



South Elgin High School Booster Foundation

Operating Policies and Procedures

Revised February 8, 2011

BOOSTER FOUNDATION REVENUE

The Booster Foundation General Fund is funded through the following revenue sources:

DUES: 100% of Booster Foundation membership fees.

CORPORATE SPONSORSHIPS: 100% of the net revenues received by the Booster Foundation from corporate sponsors.

FUNDRAISERS: 100% of the net revenues if conducted by the Booster Foundation.

APPAREL: 100% of the net profit resulting from the sale of SEHS apparel and goods.

CONCESSIONS: As determined by Board of Directors on a season by season basis.

INDIVIDUAL ACTIVITY GROUP FUNDRAISING: 10% of net profit from fundraising by individual Activity Groups (90% allocated to Individual Activity Group); however, there is no split of revenue if Individual Activity Group receives: (1) cash donations directly from a donor; (2) donations of goods or services directly from donor; (3) revenue for designated purposes (i.e., specific equipment or capital purchases).

BOOSTER FOUNDATION EXPENDITURES

EXPENDITURES BENEFITTING SEVERAL ACTIVITIES. Any member of the Booster Foundation may suggest an expenditure which would benefit the high school and/or Booster Foundation and/or Activity Groups. The expenditure shall be approved in accordance with these Policies and Procedures.

EXPENDITURES Expenditures by an Individual Activity Group or Board of Directors shall be made by a check issued by the Booster Foundation, as follows:

- 1. Check Request.** When the Activity Group Treasurer or Activity Group Director require a payment, a check request must be submitted to the Booster Treasurer through email, or placed in the Booster mailbox at South Elgin High School along with the necessary invoice or statement. The Booster Treasurer will fill out the necessary documents that are needed for an audit and/or Booster Foundation Accountant. The Booster Treasurer will be responsible for mailing the payment to the proper company and/or person unless

otherwise directed by the Activity Group Treasurer or Activity Group Director. Invoices and other supporting documentation shall be either emailed to the Booster Treasurer or placed in the Booster Mailbox. To ensure prompt payment of the expenditure, it is highly recommended that the person requesting payment notify the Treasurer directly (preferably by e-mail or telephone or dropping a note in the Booster mailbox) that a check request was placed in the Booster mailbox.

2. Check request approval:

- i. Expenditures of \$500.00 or less shall be made by the Treasurer at the request of the President or an Individual Activity Group Director.
- ii. Expenditures over \$500.00 shall require approval of the Activity Group Treasurer or Director and at least two Officers.

3. Advances. If an Individual Activity Group does not have sufficient funds to pay for an expenditure relating to a planned fundraising activity, the Board of Directors may approve an advance from the Booster general operating account. The advance shall result in a negative balance in the Activity Group's fund with the net income from the fundraising activity offsetting the advance. No more than one advance may be made at a time.

4. Loans. If an Individual Activity Group does not have sufficient funds to pay for an expenditure relating to a specific purchase, the Board of Directors may approve a loan from the Booster general operating account to pay for no more than the difference between the purchase price and the then current balance in the Activity Group's fund. The loan shall result in a negative balance in the Activity Group's fund with future fundraising income offsetting the loan. No more than one loan to an Activity Group may be made at one time.

CAPITAL PURCHASES. At the regular May meeting the Ways & Means Committee Chair will recommend, and the SEHS Booster Foundation Directors will approve an amount to be withdrawn from the SEHS Booster Foundation Operating Account and be placed into a Capital Improvement Fund. This fund shall be used only for very large capital expenditures which benefit the school or Booster Foundation as a whole. A prioritized list of desired capital projects will be developed and maintained by the SEHS Booster Foundation. To expend money from this fund:

1. A motion to purchase a capital improvement must be made at a regular SEHS Booster Foundation meeting by a SEHS Booster Foundation Director.
2. The motion must be approved by a 2/3 vote of the Booster Foundation Board of Directors in accordance with the Booster Bylaws.
3. If the proposed capital expenditure exceeds the balance in the Capital Fund, a transfer of funds from the Booster Foundation operating fund may be approved.

INDIVIDUAL ACTIVITY GROUP FUNDRAISING

APPROVAL OF FUNDRAISERS. Each fundraiser conducted by an Individual Activity Group shall be approved, in advance, by the SEHS Athletic Director in order to avoid or minimize conflicts of dates and/or types of fundraisers. **The Fundraising Proposal Form is attached to these Policies and can also be downloaded from the Booster website.** In order to assist in funding the Booster Foundation as a whole, each Individual Activity Group shall conduct at least one fundraiser through the Booster Foundation or participate substantially in a Booster activity, event and/or fundraiser.

