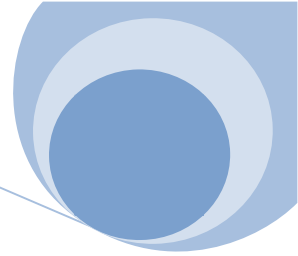


# All Star Athletics Foundation ASAF

*Our Mission:  
To promote, provide, and  
sponsor competitive sport  
activities for the youth of  
SW Florida*



## Welcome

Welcome to All Star Athletics Foundation. We are excited to get underway.

A non-profit organization named All Star Athletics Foundation (ASAF) has been established and consists of parents with children within the SW Florida community supporting multiple sports the children of SW Florida are participating in. ASAF has three main purposes:

**Fundraising:** providing profitable programs to all families to offset the costs of competitive sports.

**Financial Accounting:** tracking payments and fundraising earnings made into your “Foundation Account”.

(These items will be discussed in detail at meetings and handouts will be distributed).

**Sponsorship:** providing activities and packages to benefit the youth of competitive sports in SW Florida.

The success of the ASAF depends on committed volunteers (you) who are dedicated to the success and the needs of its members. The goal of ASAF is to provide you with all the details involved in being part of ASAF and to simplify those details. (i.e. ASAF payments, statements, and available fundraising opportunities). The Board and its committees work together as a team, communicating on a regular basis. Feel free to contact any board or committee member at any time with your questions or concerns.

Your involvement and input is vital to the continued success of the ASAF. To be involved and informed, we encourage you to attend meetings and participate in fundraisers offered. Please read the information contained in your packet. There is a great deal of information outlined.

We look forward to your participation.

Sincerely,

*All Star Athletics Foundation Board*

Director (Owner) Marisa Capellan-Battle [marisa.battle3@gmail.com](mailto:marisa.battle3@gmail.com)  
(239) 245-3198

Vice-Director Isabella Capellan [bellagcapellan@gmail.com](mailto:bellagcapellan@gmail.com)  
(239) 281-2170

Fundraising Liz Rivera [lizmrivera26@gmail.com](mailto:lizmrivera26@gmail.com)  
(239) 357-0332

Unique Abilities Fundraising Nicole-Jo Charette [nicolinejo3@gmail.com](mailto:nicolinejo3@gmail.com)  
(207) 205-2899

Officer Jasmin Demetz [jasmindemetz1234@gmail.com](mailto:jasmindemetz1234@gmail.com)  
(786) 731-2222

## Bylaws

### ARTICLE I – NAME

Section 1 The name of the organization shall be known All Star Athletics Foundation (Hereafter referred to as ASAF).

### ARTICLE II – PURPOSE

Section 1 The primary function of ASAF is to provide regulated and supervised fundraising activities.

### ARTICLE III – OFFICE

Section 1 The principal office of the Corporation shall be in the state of Florida. The Corporation shall designate a registered office in accordance with Florida law and shall maintain it continuously

### ARTICLE IV – MEMBERSHIP

Section 1.01 A member is defined as an adult who has a child currently participating on any all-star or competitive athletic program in SW Florida or anyone deemed eligible for membership by the Executive Board.

Section 1.02 Membership shall end:

- May 31st of each year unless renewed
- When dues are in default which shall be June 1 of each year
- Upon the death or resignation of athlete
- For cause, upon affirmative vote of two-thirds of those members present at an ASAF Board Meeting

Section 1.03 Following termination of membership as defined above, a membership may be reinstated by reapplication with payment of dues, or by submission of a valid mailing/email address if dues are still current.

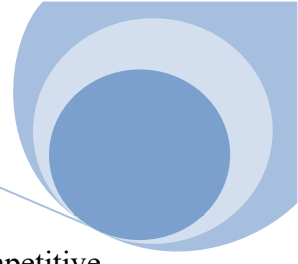
### ARTICLE V – EXECUTIVE BOARD

Section 1 The ASAF shall be organized and governed by an the founder/owners and an Executive Board that shall consist of three-five (3-5) members.

A. The Executive Board is eligible by ASAF membership, Section 1, for a two-year term.

B. Elections

1. The election of members to the Executive Board shall be held at the last meeting of the season or if need be at the first parent meeting in May.
2. “One vote” shall be considered as one vote per custodial household.



