

**Rice Memorial High School
Athletic Boosters Handbook**

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**Rice High School Athletic Boosters
Mission of RHS Boosters**

Mission Statement

To support the mission of Rice athletics in ways which build community, and support the aspirations and celebrate the achievements of our scholar athletes.

Key Elements

- Share with the coaches and administration in the planning for the growth of Rice Athletics
- Coordinate volunteers in support of all teams
- Build community by bringing parents into closer involvement with Rice and our students
- Help prioritize and execute fundraising to support Rice Athletics
- \$20,000 minimum commitment to the Rice Athletics budget which is raised through (1) concessions, (2) at least 2 major fundraisers per year, and (3) 20% of individual team fundraisers

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Rice High School Athletic Boosters Leadership Rolls

Key Elements:

- Assist coaches in discerning, prioritizing, and communicating athletic team needs
- Assist the school in setting and meeting athletic funding priorities
- Assist the school in establishing and executing successful fundraising activities
- Keep parents of scholar athletes informed
- Encourage parents of scholar athletes to be involved
- Officer terms will be staggered to the extent practical so there will never be a whole new roster of officers in a given year

Officer Titles and Responsibilities:

President

- 1-2 year term as President
- 1 year term as Past President
- Time commitment approximately 4 hours per month
- Attend and direct monthly meetings
- Communicate with school administration
- Establish and facilitate fundraising goals
- Meet with the Director of Student Activities monthly
- Delegates committee assignments

Past President

- 1-year term
- Time commitment approximately 1 hour per month
- Provide 'historical knowledge' and information to the current President

Vice President

- 1-2 year term
- Time commitment approximately 4 hours per month
- Direct the team and leadership parents for each sport.
- Attend monthly meetings
- Fill in when the President is not available
- Succeed president after one year term
- Organize and direct Sport Leadership Parents and Team Parents
- Other related duties as assigned by the President

Secretary

- 1-2 year term
- Time commitment approximately 4 hours per month
- Prepare meeting schedule for the year
- Attend and participate in monthly meetings
- Take minutes of each meeting and submit them to officers and Rice Administration after each meeting
- Support Athletic Director and Facilities/Fundraising Committees regarding event scheduling and similar
- Create and maintain a database of all Booster members including contact information

Boosters Officer Titles & Responsibilities, Continued

Leadership Parent

- 1 year term
- Time commitment approximately 4 hours per month
- Attend and participate at monthly Booster meetings
- Coordinate with Team Parents and Coaches about team needs

Food Concessions Chair

- 1 year term
- Time commitment approximately ___ hours per month
- Supervises and advises:
 - *Fall Concessions Manager* (primarily football) who is in charge of working with team parents and assigning volunteers to work at each home football game. Time commitment approximately ___ hours per month.
 - *Winter Concessions Manager* (primarily girls' and boys' basketball) who is in charge of working with team parents and assigning volunteers to work at each home basketball game. Time commitment approximately ___ hours per month.
 - *CYO Concessions Manager* who is in charge of working with team parent and assigning volunteers to work at each CYO basketball game. Time commitment approximately ___ hours per month.
- Food and supply inventory control, in coordination with Director of Student Activities
- Revenue control, in coordination with Business Manager

