

# 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

## Handbook

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Make a difference, get out of the bleachers and  
into the game, join Sports Boosters!

Owner

4/17/2014



This manual gives a brief overview of the purpose, organizational structure, and business processes of the Oak Ridge Sports Boosters Club.

# Oak Ridge Sports Boosters Handbook

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# Oak Ridge Sports Boosters Handbook

## Purpose

Sports Boosters is an Oak Ridge High School club intended for but not limited to the parents of student athletes, organized as a small non-profit, and specifically chartered to provide financial and organizational support benefiting the Oak Ridge Athletics Program. Sports Boosters provides 3 primary functions for the Oak Ridge Athletics Program:

- 1) A single checking account for managing income and expenses for each team.
- 2) A tax-exempt non-profit small business organization ( 501(c)3 )through which individual teams can fund their activities, including team fundraisers, events, contract for services, a source for special liability insurance policy riders<sup>1</sup>, etc., and provide tax-deductable recognition for donations to the program.
- 3) Two All-Club fundraisers, the proceedings from which are redistributed back to each team based upon team (parent) involvement, providing equitable return for effort:
  - a. Membership drive - This is the main club fundraiser, all parents are encouraged to join the Booster club with a \$100 donation recognized by the Gold Card family pass. This pass is good for the whole immediate family for free admission to all regular season home games good for all sports, all year long, for the whole immediate family. Membership donations of \$50 and \$25 are available without the Gold Card. Membership donations are accepted all year long, including at the seasonal Sports Parent Meetings, Freshman Parent Meetings, other school parent nights/meetings, early season games, online, or by mailing/drop off at any time through the year. All club members are encouraged to attend the Booster General Meetings.
  - b. Blue & Gold Auction - a year end social event/celebration.

All teams have equal access and opportunity for involvement and benefit from the club fundraisers, regardless of team size or gender. More information about these fundraisers follows below.

## Bank Accounts

There is one account with Umpqua Bank, branch office on El Dorado Hills Blvd, for all transactions including managing credit card charges.

Signature authorities for both accounts include the president, treasure, and secretary (finance); double signature is required for all transactions.

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<sup>1</sup> Liability Insurance: typically required for facility use agreements naming facility owner as covered. Team may procure insurance through other organizations, e.g., AAU.

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## Credit Card Processing:

Credit Card charges are processed through FirstData Corp and Square, accepting Visa, Mastercard, American Express, and Discover credit cards. Charges are either processed through a secure online gateway for self-service donations link to the Booster webpage WWW.ORSB.ORG, a swiped or manually entered transaction in SQUARE or the provided credit card information is transcribed onto a charge form and then processed through a secure virtual terminal web page by one of the authorized Booster Board members.

## Transactions: Deposits / Check Requests

All deposits, transfers and check requests are managed through a common transaction request form. This form captures the following information:

- Primary contact person for the transaction,
- The amount and date of the transaction,
- Name of team account to credit/debit.
- A description of the source of the deposit (e.g., snack-shack revenue from sports event, participation fees, individual team fundraising events, or others)

Check Requests include the payee name and address, as well as a description of what the funds are for (e.g payment for uniforms, stipends to coaches, and transportation to events). All check requests are signed by the head varsity coach or authorized team representative and must be approved by the Athletic Director (AD).

The treasure cuts the check and secretary cosigns, providing there are sufficient funds to cover the transactions in the team account.

## Fundraising

### Team Fundraising

Teams are encouraged to organize individual fundraisers to support their program expenses. These fundraisers can range from but are not limited to the following: typical merchandise oriented fundraisers (e.g., cookie dough, entertainment book, logo'ed clothing), to camps, tournaments / invitational meets, snack shack sales, direct donations. All fundraisers must be structured and approved by the AD and Principal as per EDUHSD guidelines. 100% of team fundraiser profits go to respective team account.

### Club Fundraising

There are two fundraisers that all teams are encouraged to support and participate; 1) membership drive, 2) Blue Gold Auction

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## Membership Drive

The membership drive runs the full year and is a 100% donation to cover the general expenses of the club, with the remainder to be shared equitably between all of the teams based on the percentage of families affiliated with the sport who have become members. There are three membership donation designations: 1) \$25 single team affiliation, 2) \$50 two team affiliations, 3) \$100 Gold Card level provides for free (immediate) family admission to all home regular season games to all sports for the whole year, and unlimited team affiliations. All members, regardless of designation/affiliations, have same voting privileges/authorities, team affiliations are used to tabulate individual team membership participation percentage, used to calculate matching donation (see below).

