the end of the event.

**REMEMBER – WE ARE HERE TO RAISE MONEY FOR OUR STUDENT ATHLETES!**

**Selling Remaining Food**

* Use discretion. If the crowd is sparse, try a buy one, get one free sale before giving food away. Do not give away anything that can be sold at the next event.

**Food Storage**

* Place any leftover food in containers or Ziploc bags and label the item with the date and place it in the fridge. Chocolate candy should be put in the fridge.

**Restock Beverages**

* **This can happen throughout the event to ensure the fridge is always full. Restocking is important so that drinks are cold for the next event.**
* **When you leave for the night, both front beverage refrigerators should be fully stocked.**
* Warm cases of drinks can be put in the large fridge at the back of the stand if there is room

**Washing dishes**

* Wash all dirty dishes using the process below:
	+ Left sink, wash dishes in soapy water
		- Below sink turn black handle to the left to close drain
		- Turn on hot water
		- Push soap button (above sink) and hold to add soap
		- Use sprayer to add hot water.
	+ Middle sink rinses dishes with hot water from sprayer or water in bottom of sink
	+ Right sink
		- Below sink turn black handle around to the left to close the drain
		- Fill the sink halfway with hot water
		- Hold disinfectant button (above sink) for 5 seconds to add disinfectant
* Dry all dishes with clean towels (located in cabinet beside the sink)

**Hot dog Roller**

* Wash rollers completely – turn on high and wipe across rollers with soapy towel or steel wool
* Wash plastic cover
* Remove spill tray and wash completely
* Turn off and unplug roller when complete

**Microwave**

* Wash inside thoroughly to remove all splatters and spilled food

**Countertops and Floors**

* Clean all countertops with Spray bottle containing bleach solution
* Sweep Floor and wipe up any spills
* Remove mats and mop floor

**Garbage**

* Break down any cardboard and place outside concession door.
* Empty concession stand garbage, secure tightly and place outside concession door.
* Place new trash bag in garbage can

**Roll Down Windows**

* Roll down onto old towels to insulate
* Secure on each side by sliding the lock in place.

**Count Cash**

* The Concession Stand Manager and one other adult will be needed to follow cash counting procedures

**Unplug the following:**

* Food Warmers
* Hot Dog Roller
* Crock Pots – make sure interiors are clean and ready for next use

***\*\*\*\*TURN OFF THE WATER TO THE COFFEE MACHINE\*\*\*\****

**Turn off the following**:

* Grill
* Coffee Pots
* Hot Water Dispensers
* Lights

**Close the Door (door will automatically lock)**

**OUTDOOR CONCESSION STAND INFORMATION FOR VOLUNTEERS**

**Start of shift**

* Be sure to sign in so that your team/group gets credit for your time.
* Make sure you are wearing a hat and have long hair pulled back.
* If working with food, please make sure to wear gloves.
* Help stand manager with set-up that still needs complete.

**During event**

* Wipe all counters before preparing or serving food. Keep clean throughout the event.
* Make sure all supplies are refreshed and restocked
* If money needs emptied or need additional change, please let the manager know.
* Empty trash and break down cardboard as needed. All trash and cardboard is placed outside the concession doors towards the bathrooms.
* Keep up with dishes
* Hang any wet laundry over the sides of the hamper to air dry.

**End of Night**

* Help manager with clean up and closing of the stand.
* One adult volunteer will need to count all monies in the drawer. Fill out and sign the deposit slip. Manager will do the 2nd count.

**Indoor Concessions Set-Up by Indoor Manager**

**Start**

* Arrive around 5-5:15pm to set-up stand
* Custodial staff will have 3 tables and trash can in lobby
* Count change drawer at set up and have ready for workers. Administration working the game will get you the drawer out of the vault.
* Keep supply closet key in the change drawer in case they need to restock during event.
* From the supply closet in the auditorium, pull out the following:
* Drink cooler
* Hot dog roller cart
* Bakers rack with candy

 See diagram below for layout of set up.

**End**

* End of night help to put things away in closet and take a quick inventory.
* 2nd count drawer, pull deposit and forward information to exec board.
* Give drawer with start-up money and deposit envelope to Admin working the game to place back in the vault.
* Rotate stock and work with buyer on inventory and restocking stand.

**Hot Dogs**

* Depending on season will depend on how many hot dogs to put on rollers to start.

 (Fall/Spring 6-8, Winter 10-12)

* Rolls will need bought frequently keep an eye on them.

**Walking Tacos**

* Will need to decide with buyer and exec board who will cook the meat.
* Use crockpot to keep warm during event
* 1/4c scoop for each bag, with choice of toppings to be added by worker. No lettuce per custodial staff. Will need a foil pan with ice (trainer room) to keep toppings cold. Usually salsa, cheese and sour cream in plastic containers with resealable lids.
* Usually just served during winter session.

**Pretzels**

* Work with buyer and exec board to figure out orders and who will be placing them and picking them up for each game.

**Indoor Concessions**

Indoor Concession manager will have concessions set-up by 5:30pm.

Please arrive by 5:30pm on day of assignment.

Must have one adult working the stand at all times.

At the end of the shift, the concessions manager will help tear down and put supplies back in the supply closet.

One adult will need to count all monies in the drawer. Concessions manager will second count, pull deposit and forward information to buyer and treasurer.

Please restock all drinks and candy from supply in closet.

Please keep supply closet door closed during shift, a key is in the money drawer when you need access.

Please make note of anything that is low or ran out of for the manager.