C. Eligible Candidates shall be:

1. Any active parent or guardian of a participant in all-star or competitive athletic program in SW Florida
2. A member in good standing, with no past due balances owed either to ASAF or their respective athletic organization.
3. Members elected to the Executive Board shall be eligible to participate starting with the regular June meeting.
4. Positions elected by ASAF membership vacated prior to the expiration of the term shall be filled by a majority vote of the Executive Board.

Section 2      The founder shall be the sole member of the corporation so that he/she vision can control the board to assure the initial vision and mission are sustained. The founder will serve as President/Executive Director until he/she resigns.

Section 3      Any officer of the ASAF Executive Board may be relieved of their duties by impropriety, or by becoming inactive.

**ARTICLE V – RESPONSIBILITIES OF THE EXECUTIVE BOARD**

Section 1      Develop and/or approve the organizational structure of the ASAF.

Section 2      Establish policies.

Section 3      When vacancies occur on the Executive Board, appoint replacements for the remainder of the vacated term.

Section 4      Ensure that an independent audit of the financial records is performed at the end of each treasurer’s term as well as an internal audit annually.

**ARTICLE VI – MEETINGS**

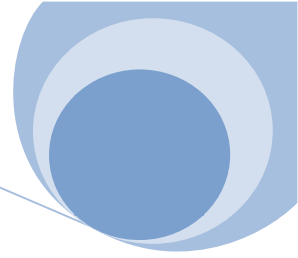
Section 1      All ASAF meetings are open to the public.

Section 2      The Director and/or majority of the Executive Board, as needed, may call special meetings. Special meetings are called when business must be conducted prior to the next regular meeting and the following requirements apply:

1. Three-day notice
2. Emailed to ASAF membership account on file
3. Posted on ASAF Social Media Account

**ARTICLE VII – OFFICERS OF THE EXECUTIVE BOARD**

Section 1      Officers must be members of the ASAF.



Section 2 Officers shall be elected bi-annually at the April or May meeting.

Section 3 Elected officers shall consist of:

1. Vice Director
2. Secretary
3. Officer(s)

Section 4 Duties of officers

A. Director (Owner)

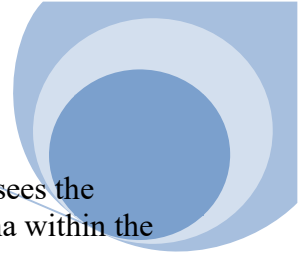
1. Presides at all meetings
2. Approves all committees and committee chairpersons
3. Prepares a written meeting agenda for all regular meetings
4. Provides direction to all ASAF committees and members regarding the bylaws, policies, and other items as needed.
5. Will maintain accurate records of all funds brought into and paid out of the ASAF.
6. Shall notify all members of their account status.
7. Oversees the Fundraising Coordinator.
8. Shall provide a monthly financial statement to the board.
9. Will balance the financial ledger monthly.
10. Adheres to the policies set by the Board.
11. Produces reports in Microsoft Word and Excel.
12. Acts as webmaster.
13. File Corporate Filings and Tax Returns.

B. Vice Director

1. In the absence of the Director, the Vice Director shall exercise the Director's functions.
2. Provides direction to all ASAF committees and members regarding the bylaws, policies, and other items as needed.
3. Other duties as assigned by the Director.
4. Oversees the Publicity Committee chairperson.
5. Oversees information sent to Media.
6. Oversees concessions together with Secretary and Treasurer.
7. Oversees the necessary functions needed to provide a successful sponsorship drive.

C. Secretary

1. Keep complete and accurate minutes of the Executive Board, regular and special meetings. A copy shall be posted at ASAF within one week following the meeting.
2. Oversees the Internet Information Services Coordinator.
3. Publish, newsletters monthly, or as needed.
4. Oversees Scheduled Events Committee.



5. Under the direction of the Director or elected Officer, oversees the necessary functions for scheduled events at the special arena within the area.
6. Organizes and implements ongoing product fundraisers and pursue new fundraising ideas.
7. Investigates other events that would fall within this area.
8. Prepares all fundraising reports for the Treasurer to post.
9. Under the direction of the Vice Director or elected Officer, oversee the necessary functions needed to provide a successful sponsorship drive.