PROHIBITED FUNDRAISERS. The sale of spirit wear or apparel by Individual Activity Groups is prohibited unless approved in advance by the Booster Board of Directors. However, the sale of a specific spirit wear or apparel item by the Individual Activity Group and intended for sale to Activity Group's participants, friends and relatives only may be allowed.

APPROVAL OF SEHS LETTERHEAD. Directors sending letters for sponsorship for their Fundraiser and/or any further information that is needed on a South Elgin High School Letterhead, must be approved by the Officers by presenting the letter to the Board at the Booster Meeting or by emailing the letter to the Officers. At this time, the Officers will approve or reject the letter.

CONCESSION COMMITTEE'S METHOD OF OPERATION GUIDELINES

Welcome to SEHS Booster Foundation Concessions. The Concession Committee is responsible for making sure the stand is properly stocked and volunteers are secured. In addition the committee is available to assist with the development and maintenance of the programs and policies concerning the Foundation's handling of concessions at school events. In order to best serve the SEHS Community, the scheduling procedures will be reviewed and updated on an annual basis to consider the prior years' experience, growth and the most equitable **revenue sharing opportunity.**

Outlined below is a description of the scheduling procedures. Additionally, procedures have been prepared to help volunteers become familiar with what is expected when volunteering to work the concession stand at Millennium Field and SEHS.

CONCESSION SCHEDULING

- At the beginning of each Athletic Season, the Activity Director will assign events to the appropriate groups and e-mail the respective coaches. It will be the coaches responsibility to forward this information to the appropriate Booster Representative. The Booster Representative (list attached) will receive an e-mail from the Concessions Committee Scheduler at least 3 weeks prior to the event with specific requirements and directions. The events will be determined by the dates for the home indoor/outdoor sporting events from the Athletics 2000 website for contests/events at the Varsity level. If another level, sophomore or JV is playing on the same date at the same location we capture that as well. Freshman contests are not included in the concession calendar.
- Should your group choose not to participate in the revenue sharing opportunity you must advise the Activity Director within one week after the assignment notification has been sent. If we don't hear from you we will

assume that you will be participating and that you will secure the appropriate number of volunteers for your assigned event.

All other requests including non-athletic activity groups who wish to have the concession stand made available for their events are required to complete the attached form and e-mailed to jdyl@comcast.net at least 2 weeks prior to the event.

Concessions Operations

- **Concession Procedures** – Detailed procedures have been prepared for the volunteers and laminated instructions have been placed near the food preparation areas at Millennium Field and SEHS concession stand. The procedures will be available on the SEHSBF website for review prior to your scheduled concession date. A notebook with the procedures will be located at Millennium Field and SEHS concession stand. You must review the procedures once your activity group is scheduled to work so you can become familiar with the expectations and recruit volunteers
- **Clean Up** – During the scheduled concession date each activity group is expected to follow the clean up and restocking procedures so the stand is ready for the next event.
- **Each activity group will be** required to provide a minimum number of volunteers as follows:

Millennium Field*	25 volunteers per shift (Plus 5 – 6 people load and transport inventory & 5 - 6 people to transport back and unload)
SEHS Concession Stand**	4/5 volunteers per shift (including set up and clean up)

- **Seven days** prior to the scheduled event, the activity group will forward a list via e-mail of the volunteers' names to Concession Committee Scheduler. **Adult and high school student volunteers are allowed to work in the concession stands. The number of required adult volunteers to high school student volunteers must be 2:1. If**
- **Revenue** – All proceeds for the fall and winter athletic seasons will be pooled and allocated equally to the respective groups that were able to obtain the correct number of volunteers for their assigned event. The proceeds for the spring season will be given to the respective activity group that volunteers and obtains the appropriate number of volunteers. All proceeds will be less a deduction for the food replenish, general boosters and stadium fund.

1. If your scheduled to work an event and it is cancelled due to unforeseen circumstances, ie: weather conditions, team failed to show, etc you will be assigned to a different event later in the season. If that does not transpire you will not be included in the funds allocation.
2. **ISHA Regional and State Tournaments** During any and all ISHA Regional and State Tournaments hosted by **SEHS, the concession** stand will be operated by the SEHS Booster Foundation and all net proceeds from the tournament will be earmarked for the General Booster Fund.

