



# **BOOSTER CLUB**

## **Operating Procedures**

2015-2016



**ST. DOMINIC SAVIO**  
CATHOLIC HIGH SCHOOL



DRAFT - Tuesday, May 10

# General Operating Procedures

## 2015-2016 Executive Board

### Officer Roles and Responsibilities

All booster club officers must be members in good standing and be EIM certified.

#### **President**

- Preside over all Executive Board meetings and any meetings of the General Membership
- Keep current copy of Operating Procedures, ensuring that all rules, policies and guidelines are implemented within the original intent
- Coordinate work of the officers, committees and Booster Club organization.
- Considered a member of all committees
- Present updates and audits to school administration as required
- Act as authorized signatory on Booster Club financial transactions. These transactions are subject to the approval of the Athletic Directors and school President/Principal
- Create and update the Operating Procedures Notebook for this office and pass on to the next President

#### **Vice President**

The Booster Executive board may have up to three Vice Presidents (e.g., Fundraising, Sponsorships, etc.). The roles and responsibilities of these offices may be determined each year as the specific needs, skill sets and work load of the board changes.

- Perform any duties as delegated by the President
- In the absence of the President, preside over the meetings
- Support committee work as deemed necessary
- Create and update the Operating Procedures Notebook for this office and pass on to the next VP.

#### **Secretary**

- Record minutes (including attendance) of each formal Executive Board and Booster Club meeting
  - Distribute meeting minutes within 1 week of meeting date
  - Post meeting minutes to website for general publication
- Maintain formal record of Executive Board and general Booster Club membership (Name, address, phone, email) (Attachment A)
  - Communicate list with Executive Board, Administration and others as necessary
  - Validate membership list with Savio Business Office
  - Send membership thank you with incentive detail, Booster Club information
- Coordinate with Administration to post meeting dates / times on Savio calendar, school website

- Coordinate Booster club submissions to Eagle Weekly, Facebook, Website, Announcements, etc.
- Create and update the Operating Procedures Notebook for this office and pass on to the next Secretary

### **Treasurer**

- Work with Savio Business Office to prepare Savio Booster Club financial reports
- Develop annual budget; present for approval to Executive Board / School President & Principal in May of current school year
- Provide monthly reconciliation of actual financials vs. budget at each Executive Board meeting; and be knowledgeable of all financial transactions directly related to Booster Club activities
- Track team profit sharing allocations between Booster club general fund and team accounts
  - Provide update to Team Reps and Executive Board on monthly basis
- Train volunteers on money handling procedures
- Provide membership/sponsorship tangible benefits (Value not Cost) to the development office prior to the start of the school year for tax reporting purposes.
- Request cash boxes from Savio business office prior to each athletic event (i.e., concessions, gate, etc.); coordinate with team rep
- Approve transactions for expenditures and reimbursements
- Act as an authorized signatory for Booster Club financial transactions with the athletic directors and the school President/Principal.
- Create and update the Operating Procedures Notebook for this office and pass on to the next Treasurer

## **Committee Chairs & Team Representatives**

### **Golf Tournament Chair**

- Responsible for coordinating plan for the Booster Club annual fund raiser. Golf Tournament Plan attached. (Attachment B)
- Report expectations, plan, progress, and final review at Booster Club Executive meetings

### **Concessions Chair**

- Coordinate purchases of items to sell at concessions
  - Work with vendors for hot food choices / pricing / delivery
  - Ensure all food items are in stock prior to start of season / event
- Set Pricing (50% GM guideline)
- Verify with team rep that home games are adequately staffed with volunteers
- Review set up, cash box and clean up procedures with Team Rep responsible for the volunteers on duty.