Sports Marketing & Sponsorship Chair

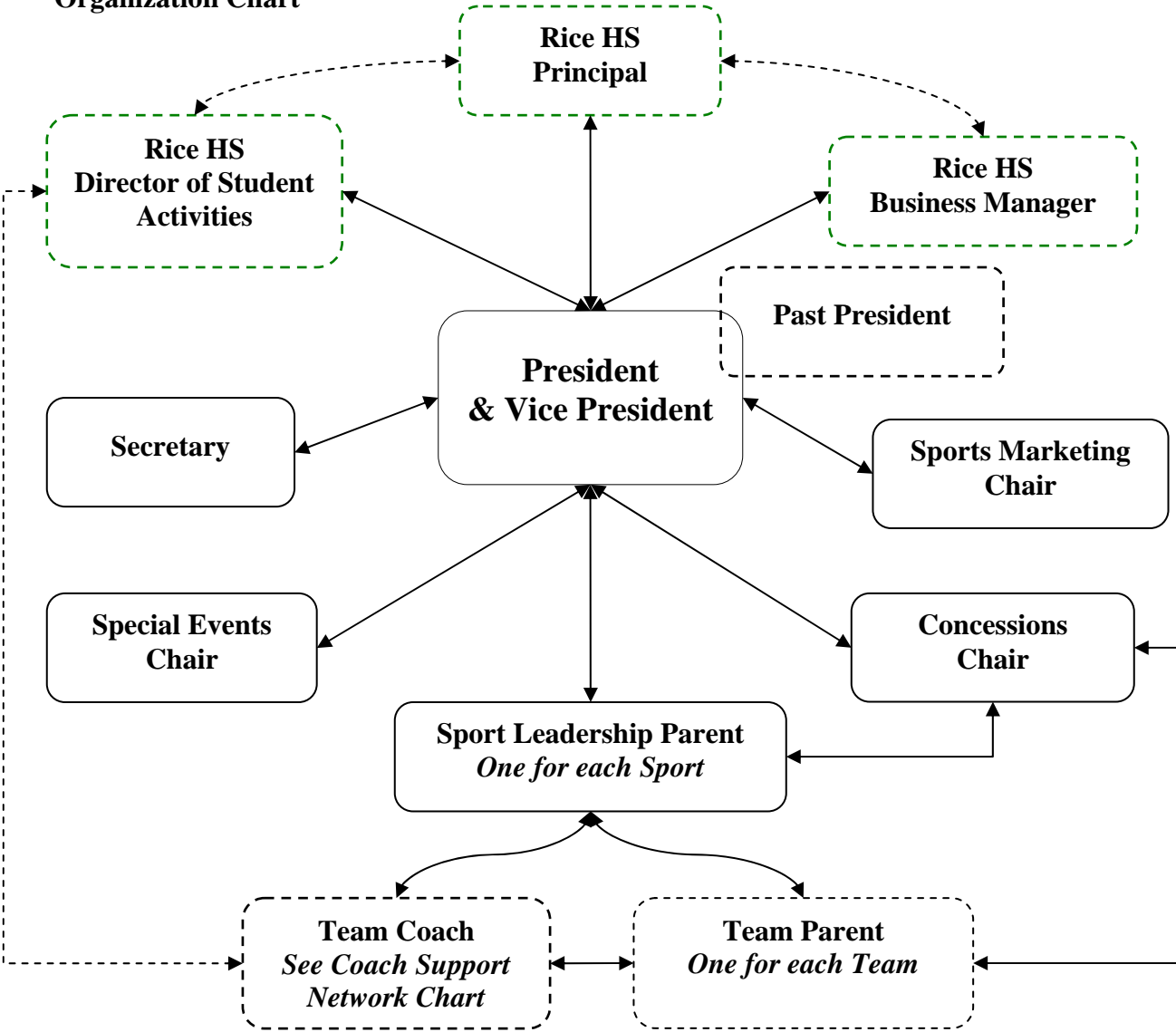
- 1 year term
- Time commitment approximately 5 hours per month
- Coordinate with Rice Development Office and the Director of Student Activities to develop and operate a sports marketing program for fall sports including rosters and ads from sponsors that will generate revenue

Fundraising Chair

- 1 year term
- Time commitment approximately 5 hours per month
- In charge of all fundraising events from which 100% of the proceeds benefit the general Boosters budget.
- Coordinate at least two major fundraising events, for example barbeques, tailgates, dodge-ball tournament, craft fair, and community pot luck dinners.

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**Rice High School
Athletic Boosters
Organization Chart**