Funds raised through the membership drive are redistributed from the Booster General Fund to the individual team sub-accounts via three (3) redistribution structures:

- 1) Recognition for Team Representation at General Meetings: A total potential of \$500 to each team for having a representative at all of the General Meetings. Redistribution is pro-rated to actual number of meetings at which the team was represented. A parent can represent multiple teams. There is no additional payout for teams that have more than one representative. This redistribution is paid out in 2 installments: January for fall meeting attendance and May for remaining meetings. All meetings carry equal cash value benefit. (\$11,500 total)
- 2) Board Member designation: Each Board member is given the authority to designate a beneficiary team(s) in recognition for their volunteerism in supporting the board job. Two redistributions (50% in January, and 50% in May), and can be shared across multiple teams as so directed by the respective board member. Board Designation (\$11,750 total) Schedule:
  - a. President - \$3000
  - b. Secretary - \$1000
  - c. Finance - \$1000
  - d. Bookkeeper - \$1000
  - e. Running Balance Sheet - \$1000
  - f. Bank Deposits/Credit Card Transactions/NSF Checks - \$1000
  - g. Membership Chair - \$1000
  - h. Blue Gold Auction Chair - \$1000 (payout after auction)
  - i. Webmaster - \$750
  - j. CPA - \$750 (payout after taxes completed)

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- 3) Team Fundraising Matching Donation – The club will match the funds raised by teams in their individual fundraisers up to \$1000, if 75% of team families are club members at any level. This matching is prorated to actual % of membership goal, team fundraising, and available funds after general expenses and membership redistributions 1 and 2. Payout in May. All fundraisers must be approved by AD.

### Blue Gold Auction

Annual community social / fundraising event that is a Silent & Live Auction, direct donation, dinner and dance. Profits are equitably shared by all teams involved in putting on the auction. The distribution of event revenues is as follows:

- 1) Cover all costs of putting on the event
- 2) \$1000 to each team involved
- 3) \$5 per ticket to designated team
- 4) \$150 per reserved table to designated team (team table cost is 10\*individual ticket cost + \$150).
- 5) For auction items earning \$1000 or more (totaled for multiple items), 40% of profit goes to team (subject to available remaining funds after previous 4 categories are paid out)
- 6) Chairmen's recognition to volunteer's designated team for extra effort on auction job, up to a total of \$1000
- 7) Shared redistribution of remaining profit by all teams involved

Auction organization activities begin in October and the event is held in an April timeframe ideally before prom, avoiding weekends of the Music department PRISM concert, and roughly one month before the May meeting / graduation.

## Administration

### Organizational Structure

President – Work with Board to set annual meeting schedule and operating plan. Facilitate General Meetings and oversee all Booster activity. Complete annual club form and facility use permit with Principal's administrative assistant. Primary liaison between club, Athletic Director, and Principal. Assure leadership of Blue Gold Auction. Create meeting agenda.

Secretary – take minutes at general meetings suitable for posting on Booster website. Co-sign checks from Treasure. Maintain meeting attendance tracking spreadsheet and board member team affiliation spreadsheet and pass information to Membership Chairperson twice a year, January and May. Email [sportsboosters@orbs.org](mailto:sportsboosters@orbs.org) with reminder of meeting date and meeting agenda.

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Finance – Review all check requests for completeness: team account, coach and AD authorization, payee information, delivery instructions, description of purpose, receipts/invoice attached, sufficient funds in team account from last running balance sheet. Record check number and initial request form, hand off form and checks to Secretary for co-signature.

Bank Deposits/ Credit Card Transactions/ NSF Check Investigations – pickup bank deposits from school finance office weekly, get them ready for bank deposit and made the bank deposits. Leave copy of deposits receipts attached to the request for deposit forms in Running Balance Sheet volunteer's folder. Process credit card transactions for membership donations and others that are provided by form. Lead credit card processor for auction to train other auction cashiers on Square as needed. Research with Book Keeper and Bank to identify the deposit of which the NSF check was made to identify the team account for debiting. Follow up with payer to attempt re-depositing check (pending sufficient information) or send letter to payer notifying them of NSF check. Notify the other board members - Book Keeper and Running Balance Sheet, to update respective finance records with team debit (check amount plus applicable bank fees). Send email to Vicki Seich, the AD's Assistant, to notify coach.

Book Keeper – update official finance records from transaction requests and reconcile against monthly bank statement. All bank letters go into the Book Keeper folder. On NSF checks, hand off NSF letter from bank to NSF Check Investigations. File transaction forms and all other records with Vicki Seich in AD office.

Running Balance Sheet – maintain and publish weekly spreadsheet with deposits and check requests in advance of bank statements. Publish spread sheet weekly. Pickup transaction forms weekly, handoff forms to Book Keeper after updating spreadsheet.

Membership Chairperson – Order annual membership cards, organize volunteers for Gold Card sales at various Oak Ridge Parent meetings (e.g., back to school night, seasonal parent sport meetings, open house, games), and track team membership affiliations actual to team rosters. Calculate membership distribution for 1<sup>st</sup> and 2<sup>nd</sup> semester. Calculate team recognition for general meetings attendance twice a year, January and May.

Web Master – Maintain website ORSB.ORG with current information: Board member contact information, meeting schedule, meeting agendas and minutes, interface for online membership donations, interface for Blue & Gold Auction online ticket sales.