### **Team Rep Chair**

- Verify all team rep slots are filled with coach approved personnel prior to the start of the school year (Reps must be EIM certified & Booster Club Members)
- Set up Team Rep info meeting and provide info packets and information regarding the roles and responsibilities of each team rep in alignment with the goals of the Booster Club
- Review the purpose of the team accounts and processes involved in earning money for the team and how the approval process works. Communicate Booster Club information / activities to team reps for further dissemination to team parents
- Support the team reps as they encounter questions / challenges specific to their respective teams

### **Sports Program Chair**

- Coordinate, design and develop, the Savio Sports Program for each season
  - Support development of special editions if agreed to by the Executive Board (i.e., Homecoming)
    - Design & print in color; charge to cover cost - \$5, cost depends on program size
    - Identify volunteer to support taking pictures at sporting events for use in program
    - Solicit /coordinate program ads (using student athlete photos)
    - Coordinate program ad sales with community businesses (friends of Savio)
    - Communicate deadlines and coordinate distribution with volunteers / event chairs

### **Merchandise Chair** (to be added 2016-2017 school year)

Coordinate spirit wear offerings to St Dominic Savio through various channels.

- Inventory to sell at school events - i.e. 9th Orientation, Athletic Parents Meetings
- Spirit Store - on the school website, provided by Rocksports. Lead time 2 weeks.
- Specialty offerings - higher margin items. Choose 1 or 2 items per season to provide on a pre-order basis to supplement current inventory. Quicker lead time.
- Work with Booster Club Treasurer and business office to collect payments, allocate money correctly and to disseminate product when needed.

### **Team Representatives**

- Encourage Team Parents to :
  - Join Booster Club
  - Sell Sponsorships and Advertising in support of Athletics and Team
  - Volunteer as needed (concessions)
- Review and understand Individual Team Account Procedures
- Work with team head coach and athletic director to create plan for Individual Team Account goals.
- Team Account Usage Criteria. [see explanation in team account section.](#)
- Submit plan for approval to Team Coach and Athletic Director for signature.
- Communicate with parents regarding volunteer opportunities and other Booster Club information
- Compile a team roster, including parent's names

- Send a copy of roster and contact information to the Booster Club secretary.
- Verify EIM certifications for all parent volunteers
  - Submit your roster in an email with parent names to Barbi Guerra ([bguerra@saviochs.org](mailto:bguerra@saviochs.org)) to verify compliance (all volunteers must be EIM certified)
- Sign up volunteers for gate fees and concession sales for all home games (as applicable).
  - Request cash boxes from Treasurer, 2 days prior to event
  - Count cash box at end of event and send copy of cash reconciliation to Booster Club Treasurer by text (photo)
  - Turn cash box into school administrator at end of event (can be the closing volunteer)
- Monitor monthly Team Account balance as provided by Treasurer
- Understand and communicate team account usage and money handling procedures.
- Conduct other activities in support of team as agreed to with Team Head Coach – may include but is not limited to – coordinating team meals, team t-shirts or other sports gear, end of season gatherings, senior night, etc.

## Meeting Protocol and Scheduling

Booster Club Committee Board Meetings – established for the same day of the week, once a month, August through June at 8:30 a.m.

- The purpose of the meeting is financial status, committee reporting and new business. This is not a working meeting.
- Committee meetings will be set up “as needed” in support of Booster Club Operations.
- Secretary to coordinate with Carmen Garza to post on Savio Calendar
- Secretary to coordinate with Liz Hallberg to post on website and/or Facebook
- There are no scheduled “General Membership” Meetings. Financial reporting is available at each Committee meeting.
- All Booster Club Committee meetings are open to Booster Club Membership as observers. Any items are to be discussed with the board at a separate meeting.

# **Booster Financials**

## **Annual Forecast and Financial Commitment**

The Booster Club raises money through memberships, sponsorships and advertising, concessions and gate fees, spirit wear and other fund raising activities. The annual forecast outlines the projected fiscal year income and expense to be generated by Booster Club activities and is voted on and approved by the Executive Board, the School President and the School Principal. The Annual Booster Club Budget includes an Annual Revenue commitment made by the Booster Club to supplement the Savio Athletic Budget. The approved Booster Club forecast is held on file with the Savio Business Office and the Booster Club President / Treasurer (Attachment C)

Revenues generated by the Booster Club will be used in totality to support Savio athletics. Areas for support include, but are not limited to:

- Savio Athletics Budget Supplement
- Savio Master Plan
- Savio Athletic Program short and long term needs

A prioritized list of athletic program and team needs, which are incremental to the school's annual athletic plan, is maintained by the Savio Athletic Directors. Revenue generated by the Booster Club, in excess of the Booster Club operating expenses shall be used to purchase items in support of Savio Athletics. All purchases must be approved by the Savio Athletic Directors, the School Principal, the School President and the Booster Club Committee. It is assumed that the Athletic Directors represent the needs of the individual team coaches and that items have been prioritized in terms of greatest need for the school.