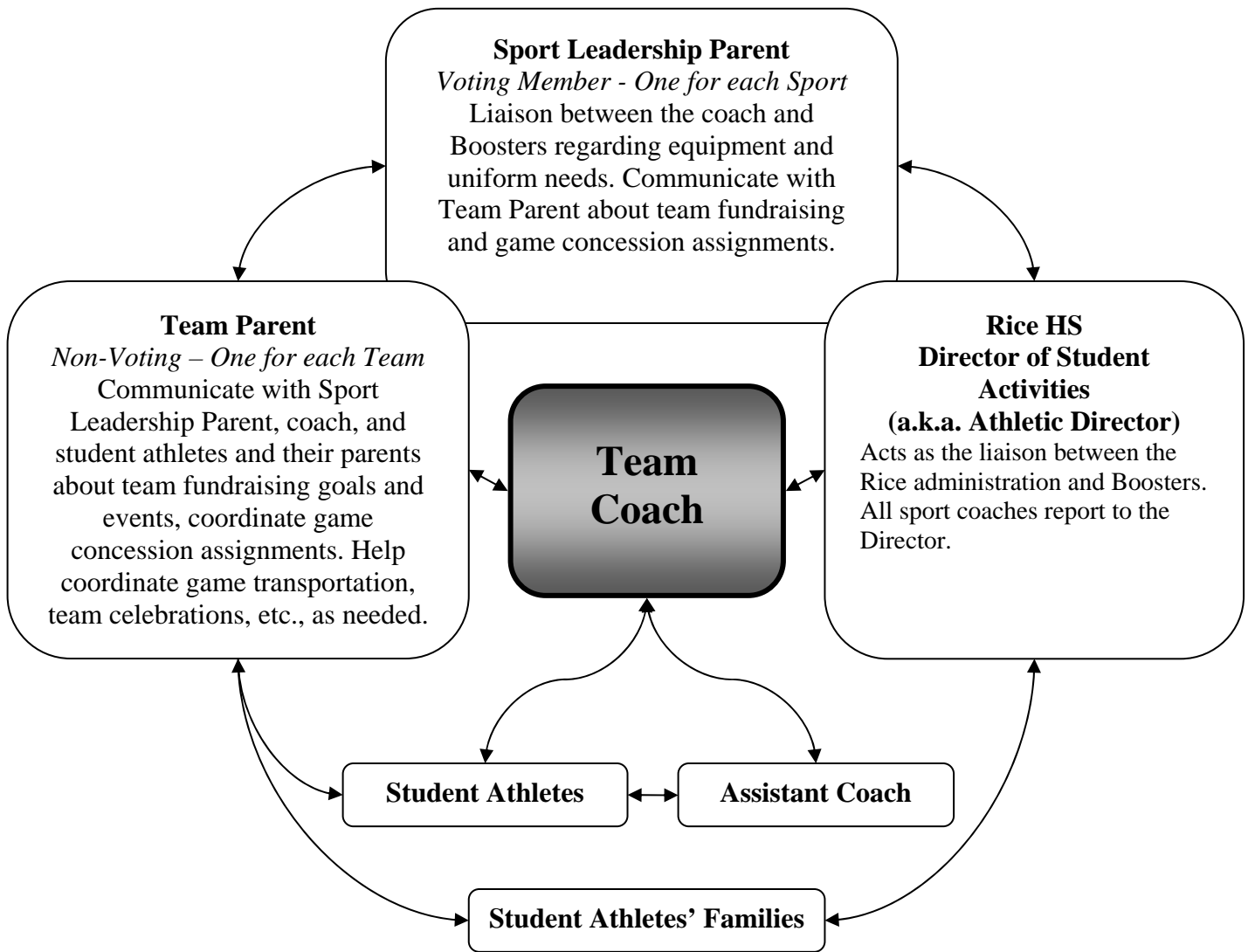


**Voting Member
of Boosters**

**Non-Voting
Partner**

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Rice High School Athletic Boosters Team Coach Support Network



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Rice High School Athletic Boosters Meetings – Frequency and Format

Meetings are held year-round on the 2nd Monday of each month, from 7:00 p.m. to 9:00 p.m. in the school cafeteria, unless otherwise noted.

Draft agendas are distributed by the President to members via email two weeks in advance of each meeting.

Meeting notes are taken by the Secretary, and distributed to members via email within one week after the meeting.

Both agendas and meeting notes shall generally follow the format below:

- Call to Order at 7:00 p.m.
- Secretary's Report – approve prior meeting notes as presented or as edited
- Business Manager's Report – review and discussion of financial statements
- Action Items – as identified at previous meetings
- Old Business – outstanding issues
- New Business – agenda items requested by membership, or identified by President
- Leadership Parent Reports
- Other – guest presentations, etc.

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Rice High School Athletic Boosters

2005 – 2006 Meeting Schedule

August 8
September 12
October 17 *
November 14
December 12
January 9
February 13
March 13
April 10
May 8
June 12
July 17

2006 – 2007 Meeting Schedule

August 14
September 11
October 16 *
November 13
December 11
January 8
February 12
March 12
April 9
May 14
June 11
July 9

* The 2nd Monday in October is a federal holiday

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**Rice High School Athletic Boosters
Business Manager's Report**

The Rice HS Business Manager will prepare a monthly financial analysis that reports on a current month and year-to-date (YTD) basis the following:

- I. Income Statement Summary
 - a. revenues less expenses
 - b. progress toward annual \$20,000 commitment to athletic budget
 - c. team fundraisers (80% / 20%)
 - d. team expenditures and purchases

- II. Individual Team Ledgers
 - a. revenue from sponsor gifts and donations (100%)
 - b. revenue from fundraisers (80% / 20%)
 - c. purchases and expenses

- III. Merchandise Ledger
 - a. current inventory
 - b. inventory costs
 - c. sales current month and YTD

The Rice HS and Boosters fiscal year runs July 1 through June 30.

