

# OAK RIDGE SPORTS BOOSTERS CLUB

Complementing the Oak Ridge academic program by supporting the pursuit of athletic excellence!  
1120 Harvard Way, El Dorado Hills CA 95762 (916) 933-6980

[www.orsb.org](http://www.orsb.org) (Make Your Gold Card Donation Online)

August 2008	September 2008	October 2008	November 2008	December 2008
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January 2009	February 2009	March 2009	April 2009	May 2009
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Booster Board	Name	Team Affiltn	
President	Bill Wagner	Cheer GLaX	<a href="mailto:orsbpres@aol.com">orsbpres@aol.com</a>
Finance	Diane Lund	GTennis	<a href="mailto:jesselund@sbcglobal.net">jesselund@sbcglobal.net</a>
Bookkeeping	Julie Clark	GTennis	<a href="mailto:jlongclark@aol.com">jlongclark@aol.com</a>
Bank Deposits	Betty Williams	GBB	<a href="mailto:BVenezuela@aol.com">BVenezuela@aol.com</a>
Secretary	Diana Kaiser	GBB GScr WP	<a href="mailto:dianakaiser@comcast.net">dianakaiser@comcast.net</a>
Athletics	James Rowe	GScr BScr	<a href="mailto:sbsmarketing@yahoo.com">sbsmarketing@yahoo.com</a>
Gold Cards, Blue & Gold Auctn	Ralph Clark	GTennis	<a href="mailto:Rclark26@aol.com">Rclark26@aol.com</a>
	Steve White		<a href="mailto:swhite@eduhsd.k12.ca.us">swhite@eduhsd.k12.ca.us</a>
Athletic Director	Kent Sluiter	GScr	<a href="mailto:ksluiter@sbcglobal.net">ksluiter@sbcglobal.net</a>
CPA	Bill Lane	XC T&F	<a href="mailto:webteam@orsb.org">webteam@orsb.org</a>
WebMaster			

<u>Sports Booster</u>	<u>Calendar</u>
<b>of Events</b>	
8/8 New Parent Orientation	
8/11 first day of class	
8/13 Fall/Winter Coaches Meeting	
8/18 ORSB Board Meeting	
8/25 Fall Parent Meeting	
9/1 Labor Day Holiday	
9/15 - ORSB General Meeting	
9/22 Foundation Golf Tourney	
<b>11/03 ORSB General Meeting</b>	
– Auction – approve budget	
11/11 Veteran's Day Holiday	
11/24-28 Thanksgiving Holiday	
12/22-1/2 Winter Break	
<b>1/12 ORSB General Meeting –</b>	
approve 1 <sup>st</sup> semester	
distribution	
1/19 MLK Holiday	
2/13 Lincoln's BD Holiday	
2/16 Washington's BD Holiday	
<b>2/23 ORSB General Meeting</b>	
<b>3/30 ORSB General Meeting</b>	
4/6-10 Spring Break	
<b>4/18 Blue &amp; Gold Auction</b>	
<b>(tentative)</b>	
5/9 Prom	
<b>5/11 ORSB General Meeting –</b>	
Auction Results, 2 <sup>nd</sup> Smst	
partcptn distribution, Elections	
5/22 Graduation	
5/25 Memorial Day Holiday	
<b>6/1 ORSB Board Meeting –</b>	
transition of signature authority	

**Meeting Agenda: Monday, November 03, 2008, 7-9pm**

1. Review Meeting Minutes, Finance Report, Membership Drive (emphasize importance of Team Fundraisers) - **Approved**
2. Bank Deposits: Betty Williams
3. Golf Team Special Account Request
4. Blue & Gold Auction - **Approved**
  - Blue & Gold Auction Redistribution: #1 cover costs, #2 target \$1000 to all teams sincerely involved, #3 Ticket %, #4 Team Table \$150, #5 40% for items \$1000 and above (bundling ok) , #6 Key Contributors pending sufficient profits
5. Next Meeting – Monday, January 12 , Adjourn

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Meeting Notes on Other Items:

- 38 in attendance, all teams represented!
- Contact James Rowe ([sbsmarketing@yahoo.com](mailto:sbsmarketing@yahoo.com)) if you have pictures for the All Sports Calendar, or are interested in organizing calendar sales as a fundraiser for your team, or are interested in being a sponsor/advertiser..
- Practice Jersey Fundraiser – ASISports.com is giving away free practice shirts for the advertising, sell them to your team for a team fundraiser.
- Golf Team putting green project – contact Lynnette Ropp at [norcalnetti@yahoo.com](mailto:norcalnetti@yahoo.com)
- Winter Sports Parent Meeting November 17
- Blue & Gold Auction Organizing Meeting Thursday November 20, 7pm Round Table Pizza Francisco

**ORHS Sports Boosters Meeting  
November 3, 2008**

President Bill Wagner called the meeting to order at 7:03 pm.