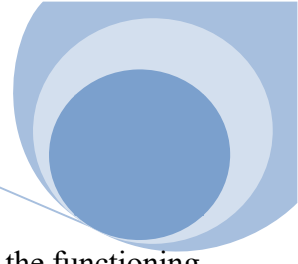
## ARTICLE VIII - COMMITTEES

### Section 1 Standing Committees

- A. Publicity Committee
  - a. Under the direction of the Vice-Director and Director of ASAF, provides all local newspapers with information and pictures of ASAF accomplishments.
- B. Fundraising Coordinator  
Oversees Scheduled Events Committee
  - a. Under the direction of the Treasurer, oversees the necessary functions for scheduled events at the special arenas within the area.
  - b. Organizes and implements ongoing product fundraisers and pursues new fundraising ideas.
  - c. Investigates other events that would fall within this area.
  - d. Prepares all fundraising reports for the Treasurer to post.
- C. Sponsorship Committee
  - a. Under the direction of the Director, oversee the necessary functions needed to provide a successful sponsorship drive.
- D. Event Coordinator.
  - a. Under the direction of the Fundraising Coordinator and in Coordination with the Director of ASAF Inc., plans, organizes, and implements any Banquets, Rallies or other special events.

### Section 2 Committees other than Standing Committees

The Director shall appoint committees other than Standing Committees, as the membership shall deem necessary.



**ARTICLE IX - POLICIES**

Section 1 Policies are supplemental guidelines to the Bylaws that will further define the functioning of each committee and membership of the ASAF.

**ARTICLE X - AMENDMENTS**

Section 1 These Bylaws may be amended at any regular meeting by a majority vote of at least 20% of the total membership, provided a written notice of the amendment(s) have been provided at the previous regular meeting.

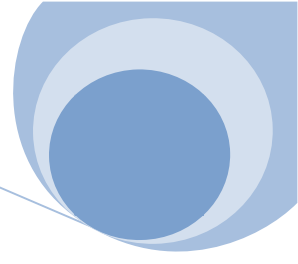
Section 2 Policies may be adopted, deleted, or amended by a majority vote of at least 20% of the membership at any regular ASAF meeting.

**ARTICLE XI - DISSOLUTION**

Section 1 If the ASAF should be dissolved, no member will receive any portion of its remaining assets or property. Upon dissolution, the balance of any assets or property of the ASAF which remains after all obligations are paid will be distributed to any other non-profit association that works in any sports field whether or not incorporated, which has been determined by the Internal Revenue Service to be exempt from payment of federal income taxes under Internal Revenue Code.

**ARTICLE XII- REVISION OF THE BYLAWS**

Section 1 [all revisions, amendments, and additions will be contained within the document along with the original text]



## Policies

### POLICY 01

An ASAF reserves the right to charge a membership fee. Membership fees will be imposed at the beginning of each new competition season. This is due before any fundraising will commence. This fund is used for the expenses of the ASAF including but not limited to office supplies, banking costs, postage, ~~ONE ASAF t-shirt~~ and incidentals deemed necessary in the planning and running of the ASAF. This is non-refundable fee. ~~The current fee is \$35.~~ Each All Star must have their own account in order for fundraising to be applied for them.

If any Member has multiple children that are athletes at ASAF, ~~the registration fee is still \$35,~~ but it does not allow you to sign up all athletes to fundraise on the first day of sign ups. **See Policy 06**

~~If any Member requires additional ASAF t-shirts, they will be an additional dollar amount determined by the vendor producing the t-shirts.~~

#### ~~Amendment to Policy 01 dated 4/8/23~~

~~There will be no membership fee at this time.~~

#### **Amendment to Policy 01 dated 5/23/24**

Each athlete is required to purchase an ASAF shirt. The cost is \$35 each. These are to be worn for all fundraisers. Anyone working on behalf of the athlete at Hertz Arena, will need to purchase an extra ASAF shirt to wear.

### POLICY 02

ASAF reserves the right to reduce by 5% of funds earned from each fundraiser as fee, which will be deposited into the Foundations General Fund. *At this time, there will not be a fee reduction implemented.* All remaining funds will be paid out to ASAF and deposited into the athlete's account by the 16<sup>th</sup> of each month.