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**Rice High School Athletic Boosters
Uniform Purchase Policy**

New uniforms will be purchased for each Team on a five-year rotation basis. This rotation list shall be maintained by the Director of Student Activities.

Individual donations are accepted for purchase of uniforms upon approval by the Director of Student Activities. The source of funds shall be identified. The design of the uniform needs to be pre-approved by the Director of Students Activities before orders are placed.

In the event that a team gets new uniforms via individual donations, then that team moves to the bottom of the five-year rotation list.

When a Varsity team receives new uniforms, the older uniforms are distributed to the sub-varsity team (JV or Freshman teams).

Donations for uniforms can also be made for sub-varsity teams.

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**Rice High School Athletic Boosters
Team Banquets Policy**

Teams are allowed to have a team banquet at the end of each season. The banquet can happen at Rice, at a home, or a restaurant.

The school provides Varsity Letters (one per sport), Certificates and pins for each team.

The Boosters team account money (that the team fundraised) may be used to pay for coaches meals, trophies, plaques or other items for the team.

Team Leadership Parents shall formally notify Boosters of the team's banquet plans at the Boosters meeting that occurs one month prior to the event. This notification shall identify the team, banquet cost, day / date, time, and location of the banquet.

A Facility Request Form must be submitted if the team wants to use any school facility.

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**Rice High School Athletic Boosters
Coach Salaries Policy**

Individual donations or booster funds cannot be used to pay salaries of head coaches or assistant coaches. The Rice athletic budget sets the salary scale for coaches and pays for them through the business office.

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Rice High School Athletic Boosters Sports Season Meetings

Purpose

At each sports season meeting, the Boosters President shall:

- Explain the mission and role of Rice Boosters
- Give definition of Team Parent and Leadership Parent
- Solicit parent information and encourage parent participation
- Be available to field questions about Boosters

See attached Parent Information Form

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Rice High School Athletic Boosters Fundraising Philosophy, Policies & Process

Boosters Fundraising Philosophy

The “spirit” of fundraising for Rice Boosters is to encourage collaboration, greater synergy, and less competition between sports. It is the mission of Boosters to care for all of Rice’s scholar athletes, and there shall not be a “parallel sports funding program” that pits one team against another. All Rice High School sports funding shall be managed by the Boosters through open and continual communication between each coaches and their Leadership Parent who is a voting member of Boosters.

In General

Coaches shall submit to the Director of Student Activities two lists each year:

1. Funding Priority List –essential items needed to have a team, like balls, cones, tape, etc. These are paid for through the Athletic budget, to which Boosters makes an annual \$20,000 contribution
2. Funding Wish List – non-essential items such as warm-ups, sports bags, etc. This list is often written in consultation with the Leadership Parent and the team members. These are paid for through team fundraisers and targeted contributions.

Where Boosters Money Comes From

- Booster sponsored fundraisers
- Food concessions
- Merchandise concessions
- Sports Marketing / Sponsorship
- Cash Donations
- Team sponsored fundraisers – 2 0% of proceeds

Where Boosters Money Goes

- Annual \$20,000 contribution to the Rice Athletic Dept budget
- Coaches’ annual Priority List items

What Rice Athletics Pays For

- Transportation
- Coach salaries
- Game expenses and equipment, including uniforms
- Athletic trainer

What Rice Athletics & Boosters Will Not Pay For

- Team banquets
- Anything that the athlete keeps *

* Confidential Boosters athlete sponsorship funds may be available at the discretion of the Coach and the Director of Student Activities.

Where Team Money Comes From

- Rice Athletic budget (to which Boosters makes an annual \$20,000 contribution) for Priority List items
- Team sponsored fundraisers for Wish List items, banquets
- Targeted contributions
- See also Uniform Policy and Team Banquet Policy

Targeted Contributions

Community members are welcome to pick specific items off the coaches' annual funding Priority List and make targeted contributions, of which 100% of that donation will go to that team for that item.

Team Sponsored Fundraising 80 / 20 Split

As approved by Boosters on 10-11-2004:

80% Team
20% Boosters

Teams may also choose to set aside a portion of their 80% fundraising share for a specific charity, or anonymous sponsorship of student athletes (See "What Families Pay For," previous page.)

Team Fundraising Process & Criteria

See instructions attached to the Fundraising Application Form in the Forms section of this handbook.

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**Rice High School Athletic Boosters
Use of School Logo Policy**

Philosophy

Teams and Boosters may purchase sweatshirts, sweatpants, t-shirts, etc. The official Green Knight logo or the Rice logo must be used.