Concession manager and buyer will keep inventory of all products in the supply closet.

See binder in supply closet for contact information and deposit forms

Use discretion when making more hotdogs. At end of the night, sell any leftover food, hot dogs and pretzels, at a discount price. (2 pretzels for $1) DO NOT sell anything that can be used for the next night’s game. (Candy and drinks) If still some food left, give it to our players.

**HOT DOG ROLLER**

* Wash rollers completely – turn on high and wipe across rollers with soapy towel or steel wool
* Remove spill tray and wash completely, reline with new foil.
* Turn off and unplug roller when complete

 **CROCKPOT FOR WALKING TACOS**

* make sure interiors are clean and ready for next use. Unplug and place on rolling cart.

**YSHS Teams**

**Team Accounts**

YSASBC will maintain a separate account for each sports team. It is mandatory that all receipts and expenses be submitted to the YSASBC. All financial transactions for a team will be accurately recorded in the appropriate team account.

**Submission of Revenues**

A Deposit Form should be completed and signed. This form, along with cash/checks should be put into the Booster Club mailbox.

**Submission of Expenses**

A Team Allocation Form should be completed and signed. This form, along with the supporting documentation should be put into the Booster Club mailbox. Team Account balances must have the appropriate funds before any expense is paid.

**Team Account Expense Limitations**

It is required that a team 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.

**Team Account Balance**

* A google spreadsheet is updated weekly to reflect the current Team Account balance. All Team representatives and coaches will have given the link for this google spreadsheet at the beginning of the school year.
* Teams may carry forward a balance to the following school year not to exceed $2500 and must be spent in that school year. (i.e. $2500 earned in 23/24, must be spent in 24/25). The school year runs from 7/1 to 6/30.

**Team Options to Raise Money**

* **CONCESSION STAND**
	+ YSASBC will designate three scheduling meetings during the year where Teams will sign up to work the Concession Stands for various sports events. All Teams will be given equal opportunity to sign up for the sports events. Team Representatives or Team Coach must be present at these scheduling meetings.
	+ Any team that did not get a regular season work assignment and in good standing with attendance will get first chance to work a district/playoff game. If they pass, an email will be sent to all team representatives and the team that replies first will get to work the event. A team can only work one district/playoff game per season.
	+ Teams will be “paid” $50 per volunteer. The number of volunteers required is as follows: Fall/Football games – 4; Winter – 2; 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. Refer to end of section for description of these events.
	+ The fundraiser must comply with the York Suburban School District policy on Fundraising.
	+ If for any reason the fundraiser results in a deficit (loss), the Team will be held responsible and required to bring their Team account to zero. YSASBC will not be responsible for covering any such deficit (loss).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 |

**Fundraiser vs. Charity Night Defined:**

**Fundraiser**

* 100% of profits go to the Team Account.
* Examples: Blast Athletics, Pay Calendars, Dine-Out Nights, Chicken BBQ’s, Bingo and Raffle Baskets (only IF the Club has a Small Games of Chance license)

**Charity Night**

* At minimum, there is a 70/30 split between the Team Account and the Team’s charity of choice. A team may decide to increase the percentage that is paid to the charity.
* Methods of raising money are: Spirit wear sales, Bake sale, Donation Jars, Admission (ticket sales) \*\*, Silent Auction (no Small Games of Chance needed), Raffle Baskets (only IF the Club has a Small Games of Chance license)
* \*\* The Team MUST contact the YS Athletic Director one week in advance of the game/match/meet to discuss the ability to collect admission. This is NOT a YSASBC matter.
* NOTE – if YSASBC hosts a concession stand/table for that game/match/meet – proceeds remain with YSASBC since another Team is working the concession.

**Team Representatives**

*“THE TEAM THAT SUPPORTS THE TEAM”*

YSASBC recognizes your hard work and willingness to volunteer, as a token of appreciation, the Club will provide each representative with a pass that is good for all regular season home games during the school year.

Team Representative Responsibilities are:

* Attend ALL Booster Club meetings, even when your sport is not in season.
* Recruit YSASBC members by encouraging parents/guardians to join during the sports season for your team.
* Encourage volunteers from your team to cover Team commitments, which earns your Team money.
* Oversee Booster Club volunteer commitments. Inform your parent/guardian volunteers about the indoor and outdoor concession stand and for other YSASBC events.
* Order flowers for senior parents/guardians for Senior Night by contacting the Flowers and Award Committee Chair at least two weeks prior to the event.
* Order trophies/plaques/awards for the end of season banquet by contacting the Flowers and Awards Committee Chair at least three weeks prior to the event. Work with the Coach to obtain the details of the awards.
* Promote YSASBC Scholarships to senior athletes. Additional information can be found on the website at [www.ysboosters.org](http://www.ysboosters.org)
* Coordinate end of season Team banquet.
* Work with the Coach for team purchases and fill out the Team Allocation Request form on their behalf. Remember to include receipts with the form.
* Promote the Booster Club website: [www.ysboosters.org](http://www.ysboosters.org)
* Recruit new persons for open board and/or committee positions.
* Recruit a new Team representative the year your athlete is graduating. If possible, have them shadow you during your final year so they are comfortable taking over the following year.

**YSASBC Forms**

*(all forms updated 7/24)*

**Contracts**

* Charity Night Contract
* Equipment Rental Contract
* Fundraiser Contract
* Tournament Contract

**Deposit Form**

**Team Allocation Form**

**Membership/Volunteer Form**