#### **Amendment to Policy 02 dated 4/8/23**

ASAF will reduce funds earned from each fundraiser by 5%, which will be deposited into the Foundations General Fund.

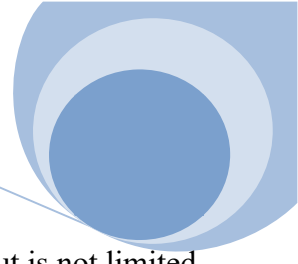
### POLICY 03

In the event an individual chooses to leave or is removed from a squad by one of their coaches or staff member during the season, all funds, donations, and bonuses that were earned through ASAF will be forfeited to the Foundations General Fund.

After the season has been completed and an individual opts not to return for the following season or graduates, the individual will have 30 days to either transfer their available funds to another ASAF member account, or all available funds will be forfeited to the Foundations General Fund.

After a season has been completed and an individual plans to return the following season, any funds remaining in an individual account and additional funds earned through fundraising may carry over to the following season to offset future expenses, subject to the risk of forfeiture in the event the individual does not make a team. Such funds will be forfeited to the ASAF General Fund if the individual does not make a team. The carry-over of funds and/or accrual of fundraising funds to cover future expenses do not guarantee an individual a spot on a team, which is determined through tryouts





**Amendment to Policy 03 dated 10/8/23**

In the event that a family group is removed from ASAF for any reason, which includes but is not limited to actions resulting in an ASAF Strike Policy, all remaining funds within their family account will be transferred to the General Fund.

**POLICY 04**

If elected or appointed to an ASAF position (including positions as board or committee members, chairperson or liaison), attendance will be expected at all ASAF monthly meeting or other meetings called by the board or committee. ASAF members realize that emergencies do occur. In the event a meeting cannot be attended, persons in the aforementioned positions must notify the chairperson or one of the board members of the absence. Continued absences will be reason for removal from the position.

**POLICY 05**

Bi-quarterly Meetings will be held for the General Membership and Board Meetings will be held bi-monthly.

**POLICY 06**

Sign-ups for fundraising will be sent via signup.com and/or email. These will be sent out the end of the month for the next month's available dates. Once these are sent out, each member is allowed to sign-up for one time slot on day one, even if the member has multiple children. On day two (2) following 24 hour rule, every Member is allowed to sign-up for one (1) more additional time slot and on day three (3) every Member may sign-up for as many spots as they would like. This policy is to ensure that all Members have the opportunity to fundraise.

Members are only allowed to sign-up their child and not sign-up another Member's child. If this is done you will forfeit your spots.

Each event may have different sign-up requirements and Members will be inform of the requirements with the rules for that event.

**Amendment to Policy 06 dated 10/8/23**

Members who violate the sign-up rules will have all reserved spots removed. Persistent non-compliance with the sign-up rules will lead to the issuance of a Strike.

**Amendment to Policy 06 dated 5/23/24**

New incentive for any adult who schedules a service event or canning. You will be eligible to get one spot at one event of your choice before the events open to other adults, and you will still be eligible to participate in the regular sign up event.

**POLICY 07**

- 1. NO-SHOWS TO ANY SCHEDULED FUNDRAISING EVENT WILL BE FINED \$25.00. THIS APPLIES TO ANY MEMBER AND OR FAMILY MEMBER THAT HAS CHOSEN TO SIGN UP FOR THE FUNDRAISING EVENT**
2. A member is anyone who has chosen to join the ASAF. A member and/or a family member is representing an athlete to earn money for his/her.



3. A phone call is an acceptable way to cancel for a scheduled event. A no-show phone call requires the member or family member to cancel **24 hours** prior to the event. It is your responsibility to contact the person in charge of the fundraising event. **You must also e-mail a hard copy to the event coordinator** for your record as well as the board's.
4. An emergency for a no-show is just that. A tragic accident or death of a family member. **This is the only excused no-show.**
5. Each member is allowed ~~two~~ **one offense** and then any further violation will result in termination of all opportunities to participate in fundraising events.
6. Each member is responsible for his/her family members or anyone representing his/her athlete.
7. If you show up late to an event, you will be subject to denial to participate in that event. This will count as one offense.
8. You are responsible for making sure you have accurate directions and requirements for dress. Any denial from the event venue for not having proper attire is your responsibility not ASAF.
9. If you do not sign the policy sheet prior to your reservation to the event, you will not be permitted to participate in the event. This ensures everyone is fully aware of the requirements for the event and the process of how a no-show works.