## **Starting Operating Budget**

A "starting operating budget" will be developed by the Booster Club Treasurer by May 1st, of the current school year, to outline the funds needed by the Booster Club to begin the next fiscal year. The starting budget will be presented by the Booster Club Treasurer for approval to the Executive Board and the School Principal and School President. (Attachment C)

## **Financial Reporting**

A detailed profit and loss statement will be provided by the Savio business office to the Booster Club Treasurer and President on a monthly basis in preparation for the monthly Executive Board meetings. Reconciliation of the financials is a joint effort between the Savio Business Office and the Booster Club Treasurer. Reports will be generated which best reflect the operations of the Booster Club. (Attachment D)

## Account Descriptions

### **Booster General Fund**

The following activities raise money for the Booster Club General Fund:

- Memberships
- Sponsorships (Banners, Sports Programs)
- Booster Club Annual Fund Raiser - Golf Tournament
- Spirit Wear and Specialty Items
- All Gate Proceeds
- Allocations to Athletics from General Appeal
- Concessions

### **Individual Team Accounts**

Individual sport accounts are created to provide an opportunity for each team to raise funds to help offset team expenses that fall outside of those supported within the Savio athletic budget. Teams can raise money for team accounts in the following ways:

1. Concessions Sales
2. Sponsorships
3. Advertising

All funds raised on behalf of the team must be used **before** May 31st. of the following year, with the exception of the amounts held in the LT Master Plan Support Account. Funds not used by the specified date will be absorbed into that sport's athletic budget to be spent at the discretion of the Athletic Director. All teams must submit a "**Team Planning Form**" (**Attachment E**) to the Booster Club Treasurer, complete with Coach and Athletic Director approval, designating how team funds will be spent.

Spending the team account:

1. Verify the balance in the team account with the Booster Club Treasurer
2. Ensure with AD, that the expenditure is "pre-approved" via the Planning Form
3. Fill out check request form and have it signed by Athletic Director
4. Submit check request form to Booster Club Treasurer **ONLY** for approval and processing

### **Approved Team Account Funds Usage**

The money accumulated in each team account maybe be used to purchase items in this order of priority.

1. Equipment/Supplies
2. Team practice uniforms/gear
3. Game Day Meals
4. Team T-shirts

★Any remaining funds, after these 4 needs have been met, may be used for team gatherings and recognition.

No reimbursements will be made from the Team Account until the APPROVED planning form is in place with the Booster Club Treasurer. (The AD's and business office will both keep copies)

### **Profit Sharing Allocations**

Revenue generated in the following categories will be shared between the General Fund and Individual Team Accounts. Profit sharing amounts are tracked by the Booster Club Treasurer.

### **Sponsorships**

50% with \$500 max amount

### **Sports Programs**

50% of all shout out ads for students and business ads.

### **Concessions**

- Fully staffing home football game - \$500 per game/ \$250 per half \*\*
- VB Concessions - 25% of revenue
- Basketball Concessions - 25% of revenue

\*\*Football concessions require a significant amount of work and typically generate more substantial funds, so individual team accounts will be credited according to the following rules for work done in support of Football Concessions:

1. Volunteers needed (min): 5 for concessions and 2 for gate
2. The athletic team staffing the concessions stand for each home Football game will receive a \$500 credit to their individual team account. (\$250 per half)
3. An signup will be sent in the summer prior to the season starting, the concessions shifts will be filled on a first come, first served basis.
4. The Football Team Rep will select the the home games that they will staff for concessions. This will be a maximum of 2 games, unless a game cannot be staffed by another team. In that case Football may work the additional game(s).
5. If a team is unable to cover every concessions position for a single game, the amount credited to that teams account will be reduced by a rate that reflects the teams staffing levels as determined by the Booster Treasurer.