**I) Review of September meeting minutes.**

Bill reviewed how the Booster Club web site [www.SportsBoosters@ORSB.org](http://www.SportsBoosters@ORSB.org) is an effective means of communications, a commerce interface, accepts gold card membership applications and donations, and Blue and Gold auction ticket sales. On the web site each team can establish a team email distribution list. Bill also reviewed how money is raised and redistributed among teams. He reviewed the Sports Booster Meeting Calendar.

**II) Review of Financial Report.**

Bill reviewed the handout with the ORSB Financial Report as of October 31, 2008, and stated that the club's financial information is available to all.

Line item #3 Booster General Fund expenses of \$930.88 of which approximately \$300 is for bounced checks (these are referred to the Athletic Director and debited from the respective sub-account), and \$630 is for bank fees for our credit card service which is heavily used during the fall for Gold Card sales. (A % of each credit card charge results in a fee.)

**III) Review of Booster Membership**

70% of families on a team roster are set as a target in order to earn matching Booster Club funds for team fundraisers (outside of lollipop sales and parking lot donations) up to \$1000 if the money is deposited into the Sports Boosters account. On the handout each team's roster count, 70% target, sale of memberships as of 10/31/08, and % to goal are listed. Fall sports roster is based on roster as of 9/11/08. Winter and spring rosters are based upon last year's roster. The \$1000 per team match is only if funds are available. The fall teams at risk of losing the \$1000 match are those such as Cheer & Dance which have \$0 income listed. The money for team fundraisers must be handled through the Sports Boosters account to be eligible for matching donation from Booster General Fund.

Diana Kaiser moved to accept the minutes of the last meeting and the financial report. Ralph Clark seconded. The minutes and financial report were accepted.

**IV) Board Member – Bank Deposits**

Betty Williams was introduced as the replacement on the Booster Board to make bank deposits for Kathy Ricks who has requested to step down for personal reasons. Bill thanked Kathy for making the bank deposits for the last three years.

**V) Golf Team Special Account Request**

The golf team has a special project of building a putting green on ORHS campus and has asked to establish a separate account to handle the money earmarked for that project. This has been approved and will be under the supervision of the athletic director and the principal. There will be a recorded statement with this account. The putting green will be

for both boys and girls golf teams. Julie Clark requested that the money be earmarked for that account clearly on each deposit so that she can keep all record straight. Any questions or donations for the golf putting green project may be sent to Lynette Ropp at [norcalnetti@yahoo.com](mailto:norcalnetti@yahoo.com).

#### **VI) Blue & Gold Auction**

Bill stated that the priority of the B/G Auction is to celebrate the student athletes and reviewed the Blue & Gold Auction Redistribution Objectives:

- 1) Cover costs
- 2) Earn enough profit to enable the Booster Club to distribute \$1000 to all teams who are sincerely involved in putting on the event. (In addition to providing a team basket)
- 3) A percentage of ticket sales will be returned to teams involved. Last year \$5 for each ticket went back to the team that sold it.
- 4) For team tables sold, \$150 went back to the team that purchased the table.
- 5) 40% of money earned for items \$1000 and above (bundling ok) goes to the team that donated the items.
- 6) Key contributors recognition based upon job criticality, e.g., high criticality jobs are chair ticket sales, donations chair, chair cashiering, web-support, pending sufficient profits.

Bill explained that in past years teams were very disappointed when a large amount of money was spent on preparing and filling a basket and then at the auction the basket sold for less than the value of money spent. He said that the teams were better off with donating the money straight to the team via for the coach wish list. Because if no one from that team actually worked at the auction, the amount returned to the team would be a minimal amount and less than the amount the team raised and spent on the basket. Bill suggested that the teams get donated items such as yard services, sailing, rafting, or use of a condo for a weekend, cooking for a dinner party, etc.

