



Cheer Club

2025-2026

Full Force Cheer Club Handbook

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Welcome to Full Force Cheer Club!

Welcome to the Full Force Cheer Club! This handbook is designed to outline the structure and procedures of the Cheer Club, which exists to support the athletes, coaches, and families within our all-star cheer community.

Our Mission

The mission of the Full Force Cheer Club is to enhance the overall experience of our athletes by providing support through fundraising, volunteering, and promoting team spirit in a positive and respectful way.

Executive Board:

The executive board shall consist of the following officers

- **Chairperson:** Oversees all operations, facilitates meetings, and acts as a liaison with gym ownership/management.
- **Fundraising Manager:** Assists the President and assumes leadership in their absence. Maintains official records, minutes, and manages all communications. Leads all fundraising initiatives and coordinates volunteer efforts.
- **Treasurer:** Handles all financial matters, including deposits, disbursements, and reporting. Assists Fundraising Manager with fundraising duties as requested. Assumes role of Vice Chairperson in their absence.

Meetings:

General meetings will be held monthly with the executive board or as needed.

Committees

Committees/ team parents may be formed as needed to support specific initiatives such as travel, banquets, team gifts. Each committee/team should have at least one parent as committee chair/ team parent and must be approved by the President of FFAS and the FFCC Executive Board.

Committees may include:

- Fundraising
- Events/Team Celebrations
- Community Outreach

Fundraising:

- All fundraising efforts must be approved by the Executive Board.
- FFCC will organize individual fundraising opportunities at a minimum of one time per month.
 - Participation is open to all members.
 - Participants must provide the order form and payment by the deadline as posted. Payment will be accepted through the FFCC electronic QR code, cash or check.
 - Individual fundraising credits will be tracked and applied to accounts as outlined in the bylaws
 - Individual profit from fundraisers can be applied to the individual athlete's account to be used towards monthly tuition, competition fees, uniform fees, choreography and music fees, or practice wear.
- FFCC will organize organization-wide fundraisers multiple times throughout the season.
 - Organization wide fundraisers serve the purpose of raising funds for the entire organization (i.e. new equipment, banquet, organizational expenses, etc.)
 - Organization wide fundraising projects (i.e. gym wide raffles, competitions, BINGO events) may offer an individual account credit. In the event that an individual credit is offered, guidelines will be clearly made prior to the event and made publicly. The offer will include opt in requirement (i.e. 5 volunteer hours; \$100 food donation) and a clear credit amount (i.e. \$25 credit). For example, in exchange for 5 hours of volunteer time in the concession stand at a competition, member will receive a \$25 credit on their account).

- Credits for organization wide events will be provided within one week of the event completion.
- Should an athlete's FFAS bill be paid in full, the parent may request funds to be applied to non FFAS costs (i.e. rings, awards, flights, etc). Funds will not be disbursed directly to the parent or athlete over the age of 18 until the season FFAS account is paid in full.

Financial Guidelines:

- All expenditures must be approved by the Executive Board.
- Financial reports are available upon request.
- Bank accounts must require two signatures for withdrawal.

Conflict Resolution:

Disputes will be handled with the goal of maintaining a positive and constructive environment. Concerns should be brought to the Executive Board in writing. If unresolved, a neutral third party may be involved.