### **Athletic Budget**

This refers to the budget provided from the school to support athletics. The Athletic directors manage this account with specific allocations per team. The budget is updated on an annual basis and varies with the needs of the individual sports and the overall program.



## **Money Handling Procedures**

All Booster Club purchases must be approved by the Booster Club President and Treasurer.

### **Tax Exempt Form (Attachment F)**

The use of a tax exempt form with Savio's tax ID # is required for any purchase and should be submitted to the vendor prior to the purchase. St Dominic Savio does not pay sales tax as a 501C3 nonprofit organization. Individuals will not be reimbursed for sales tax.

### **Reimbursement Requests**

Credit Card - A Booster Club Credit Card Request Form (Attachment G) must be signed by the President/Principal and submitted to the business office prior to checking out the school's credit card. The credit card must be returned the same day along with all credit card transaction receipts.

Check Request - A Check Request Form (Attachment H) must be signed by the President/Principal and submitted to the business office with a copy of the invoice/statement. The check will be written for a specific amount to that vendor. It can be picked up and hand delivered to the vendor or mailed. The Check request must be approved by the Booster Treasurer or President.

Check Request: \*Reimbursement - Request a check as a reimbursement for purchase. A Check Request Form along with paid receipt must be submitted to the Booster Club Treasurer/President for approval then submitted to business office for payment/reimbursement.

\* If the funds being used are in a team account, the team must have a planning document on file with the Booster Club Treasurer. A copy of the planning form needs to be submitted with check request form. Treasurer will verify team account total prior to processing request.

### **Approved Team Account Funds Usage**

• The money accumulated in each team account maybe be used to purchase items in this order of priority.

1. Equipment/Supplies
2. Team practice uniforms/gear
3. Game Day Meals
4. Team T-shirts

★Any remaining funds after these 4 needs have been

No reimbursements will be made from the Team Account until the APPROVED planning form is in place with the Booster Club **Treasurer**.

Parents - Money sent to office - If a parent chooses to send a donation or payment (cash or check), made out to St Dominic Savio (Booster Club in the Memo line), it should be in a sealed envelope. The envelope should be clearly marked with “ Booster Club, Donor's name, and exactly what the money is for (Spiritwear, Membership etc)

FACTS Billing - Collect list of all accounts to be billed and email to the business office for billing. For instance, - 20 people purchased shirts with FACTS. Send a email saying please charge the following FACTS accounts with the amount and what was purchased. We must keep a record of their permission to charge their account, this could be in an email or copy of an order form. Customer Authorization **MUST** be obtained for all FACTS billing.

### **Cash Box Procedures**

Cash boxes must be requested via email from the Team Rep to the Treasurer at **least 1 week prior to any event requiring money**. The treasure will email the request to business office at least 2 days prior to event. Email needs to state event name, name of volunteer scheduled to pick up the boxes from the Savio Business Office, and number of boxes needed, and cash/change amounts if different than standard needs.(i.e., one for gate and one for concessions). The email may contain a schedule with more than one game listed.

Football - Two (2) Gate, One (1) Concessions Box

Volleyball & Basketball - One (1) Gate, One (1) Concessions Box

- Cash Boxes \$20 in quarters, \$100 ones, \$50 fives, \$30 in tens - \$200 total
- VB & BB - Change Bag - \$100 ones, \$100 fives - \$200
- FB - Change box/bag for football contains \$50 in quarters, \$200 in ones, \$250 in fives, \$200 in tens=== \$700 total

Cash boxes will be picked up by the Athletic Directors from the business office, they are kept in blue gym bags.

