***ANAMOSA BLUE RAIDERS ATHLETIC BOOSTER CLUB***

POLICIES

***The Anamosa Blue Raider Athletic Boosters have the authority to amend or***

***waive any of the following policies with a majority vote.***

***Athletic Booster Clothing Sales***

The Booster club will sell non-specific Anamosa athletic apparel. Sport specific apparel will not be sold by the club unless approval has been received from the varsity head coach of a particular sport.

***Concession Stands Chair Responsibilities***

All Booster Board members will be expected to participate on a concession stand committee during a particular sport season. An annual schedule of responsibility will be determined at the July Board Meeting. The committee will be responsible for:

* making sure there is a Booster Board member to open and close each home event.
* working with the Activities Department to staff parent volunteers to work at each home game and recruiting volunteers where there are gaps.
* maintaining the necessary food and supply inventory.

***Concession Stands Tabs***

Tabs for concession stand items are not allowed. Concession stand punch cards will be available for sale at any concession stand.

***Concession Stands Utilization by other Organizations***

Concession stands at the High School, Softball, and Baseball diamonds can be used by other requesting organizations. Requests should be made to and granted by the Booster President or Vice-President. Organizations will be responsible for returning the concession stands to the original manner prior to usage and providing their own food items for sale. Non-disposable items can be utilized as needed. An organization can choose to use Booster soda pop, Gatorade, water, and candy. Such organizations will be responsible for tracking usage and submitting quantities used to the Booster President or Vice-President after the event. The organization will be charged an approximate booster cost with notification of this amount made before the event. Paper products can be used for a flat $25.00 per event or the requesting organization may provide their own. Popcorn, popcorn oil, and salt can be used without charge.

***Election of Officers***

Athletic Booster Officers shall include President, Vice-President, Secretary, and Treasurer. Board Members are elected to a position for a one year term. All elections will occur at the May Board Meeting to take effect on July 1st of the current year. Nominations will be taken from Board Members and a ballot vote will occur to determine officers. Officers can be elected to a one year additional term in the same office.

***Equipment Purchases***

Requests will be considered from the Activities Director and/or individual coaches for team equipment for a particular sport if adequate funds are available after uniform purchases are made.

***Fall Ad Sales***

At the June Board meeting, a list of potential businesses will be distributed among Board Members for solicitation. Businesses will be offered the opportunity to advertise in the Athletic Program published and distributed by the Activities Department. Ads and payments will need to be collected by all Booster Board Members and returned to the Activities Department no later than August 1st of each year.

***Foundation Donation***

The Anamosa Blue Raider Athletic Boosters will support the activities of the Anamosa School Foundation annually through an apparel donation in the amount of approximately $50.00.

***Fund Raisers - Other***

The Anamosa Athletic Booster Club may host other fund raisers as determined and pre-approved by the Activities Department.

***Misc. Booster Purchases***

Purchase of items needed by the Anamosa Blue Raider Athletic Boosters, with the exclusion of food items and concession stand supplies, shall be limited to $250.00 without prior approval from the Board.

***Post Prom Support***

The Anamosa Blue Raider Athletic Boosters will support the activities of the Junior/Senior Post Prom event on a yearly basis assuming the occurrence of such an event. Support will include a $250.00 cash donation. Payment will be made by the Booster Treasurer annually upon confirmation of the planned event.

***Request for Funds Process***

Coaches requesting funds for uniforms, equipment, etc. are required to fill out a Request for Funds form. This form must be completed in its entirety, approved by the Activities Director, and submitted to the Booster President at least two business days prior to the Board meeting to be considered. The Anamosa Blue Raider Athletic Boosters ask that the coach or Activity Director attend the Booster meeting to answer questions regarding the request. If no one is present to answer questions regarding the request, the request may be tabled until the next scheduled Booster meeting. If a decision is made, the Booster President will notify the coach and/or Activities Director of the Board’s decision following the meeting. Once the purchase has been made, an invoice will be submitted to the Booster Treasurer for payment of the approved amount. If the invoice is more than the approved amount, but less than 5% higher, (up to $100.00 maximum), payment will be made. If the invoice is greater than 5% more than the approved amount, only the approved amount will be paid and the Activities Director will be notified. Requests for funds beyond the 5% will need further approval from the Boosters at their next scheduled meeting. If the treasurer has questions regarding the invoice, he/she may defer back to the Board for approval.

***Selling items for other programs from Concession Stands***

Other organizations will not be allowed to sell items from an Anamosa Blue Raider Athletic Boosters concession that would be in direct conflict with current concession sales, i.e. food items. An organization requesting that non-competing items be sold from a concession stand will not be allowed to do so without prior consent from the Board.

***Student Athletic Scholarships***

Four $500 Athletic Scholarships will be awarded each year to a graduating high school senior attending a post-secondary educational institution. Applications will be made available through the schools’ Guidance Office. A committee of 3-4 Booster Board members will be established to review the applications. After the deadline for application, a Booster Scholarship Committee member will pick up the applications. Applications will be reviewed by the established committee and the four selections will be shared with the Guidance Office. The Committee will then be responsible for announcing the scholarship winners at the Senior Awards Night. Scholarship checks will be distributed by the Booster Treasurer after the receiving student has completed their first semester of college and is actively enrolled for their second semester. Scholarship funds can be used for college tuition, room and board, and college class required books.

***Referees/Umpires Game Day Gratuities***

Food and drink items will be provided to referees and umpires at no charge.

***Tournaments - Booster Sponsored***

The Anamosa Athletic Blue Raider Booster Club can choose to hold youth sport tournaments for additional fundraising opportunities. A date shall be selected and approved by the Athletics Department. Cost for the usage of gyms and fields shall be waived in such events. Costs for utilization of janitors, cooks, or any other necessary Anamosa Community School District staff shall be the responsibility of the Booster club. Events shall be staffed by Booster members and any other willing volunteers. Student volunteers are also encouraged. Local teams participating in the tournament can either choose to pay the tournament entry fee or have parents volunteer to cover needed shifts at the tournament at the discretion of the Athletic Boosters.

***Tournaments- School Sponsored***

When there is a school sponsored youth tournament, the Anamosa Blue Raider Boosters may be requested to host the concession stand for the event. All proceeds from the concession stand will go to the Boosters. The Boosters will be responsible for staffing the concession stand and for all expenses associated with the concession stand. All other tournament costs will be the responsibility of the program hosting the tournament. At the discretion of the hosting program, volunteers (non-concession) coordinated through the program hosting the tournament and working the tournament may receive one drink and one food item from the concession stand. Tickets will be given to the program hosting the tournament for distribution to the volunteers. Volunteers will need a ticket to receive the food items. The hosting program will be charged an approximate booster cost for the drink and food items with notification of this amount made before the tournament.

***Uniform Purchase Policy***

New uniforms will be purchased for each High School sport on a minimum four-year rotation basis. This rotation list shall be maintained by the Activities Director. When a Varsity team receives new uniforms, the older uniforms are distributed to the JV and/or freshman teams if viable.

New uniforms for Middle School sports will be reviewed on a case by case basis with a minimum usage of five years.

A minimum of two bids will be required if the amount of the purchase is over $500.00.

Coaches’ shirts or jackets will not be approved by the Boosters.

***Concession Stand Volunteer Refreshments***

A volunteer working in the Booster concession stands for a minimum of two hours will receive one drink and one food item at no charge.

***Year Book Support***

 The Anamosa Blue Raider Boosters will purchase annually a quarter (1/4) page ad in the School Year Book. Payment will be made by the Booster Treasurer at the necessary time.

1/10/2011