Concessions questions should be directed to Janeen Dylo, SEHSBF Concession Chair, at jdyl@comcast.net.

TREASURER'S METHOD of OPERATION GUIDELINES

1. The Treasurer will maintain the records, books, files, etc. necessary to justify all the receipts and disbursements of the SEHS Booster Foundation Funds.
2. At each regular monthly Booster Foundation Meeting the Treasurer will present a report summarizing the current status and changes in Foundation Funds.
3. Annually, the Treasurer will submit the financial records of the Foundation to a disinterested outsider for an audit. The auditor will present his/her report to the Board of Directors.
4. In conjunction with the Ways & Means Committee, the Treasurer shall submit a budget for the current fiscal year for approval by the Directors no later than the regular August meeting.

In addition to the normal duties of a Foundation treasurer, the SEHS Booster Foundation Treasurer serves as the "Bank" for the Individual Activity Booster Foundations. To simplify audits of all the Individual Activity Booster Foundations are part of the SEHS Booster Foundation. **NO INDIVIDUAL ACTIVITY BOOSTER FOUNDATION MAY HAVE A BANK ACCOUNT IN ITS OWN NAME.**

1. All receipts (i.e., receipts must not be used to pay fundraiser expenses) for an Individual Activity fundraiser should be "deposited" with the Treasurer as soon as possible: preferably within a week, no longer than a month. The Treasurer will issue a revenue receipt with each "deposit." Checks should be made payable to: **South Elgin High School Booster Foundation.**
2. Whenever possible, Individual Activity Group expenses shall be paid by the Treasurer directly to the vendor providing goods or services. The invoice or other supporting documentation should be submitted to the Treasurer by email or by placing Invoice into the Booster Mailbox located at South Elgin High School in accordance with these Policies.
3. Monthly, the Treasurer will prepare an Individual Activity Booster Foundation financial report including:
 - a. Period beginning balance, receipts during the period, expenses during the period, and ending balance.
 - b. A detailed transaction report showing all deposits, checks, Foundation transfers and internal balance adjustments. (Internal adjustments include but are not limited to 10% donations and fund raising profit or 20% of concession profit.)

Individual Activity Groups choosing not to participate in the Booster Foundation must submit all funds to the Treasurer's Office, who will hold their funds until a payment request is received. A reconciliation of all funds received should be verified by two people prior to submission. These activity groups have waived their right to request assistance from the Booster Foundation (either

financial or in-kind support) since they have chosen not to participate in the Booster Foundation and its revenue-sharing program.

Activity groups that are participating in the Booster Foundation must submit all funds to the Booster Foundation Treasurer, who will apply the appropriate revenue-sharing percentages with the Booster Foundation and deposit their funds into an interest-bearing account until a payment request is received. A detailed monthly financial report will be provided by the Booster Foundation Treasurer.

A reconciliation of all funds received should be verified by two people prior to submission. These activity groups will be eligible to request assistance from the Booster Foundation (either financial or in-kind support) since they are actively participating in the Booster Foundation and are subject to the revenue-sharing provisions of the Booster Foundation.

SOUTH ELGIN HIGH SCHOOL FUNDRAISING PROPOSAL FORM

Prior approval from the Athletic Director is necessary for all fundraising events. Fundraising events may not be conducted during lunch periods without specific approval.

DATE: _____

NAME OF ACTIVITY GROUP: _____

SPONSOR NAME: _____

BOOSTER ACTIVITY GROUP: YES/NO

If yes, all monies must be submitted to the Booster Foundation Treasurer and any checks should be made payable to "SEHS Boosters".

INDEPENDENT ACTIVITY GROUP: YES/NO

If yes, all monies must be submitted to the SEHS Treasurer's Office. Therefore, you must have an account set up for your activity group. Any checks should be made payable to "SEHS".

DESCRIPTION OF PROPOSED FUNDRAISING EVENT: _____

DATE(S) OF FUNDRAISING EVENT: _____ to _____

COMPANY/ORGANIZATION (IF ANY) THAT FUNDRAISING EVENT IS COORDINATED WITH
(ex. Kathryn Brach Chocolates): _____

SPONSOR SIGNATURE: _____

DATE SUBMITTED: _____

APPROVAL SIGNATURE: _____
Activity Director, SEHS

DATE OF APPROVAL: _____

DATE COPIES GIVEN TO SEHS TREASURER OR BOOSTER TREASURER: _____