The artwork shall be obtained from the Director of Student Activities. Teams cannot make up their own Rice Logo. The logo consistency must remain intact for all uniforms and other items.

Please contact the Director of Student Activities to get approval before going to print.

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Rice High School Athletic Boosters Food Concessions Policies & Procedures

In General

Food concessions generate approximately 50% of the Boosters annual fundraising, and every Rice HS team benefits from these proceeds. Therefore, it is expected that EVERY team will commit volunteers to operate food concessions on a scheduled, rotating basis for football, hockey, and basketball (regular season and CYO) games. It is the responsibility of the Team Parent to coordinate these volunteers, and to clearly communicate with the Concessions Chair.

Concession Chair Responsibilities

- Supervises and advises:
 - *Fall Concessions Manager* (primarily football) who is in charge of working with team parents and assigning volunteers to work at each home game.
 - *Winter Concessions Manager* (basketball and hockey) who is in charge of working with team parents and assigning volunteers to work at each home game.
 - *CYO Basketball Concessions Manager* who is in charge of working with team parent and assigning volunteers to work at each CYO basketball game.
- Food and supply inventory control, in coordination with Director of Student Activities.
- Revenue control in coordination with Business Manager.
- Ensures that safe food handling procedures are followed by everyone who is in direct contact with food.
- Helps write and update the Concessions Playbook, which will serve as a guide to all volunteers regarding food concessions.

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**Rice High School Athletic Boosters
Merchandise Concessions Policy & Process**



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**Rice High School Athletic Boosters
50/50 Raffle Policy & Process**

All 50/50 raffle proceeds or "Chuck a Puck" that take place at Hockey, Basketball, Football, or any other Rice sports event are to be deposited into the general Booster account. The designated site administrators will turn in the proceeds with the gate admission money and put it in a separate envelope to the Rice Business Manager.

If a parent wins the proceeds and wants to donate their winnings directly to that specific team, they should put the money in a separate envelope and write that they want to do so, and give it to the site administrator for deposit in to that teams account.

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**Rice High School Athletic Boosters
Cash Donations Policy & Process
(for specific items on the Coach's Wish List)**

A donor may donate money for a specific item on the teams "Wish List" and 100 percent of the money will go towards that specific item. The Team Parent will bring the topic up at a Booster meeting so that the Boosters members are aware of the request of the item and approve the purchase.

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**Rice Memorial High School
Fundraising Application Form**
(Must be submitted a minimum of 30 days prior to event or function)

Name of Club / Group / Team _____ Rice HS Contact Name _____

Event Contact _____
Name
Day tel #
Email

Date and Time of Event/Function _____
[Date]
From : a.m./p.m.
To : a.m./p.m.
[Start time]
[End time]

Please list what your yearly fundraising needs are for your Club/Group/Team (if applicable):

Goal for this fundraiser is to: _____

Estimated dollars to raise with this event / function: \$ _____

List expected expenses (if applicable):	\$ _____		
	\$ _____		
	\$ _____		
	\$ _____	Total	

What facilities, equipment, or expertise do you need from Rice? _____

Who will be accountable for the cash management of this function? _____

Will money be needed upfront (cash box) for this function/how much? Yes No \$ _____

Please list this event/fundraiser on the: website monthly newsletter Alumni newsletter

Will insurance be needed for this function? _____

Who will be helping to put on this event/committee? _____

Questions or Comments: _____

The Fundraising Committee meets twice a month to review all fundraising requests. Any fundraising being done in the name of Rice Memorial High School **must go through this process**. Once the Principal has approved your request, we will help you to complete the other necessary forms needed to facilitate your event/function. All questions should go through Mrs. O'Brien in the Development Office, Room 104.

Approved/Not Approved by: _____
Signature
Date

Signature
Date

Rice Memorial High School Fundraising Process & Criteria

Process

1. A Fundraising Application Form (available in the Forms section of this handbook, or from the Director of Student Activities) shall be submitted to the Fundraising Committee a minimum of 30 days prior to event/function.
2. The Fundraising Committee will meet twice a month and will work hard to have requests returned promptly.
3. The Fundraising Committee will forward its approved Fundraising Application Forms to Dr. Crowley for final approval.
4. Advertising and final plans for the event may begin only with Dr. Crowley's approval.

Criteria

- The individual(s) in charge of a fundraising event must have financial accountability.
- All publications must be pre-approved by the Fundraising Committee

Not Allowed:

- Kids driving kids
- Fundraisers in bars
- Gambling, including Calcutta's, bingo, card games, etc.
- Anything to do with alcohol or tobacco
- Door-to-door sales
- High pressure for parents to have to purchase

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