#### **Amendment to Policy 07 dated 10/8/23**

A phone call/*GroupMe message* is an acceptable way to cancel for a scheduled event. A no-show phone call requires the member or family member to cancel ~~24 hours~~ **48 hours** prior to the event. It is your responsibility to contact the person in charge of the fundraising event. **You must also e-mail a hard copy to the event coordinator** for your record as well as the board's.

Each member is allowed ~~two offenses~~ **one offense** and then any further violation will result in termination of all opportunities to participate in fundraising events. **And will receive a Strike.**

#### **POLICY 08**

All outstanding fees must be paid before a member will be in Good Standing for the new season. This may include, but not limited to, No-Show fines, returned check fees, etc.

#### **POLICY 09**

ASAF admits students of any race, color, gender or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to athletes at their respective organization. ASAF assumes, but does not verify the athletes respective organization does not discriminate against any applicant or pupil because of gender in admissions, educational programs, and activities.

#### **POLICY 10 adopted 10/8/23**

Any member of ASAF is permitted to collaborate with the Fundraising Coordinator in organizing new fundraising initiatives under their supervision. All fundraising activities must be accessible to all ASAF

members. In the event that a member independently initiates a fundraiser under the ASAF name without making it available to all members and fails to contribute the proceeds to the general fund or their family account, will be subject to the provisions outlined in the ASAF Strike Policy, or such non-compliance may be considered theft and could potentially lead to legal action being pursued.

**POLICY 11 adopted 10/8/23**

At times, ASAF members may be required to provide goods in the form of food and/or supplies as part of fundraising activities. Such members shall not be entitled to reimbursement for these expenditures from either the General Fund or the proceeds generated from fundraising. ASAF recommends consulting with a qualified accountant to explore the possibility of claiming these expenses as a charitable contribution on their annual tax return.

**POLICY 12 adopted 10/8/23**

ASAF provides various fundraising opportunities for its members, including the operation of the Top Gun Snack Cart/Front Office situated at Top Gun All Stars of SWFL. The Snack Cart's regular operating hours are from 5:00 pm to 9:00 pm, Monday through Thursday, unless specified otherwise by Top Gun All Stars of SWFL. Members of ASAF who have an athlete enrolled at Top Gun All Stars of SWFL will be obligated to complete a minimum of two (2) shifts per month at the Snack Cart. Failure to fulfill this requirement will result in the imposition of a Strike, as per ASAF policies.

**Amendment to Policy 12 dated 5/24/24**

ASAF will issue strikes to noncompliant members when months are not full without warning.

**POLICY 13 adopted 10/8/23**

All funds derived from each fundraising event must be submitted for remittance within seven (7) days after the fundraiser's conclusion. ASAF members are expressly prohibited from appropriating any portion of the proceeds for any purpose. Failure to adhere to this policy will result in the immediate termination of ASAF membership, accompanied by the forfeiture of all funds contained within the family account to the General Fund. Furthermore, such non-compliance may be considered theft and could potentially lead to legal action being pursued.

**POLICY 14 adopted 10/8/23**

ASAF has established a Strike Policy, wherein individuals may be subject to removal from ASAF and the forfeiture of all funds within their family account to the General Fund after accumulating three Strikes. Strikes are accrued through violations of any of ASAF's policies.

**Amendment to Policy 14 dated 5/24/24**

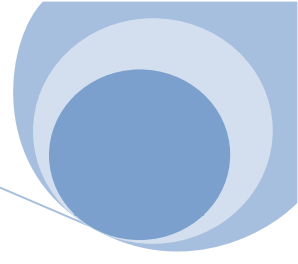
Strikes will be subject to a \$25 fine each.

**POLICY 15 adopted 10/8/23**

ASAF retains the discretion to refuse re-membership to family groups who have previously departed ASAF under unfavorable circumstances. Family groups that withdraw from ASAF mid-season due to unfavorable circumstances may be subject to the forfeiture of funds held in their family account, with such funds being transferred to the General Fund. The ASAF board reserves the right to conduct a formal vote on the release of family account funds.

