

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, making sure we have volunteers to work at each home game and recruiting volunteers where there are gaps, and 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, Football Field, Softball, and Baseball diamonds can be used by other requesting organizations. Requests should be made to and granted by the Booster Officer. 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 the Booster disposable inventory in the concession stand. 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. If pop/Gatorade/water is utilized, prior to the event an amount of each flavor will be established and the balance of pop/Gatorade/water in the concession stand is to be moved to the separate locked cooler or another location. If candy is utilized, limited/designated inventory be made available prior to the event (Example: 4 boxes of chocolate and 3 boxes candy) and the balance of the candy will be moved to another location. Such organizations will be responsible for tracking usage and submitting quantities used to a Booster Officer after the event.

With approval from the Anamosa Athletic Boosters, an Anamosa Community School organization can also use concession stand and all inventories in the stand with a flat fee payout from the Anamosa Athletic Boosters. The flat fee and the available dates will be established by the Booster, each year. The concession stand will operate as normal, with an Athletic Booster

available to open, close, and for general help. Pay out of flat fee will be in the form of a check after event is worked.

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.

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 15st 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.

Volunteer Requirements for Funding Requests

Each sport will fill a minimum of 10 shifts volunteering in the concession stand each school year.

These shifts can be satisfied by any representative of the sport, athlete, coach, manager, relative, etc. Online sign up is the main avenue to sign up for concession shift. When working the shift there will be a sheet in the concession stand to sign, with date, time, shift, sport representing, and place for an Athletic Booster to verify. Coach sign up for one slot, will count as two slots filled.

An Athletic Booster is allowed to fill one slot per season. Request for funding for each specific sport will be considered only if the minimum of 10 volunteer spots are filled, by that specific sport, the prior school year. This requirement applies to the following high school sports: Volleyball, Football, Boys and Girl Cross Country, Wrestling, Boys and Girls Basketball, Boys and Girls Soccer, Boys and Girls Track, Boys and Girls Golf, Softball, Baseball, Dance, and Archery. Grandfather period for this policy is the 2017/2018 school year only, allowing for roll out and each sport to accommodate changes to our policy.

Equipment Purchases

Requests will be considered from the Activities Director and/or individual coaches for team equipment for a particular sport if adequate funds.

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, 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

Maximum of Four \$500 Athletic Scholarships will be awarded each year to a graduating high school senior attending a postsecondary educational institution. Applications will be made available through the school's 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 Activities 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.

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.

Per a formal written request, \$25 per coach, per sport in the current school year, Will be considered. If \$25 is not used, it cannot be carried over into the next year. Revisit of this motion will be in the fall of each school year.

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 may 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.

Qualifying State Athletic Events

\$15 will be provided by the Anamosa Athletic Boosters per athletes, coaches, and managers, per day traveling to participate in a state or national qualifying athletic event, if requested.

Food Allowance

\$250 is allowed for each sport, with 1-15 participants, \$300 for 16-30 participants, and \$400 31 and over participants. A request in writing can come from the Parent Rep. for that specific sport. Distribution of the money can be done as the Athletic Booster Treasurer sees fit.

Proof of purchases is not mandatory, but proper use of funds will be monitored by the Athletic Boosters. Revisit of this motion can be done each fall of the new school year.

Concession Stand-Silvercord Hours

The student must be high school aged. Online sign up is the main avenue for sign up for a shift. Booster contact information is available through the online site, if there are any questions or concerns, with sign up for a shift. A volunteer tracking form is available in the concession stand for the student to fill out with name, date, time, shift, total hours, and Booster initials/signature. The student is responsible for filling out the Silvercord volunteer form, required by the school, and leaving it at the concession or dropping it off at the school office for signature. The Silvercord forms will be gathered, validated, and signed during the monthly Booster meeting. If there is a "No Show" from a student signed up for a shift in the concession stand, 1 warning will be issued. A 2nd time offense, student is not allowed to sign up to volunteer until the next school year. If there is a change of plans after a student signs up to volunteer, and cannot make it to their shift, they are responsible for finding a replacement. Booster reserve the right deal with major issues at their discretion, with communication to school/coaches involved as soon as it possible. The student volunteer responsibilities, can be any job in the concession stand, although money handling is not preferred and should be avoided, there instances where the student may have to handle money. A maximum of 50% student volunteers are allowed in the stand (example 4 slots needed, only 2 can be filled by students). Clear instructions will be posted on how to run/operated each piece of equipment in the concession stands, to ensure the safety of the minor

Concession for Softball/Baseball Noon Games

The booster may retain up to two people to work concession for the noon softball and baseball games, with a payment of \$25 per person per game. Maximum allowed for payout per year is \$600, per person. A committee of at least two Athletic Booster members will form in April/May. The responsibilities of the committee is to advertise for the open positions in the school, distribute application, gather candidates for the job, setup and conduct interviews, and retain the best candidates, by the first noon baseball/softball game. The committee must review and modify where necessary the checklist of responsibilities, inventory tracking guidelines, and policy and dates for payment. The committee must also establish the limited concession menu and prices, for noon games.