Steve White added that the school administration has pledged their support in helping advertise and coordinate communications, donations, and ticket sales through the school phonemail broadcast system and Kathy Bodkin's Community Connections,

#### **Blue & Gold Auction Projected Budget:**

Bill reviewed the 2009 Blue & Gold Auction projected budget as listed on the handout. He reviewed the Financial History for 2007 and 2008 auctions, and the profit sharing redistribution from the 2008 auction as listed in the handouts.

Bill review the ways in which teams can maximize their monetary benefits:

- 1) Volunteer
- 2) Team table and Ticket sales
- 3) Donations that bring in \$1000; activities and services – do not buy items and donate them.

4) “Key jobs”: new opportunities such as the online auction.

Ralph Clark moved to go forward with the Blue and Gold Auction budget as outlined. James Rowe seconded the motion. The motion to go forward with the budget carried.

### **Present Job Descriptions and Call for Volunteers**

Bill reviewed the B/G Auction job descriptions as listed on the hand out and called for volunteers. There are still openings for volunteers. Anyone interested please contact Bill Wagner at [orsbpres@aol.com](mailto:orsbpres@aol.com). A copy of the current list and openings available will be attached to the minutes.

The current date for the Auction is April 18, 2009. The date was chosen because it is before prom and early enough to allow enough time to close the financials by May 11, 2009. The price for tickets is open to discussion. Last year the price was \$45/ticket. Bill suggested possibly offering 1<sup>st</sup> ticket at full price and 2<sup>nd</sup> ticket at half price.

### **Blue & Gold Auction Organizing Committee**

The organizing committee consists of those who volunteered to work as committee chairmen will meet at Round Table Pizza on Francisco for a planning meeting on Thursday November 20, 2008 at 7pm.

Bill asked that each team representative please send out the summary of tonight’s meeting to your respective team distribution list. Share with the team parents the call for volunteers for the Blue and Gold Auction.

The next meeting will be on Monday 1/12/09.

### **New Business:**

James Rowe showed us a sample t-shirt made by ASI Sports in Cameron Park at Green Valley Rd. and Cameron Park Dr.. He suggested that teams contact Mr. David Arivedo to use his shield design on t-shirts as a team fundraiser. See [WWW.ASISports.com](http://WWW.ASISports.com)

James Rowe also is coordinating creation and sales of an OR sports calendar as a fundraiser for teams. James is the boy’s soccer coach, but the fundraiser is open to all teams. Proceeds from their respective sales go back to the selling team. James asked for suggestions of a printer and of sponsors. He is using Greg Ashman for pictures, and is focusing on juniors and seniors and team photos, and will gladly accept pictures from other parent photographers. He plans to have the calendars out before Christmas. They will sell for \$20/ calendar.

The meeting was adjourned at 8:18pm.

:dk

## President's Supplemental Report:

### **Additional Clarifications for Special Project sub account requests:**

1) Deposits: Funds are deposited in to this account by specific donation to "Project" or transfer from team account upon coach request with AD approval from (multiple teams ok to same project account if joint project), use existing deposit/check request form.

2) Spending: Funds from this account can only be spent for "The Project" per-request from "Project" Team(s) Coach(es) or AD with AD or Principal approval. AD cannot request and approve on same request. The Principal is added to the authorized list in case of coaching transition such that the project is not held up.

It is not the responsibility of the Sports Boosters Club to satisfy EDUHSD and Cal EPA rules for capital projects and handling of NOA, this is the responsibility of the "Project Team". Upon request, Sports Boosters will transfer monies from this special account to the EDUHSD for project administration via standard check request.

3) Upon AD request and Principal approval, the special sub account can be dissolved and funds equitably returned to the Team account(s) in the event of project cancellation or completion with excess funds. The request will include specific instructions for redistribution of funds to the respective Teams if it is other than 50/50 split.

4) Sports Boosters Board requests that a Team Parent be responsible for providing regular written project status update (semi-annual or more frequent as needed) to Booster General Membership meetings and posting for the Sports Booster web page.

5) Upon a non-zero balance in the account, the balance of this account will be reported in the regular Account Balance report for the life of this account. The report will carry a specific line-item for available monies in this account, separate from and not a roll-up to the Team account balances.

### **Security Audit of Creditcard processing technology – PASSED**

Visa, MasterCard, and Amex require vendors to perform a quarterly audit of technology and procedures used in processing credit card charges.

SecurityMetrics has determined that *Oak Ridge Sports Boosters* is COMPLIANT with the PCI scan validation requirement.

SecurityMetrics Support Team  
support@securitymetrics.com  
801.705.5700 (USA) or 0844.561.1658 (UK)

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