Accountant/CPA – Complete Club's State and Federal Income Tax returns, Non-Profit renewal status, and 1099s for all summer coaches' stipends paid over Federal limits (e.g., \$600).

Athletic Director – Faculty Advisor to club, reviews and approves all expenditures from team accounts.

Faculty Adviser – the Athletic Director is the Club Faculty Advisor and ultimately responsible for seeing a complete board of directors is in place each year and that the club runs per bylaws.

Administrative Accountability – The Club is ultimately accountable to the Principal. In the event the club is defunct, all funds default to curatorship to the Principal.

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General Membership / Voting – Only registered members have the authority to vote on decisions pertaining to spending and electing board members.

## Liability Insurance Policy

Liability insurance policy is with NAIC, Nonprofits Alliance of Insurance Cooperative. The club is required to maintain Liability Insurance for Corporate Status and facilities liability insurance for using school facilities for meetings. Additional “event/facility” riders can be added for general fundraising events (e.g., Auction) or for team fundraising events if needed (e.g., tournament or camp).

## Club Charter and Facilities Request

The club bylaws are filed with the El Dorado Union High School District per guidelines for on campus clubs and must file an annual petition for renewal and facility use with EDUHSD at the beginning of each year along with a list of club board members.

## Website / Records and Communication

The club maintains a website [www.orsb.org](http://www.orsb.org), with the basic purpose of posting meeting minutes, membership forms, and accepting online membership donations. There are four email redirectors that are used:

[President@ORSB.ORG](mailto:President@ORSB.ORG) – a specific email receiver for inquires to the club president, which forwards the email to the respective personal email box of the president. This aids transparent presidential transition to the public.

[SportsBoosters@ORSB.ORG](mailto:SportsBoosters@ORSB.ORG) – a general email distribution list used by the President to send out email to all members who have subscribed to it. There is a self-service subscribe/unsubscribe capability for this, or send requests to the [webteam@orsb.org](mailto:webteam@orsb.org).

[BlueGoldAuction@ORSB.ORG](mailto:BlueGoldAuction@ORSB.ORG) – a general email box receiver for auction related email to the Blue and Gold Auction Donations committee and auction chair person’s emails.

[Orsbccteam2@orsb.org](mailto:Orsbccteam2@orsb.org) – receives email receipts of all credit card charges and forwards to the credit card transactions person, membership chairperson, auction ticket sales person, and president.

[Webteam@orsb.org](mailto:Webteam@orsb.org) – specific email receiver for inquires about the website, which forwards the email to the respective personal email boxes for the webmasters.

## Booster Business Cycle for 2013-14

Weekly: All deposits are given to Finance office for Betty Williams to pick up. Betty Williams makes bank deposits and returns paperwork to Laurie Enright’s folder. Laurie Enright pickups completed deposits receipts and forms, records them on the weekly running balance ledger and returns paperwork to Anna Roppolo’s folder. Anna Roppolo keeps the official transaction records in QuickBook and reconciles monthly with bank statement.

Tuesday: Coaches turn in all check and transfer requests to Vicki Seich, the AD’s assistant.



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Wednesday: AD approves all check and transfer requests; Vicki Seich returns approved check requests to Krista Crookham's folder and approved transfer requests to Laurie Enright's folder. Laurie Enright records transfer requests in weekly running balance ledger and returns paperwork to Anna Roppolo's folder. Anna Roppolo records the transactions in QuickBook.

Thursday: Krista Crookham cuts checks.

Friday: Krista Crookham returns checks to school, double check with Vicki for any late requests, and returns check request forms and checks to Lori Tsivikas' folder for co-signature. Lori Tsivikas co-signs checks and coordinates with Vicki Seich for handoff. Completed requests forms are placed in Laurie Enright's folder. Laurie Enright records check requests in the weekly running balance ledger and returns paperwork to Anna Roppolo's folder. Anna Roppolo records the transactions in QuickBook.

### **Annual Operating Plan**

Liability Insurance Premium

Banking Fees

State Non-Profit filing fee

League Champion Awards

El Dorado Physical Therapy Subsidy

Office Supplies / misc expenses

Redistribution of Membership Funds

Redistribution of Blue Gold Auction Income

### **Blue & Gold Auction Job Descriptions**

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## Appendix A: Financial Request Form

Oak Ridge High School Sports Boosters - Financial Request Form

Please: **ONLY ONE TRANSACTION PER FORM.** Thank you!

Your Name:	Contact Info:
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Sport /Event:	Date:
Account (Circle One):    General        Sport	Description:
Check Totals:	
Cash Totals:	
<b>DEPOSIT TOTAL:</b>	

From Account:	Date:
To Account:	Amount:
Description:	"From Account" Signature

Sport / Event:	Date:
Amount Requested:	Respond by Date:
Nature of Request:	
Coach Sign and Date	Athletic Director Sign and Date

Payable to: \_\_\_\_\_

Delivery Instructions: \_\_\_\_\_

**DATE PAID:** \_\_\_\_\_

**CHECK #:** \_\_\_\_\_

**BY WHOM:** \_\_\_\_\_