Each Bag shall contain:

- Cash Boxes - business office
- Booster Membership List (for signature upon entry) - provided by secretary
- Ticket Rolls, pens, tape - provided by AD's
- Pricing Signage (gate & concession) - Provided by Treasurer

Upon receiving box(s), volunteer needs to verify contents of cash box against the enclosed tally sheet and sign and date. At the end of the event, 2 additional volunteers need to count the money in the cash boxes, fill out tally sheet, and sign and date. Photos of tally sheets should be taken by volunteer and sent to Treasurer. Please make sure that the form has the volunteering team name listed. This is for tracking team accounts allocations to be reconciled with monthly P&L. After the money has been counted and verified, blue gym bags with boxes, tickets, etc. must be turned into the Savio Administrator on duty. **(Attachment I)**

# Communications

Multiple mediums exist for communicating Booster Club information to school staff, parents, and athletes, as well as throughout the community.

## Eagle Weekly

Weekly e-newsletter that is distributed to parents / students every Sunday. Content is due to the school office (ecascarano@saviochs.org) by the close of business on Wednesday prior to distribution. The Booster Secretary will request input from the committee on Monday and cordonate submittal to Evie Cascarano. ecascarano@saviochs.org.



## St Dominic Savio Website

The Booster president or designee will coordinate the layout and content with the Director of Technology. Liz Hallberg - lhallberg@saviochs.org

## Booster Club Page

The Booster Club webpage can be found under the heading “Parents”, then “Booster Club”. The Booster page includes membership registration, sponsorship information advertising options and volunteer opportunities. Lists of Officers, Sponsors, Team Reps, and key documents are located here.

## Savio Facebook Page

Encourage members to “like” the Savio Facebook Page. Upcoming events, news and announcements can be communicated on the Savio FB page.



## Savio News

Upcoming events, news and announcements can be communicated on the “Savio News” section of the school website as well.

## Team Communications

The booster club will utilize the team distribution lists and communication method that is developed and supported by the Savio Athletic Department. This will be used to communicate booster news and updates, merchandise sales, event reminders etc.

## **Supporting Parish & Catholic School Communications**

The Savio Director of Admissions manages the parish and supporting Catholic school contact list (hbologna@saviochs.org). Any request to distribute event announcements, bulletin inserts, table at mass, etc. needs to be approved by the Booster Club Executive Board and School Principal then coordinated through the key contact at each parish or school.

## **Middle School Night**

The Savio Booster Club supports using sporting events to showcasing our wonderful school. We will coordinate with the SPA and Admissions office to make sure the event of choice, provides the best experience for middle school students and families.

## **Operational Areas**

### **Membership Levels (Attachment J)**

Tiered membership levels are proposed, reviewed and approved by the Booster Club Executive Board, the School Principal and the School President prior to the finalization of the Annual Booster Club Budget. Each level of membership will have specific incentives laid out that differentiates one from the other. The inherent value of each with respect to the other should be obvious. Members will receive incentive items as designated by the Booster Club officers each year.

**“Early Bird”** - All **Navy** memberships purchased prior to 8/1 receive a \$50 discount off the membership fee.

Most memberships will be purchased early (Aug/Sept), and can be paid for by Cash, Check, FACTS, or via credit card on Greater Giving. Online or FACTS is preferred for easier financial tracking.

The Booster Club Secretary will be set up to receive emails from greater giving (on line orders) when memberships are purchased. The secretary shall send “thank you” notes to all Booster club members, upon receiving payment. The “thank you” will include details on incentives, team reps, and other pertinent Booster Club information as needed. This can be done manually or can be set up through greater giving. All cash, check or FACTS purchases will be communicated to the secretary from the business office or the Booster Treasurer. This will help to create the best “membership” list for our records.

### **Sponsorships (Attachment K)**

Sponsorships are a key revenue generating opportunity for the Booster Club. A mailing list of potential business sponsors will be developed and maintained by the VP responsible for sponsorships or Booster Committee Designee. This list will be reviewed and approved by the Savio Director of Development each year (abrannam@saviochs.org). A sponsorship solicitation should be sent in the late spring



each year to solicit sponsorships for the following Fall. Email or direct mail communication with potential sponsors needs to be reviewed and approved by the Booster Club VP responsible for sponsorship and the Booster Club President.

Sponsorships levels and incentives will be proposed and approved by the Booster Club Executive Board, School Principal and School President prior to the finalization of the Booster Club Annual Budget. Each level of membership will have specific incentives that differentiates one from the other. The inherent value of each with respect to the other should be obvious to the sponsor. Most sponsorships will be purchased early (Aug/Sept), and can be paid for by Cash, Check, FACTS, or via credit card on Greater Giving

•Sponsor provides high resolution file of logo

- Determine locations & timing for signage
- Order signs/banner
- Provide sponsor listing for FB half time announcements (Script for Halftime coordinated through the Cheer Team Rep)
- List sponsors in Eagle Weekly - Thank you!
- Coordinate with development office to ensure that our sponsors receive a written Thank you.
- Ensures banners and signage is in the proper location on game day.

Banner company contact:

Dirt Cheap Signs - \$2 ft<sup>2</sup>

Kurtis - Sales [kurtis@dirtcheapsigns.com](mailto:kurtis@dirtcheapsigns.com)

512-267-7446

7301 Bar K Ranch Rd

Lago Vista, TX 78645

### **Sports Programs**

There will be 3 main sports programs designed and printed for the year to coordinate with the 3 sports seasons (Fall, Winter and Spring). Print dates and deadlines will be set by the Sports Program Chairperson.

Additional specialty programs may be added to the print schedule at the discretion of the Sports Program Chair.

Pricing for ads and incentive ads will be proposed by the VP of sponsorships and the Sports Program Chairperson. Pricing shall be approved by the Booster Club Executive Board. Sports Programs are sold "at cost"; all Booster Club revenue is generated through "shout out" ads and advertising. (Attachment L)

Programs are designed and photos taken by the Sports Program Chairperson and other volunteers. Photos may be submitted to any Booster Club Executive Board member for potential use in the program.

Printing Contact:

HS Designs

Contact: Hector Siordia

[HSD\\_austex@yahoo.com](mailto:HSD_austex@yahoo.com)

512-218-0313

**Delivers to school, 3 day lead time**

### **Branding Guidelines**

All St Dominic Savio branded merchandise designs must be approved by the Savio Athletic Directors and the School Principal. All designs should incorporate Savio's Catholic school identity. This can be accomplished through the use of the school crest and/or the full name of the school, "St Dominic Savio Catholic High School". The eagle, "S", and "Savio" can also be used.

Branded Pantone Colors: Metallic gold--pantone # 10127 Navy-- pantone # 289

Spirit wear not purchased from Parker Uniforms is not approved as a school uniform.  
Spirit items can only be worn on day pre-approved by school principal

### **Spirit Store**

Spiritwear can be purchased through our Spirit Store on the St Dominic Savio Website.

<http://saviostaging.rockapparelshop.com>

Websites Provider: ROCK SPORTS ([www.rocksports.net](http://www.rocksports.net)). Sportswear items are provided by Rocksports on a "cost" (price to Savio) basis. Merchandise Chairperson, Treasurer and President review per item costs on an annual basis and set website pricing to the customer. Margin (customer price minus Rocksports cost to Savio) is paid to the Booster Club on a quarterly basis and is reconciled against a quarterly sales log provided by Rocksports. Rocksports charges the Booster Club a \$150 website maintenance fee annually. **Note: All branding and spirit wear on the website must be pre-approved by the Savio President and Principal.**

Rocksports Contact:

James Payton

512-218-9913

[james@rocksports.net](mailto:james@rocksports.net)

Any additional spirit items may be added on a case by case basis upon approval of the Booster Club Exec Board and the School Principal and President.

### **Specialty Items**

During each season a "specialty items" can be sold. For example, Bling Shirts, Collegiate T's, Slogan T's, Yard signs etc. These items are typically higher margin

items, they are “pre-ordered” and sold independently of the spirit store. Booster Club revenue is generated through the margin made on each item, similar to with the spirit store. Designs and options are re-visited each season.

Please email the office in advance of dropping off any items for pick up. Provide a list of who needs to pick up what.

Specialty Item Contacts:

LeeAnn Cole

[lc4@austin.rr.com](mailto:lc4@austin.rr.com)

**Alpine Signs and Services**

2001 Whitehurst Cove

Round Rock, TX 78681

512-567-8545

**HS Designs**

Hector Siordia

[hsd\\_Austx@yahoo.com](mailto:hsd_Austx@yahoo.com)

512-218-0313

**Admittance to Games**

**Students**

Students will be admitted free to all non-football games with their student ID. IDs are provided by the school, typically in Sept.

**Booster Club Members**

Booster Club members and their immediate family members will be admitted free to all non -football games. Booster club members are required to sign in to the Booster Club membership log (provided by Booster Secretary) at the ticket gate for each event such that attendance can be monitored. Booster club membership does not cover Savio home or away football games (unless specifically designated in the membership level description), and district / state or other tournament play.

**Faculty**

Faculty and spouse will be admitted free to all non – football game events. Faculty and spouse will be admitted to Savio home football games with tickets provided by the Savio Athletic Dept.

**Gate Pricing**

St. Dominic Savio will charge admission to the following home events: Football, Volleyball, Girls Basketball, and Boys Basketball. Ticket pricing is set in conjunction with TAPPS and the Savio Athletic Directors and is updated annually.(ATTACHMENT M)

At this time Savio does not charge a gate fee for baseball, softball or soccer.

## **TAPPS Tournaments and Playoff Games - NO FREE ADMISSION for Students, Faculty or Booster Club Members**

### **Concessions**

All concessions activity for athletics events will be coordinated through the Booster Club Concessions Chairperson. The Booster Club provides concessions for all home games of Football, Volleyball and Basketball the team reps coordinate the volunteers.

- All Concessions - Create menu and pricing (**ATTACHMENT N**)
- Order hot food pick up/delivery and coordinate return of vendor items (typically get a volunteer to do pick up from Bush's Chicken)
- Purchase Concessions Stock - School has a Sam's Card - Concessions Chair purchases our concessions items from Lakeline Sam's - Check out Sam's Card and Booster Credit Card from the Office - Requires Dr Wagner Signature so plan accordingly. Volunteers will set up and run the concessions stands, any questions or issues will be communicated to the Concessions Chair or Athletic Director.
- Volunteers are responsible for setup and clean up. Opening volunteers verify money in cash boxes (initial) and 2 Closing Volunteers count the money (initial) and return the boxes to Admin on duty.
- Volunteers will be trained by the Concessions Chair.
- Concessions chair will check inventory periodically and make sure there is enough stock for the next game.

Gym Concessions - Check out key in the front office to access the concession stand. Lock at the end of the shift and put key in cash box. Return cash boxes to the Athletic Director or the Administrator on duty.

### **Football Concessions**

- Football Game - concessions coordinated with McNeilHS Band Boosters. We use their facility. We have a storage closet and access to the bottom shelf for storage within the concessions stand itself. Tables, banners, coolers ,drinks can be stored at location.
- Ice is provided by McNeil and they provide a key for the storage unit.
- Food items will be transported back and forth from Savio.
- There is a key box to get in the gate. Code 2015 - 2428
- Who is last out of McNeil - they should have the key and lock everything - should not be concessions volunteer, should be AD.

### 2015 Contacts

- Vanessa Reyna - cell 512-789-7199
- Pam Price - cell 512-296-0233
- CiCi's Pizza -Bob Villerael cell 512-422-2252, pizzabob@suddenlink.com
- Bush's Chicken - by RRHS, Raymon Claudio 512-246-0343, [rclaudio@bushschicken.com](mailto:rclaudio@bushschicken.com)



**Savio Strong Appreciation BBQ**

This is an social gathering in early April to show appreciation for our coaches, team reps, AD's, supporting faculty, Soaring Eagle and Platinum members, and MVP, Champ and All-Star Sponsors. It is hosted by the Booster Club and takes place in an officers home. There is a \$500 budget for food and a token of appreciation. (2015-2016 it was a hand decorated eagle cookie).

**Savio Soiree Basket Donation**

The booster club donates items for a booster basket each year. Alpine Signs (LeeAnn Cole) typically donates a few items, we offer a free Navy membership and a 1/4 page ad in sports program of their choice. (example, yard sign, bling shirt, embroidered savio blanket) - Total Cost - \$25 - Total Value \$285 - Contact Alpa Brannam - Development Office