**Account Guidelines**

Due to our non-profit status, we have developed the following guidelines designed to inform you about what are allowable expenses that may be deducted from your ASAF account.



Fundraised money is mainly for the sole purpose to offset the following costs:

**Primary Costs:**

- Registration fees
- Monthly fees
- Training Classes
- Competition Fees
- Uniform Costs
- Branded Practice Clothing
- One (1) pair of athletic shoes, i.e. Cheer shoes, Dance shoes, Cleats
- Skills clinics, privates, extra classes, camps (anything that better the athlete's skills)
- Anything mandated by athletes respective organization

**What is covered with exception waivers & confirmation of expenses with verifiable receipts:**

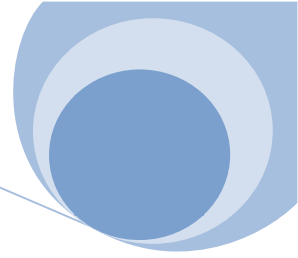
- Hotels
- Airline Tickets
- Chartered Buses
- Additional Spirit Wear

**Other Key Points**

- ASAF **can only write a check to a AFTER** the exception waiver has been signed & confirmation/receipts have been provided.
  - Should any member refuse to sign the exception waiver and/or fail to provide confirmations & receipts, they will be relegated to only have their primary costs covered.  
**There are no exceptions to this rule.**
- At the end of the season, all remaining funds will roll over to the next season, if the athlete is returning. If the athlete does not return, the remaining funds are forfeited to the General Fund for donation.
- Keep in mind ASAF Inc. cannot and will not issue a refund for funds paid to the member's respective organization.
- Spots are for athletes, with the exception of Hertz Arena  
**Added 10/8/23**
- *ASAF uses GroupMe and email for our main communication. Please make sure you are added to the All Star Athletics Foundation GroupMe upon membership acceptance. Also, please make sure you save [allstarathleticsfoundation@gmail.com](mailto:allstarathleticsfoundation@gmail.com) in your email address book.*
- *ASAF email is checked weekly on Friday's.*
- *ASAF requires after each fundraiser/fundraising shift, members communicate in GroupMe the total amount fundraised for transparency & accountability purposes.*
- *Members sign they understand all ASAF policies.*
- *Top Gun Snack Cart Spots are strictly for adults*

**Added 5/24/24**

- *Ledgers are your responsibility to double check and keep track of accuracy. Any discrepancy must be brought to attention within 48 hours for review. Anything past 48 hours will not be investigated.*



- *Please be courteous and respectful to the board members as they are strictly volunteers.*

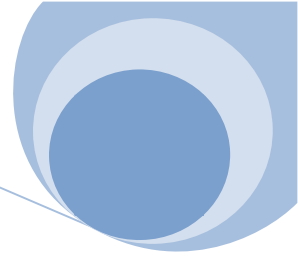
### **Account Statements**

You will receive monthly account statement detailing all activity in your account beginning in June of each year. Your statement will reflect any fundraising received ~~prior to the Wednesday before the last Sunday of the month~~ for the year to date. Any fundraising reported after that date will be reflected on the following month's statement. Please review your statements carefully. You have ~~30 days~~ **48 hours** to dispute statement accuracy. Discrepancies reported late (more than ~~30 days~~ **48 hours** after receipt of the statement) will not be considered. Do not procrastinate. Take the time and look over your statement carefully!

### **Personal Payments**

Make checks out to All Star Athletics Foundation. If you make a payment to the ASAF with a personal check and the check is returned due to insufficient funds, then future payment using a personal check will no longer be accepted by the ASAF. The only acceptable method for future payment will be cash, money order, or cashier's check. We will follow Florida's guidelines on collections on a bad check. The state of Florida allows a service charge of \$25 for checks of \$50 or less, \$30 for checks over \$50 up to \$300 and \$40 for checks over \$300. Receivers may charge 5 percent of the value of the check or the set fees, whichever amount is greater.

**The fee and the original amount must be paid within two weeks of notice from the Director.**

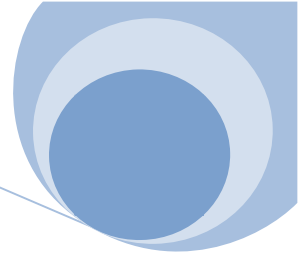


**Do you have an idea for a new fundraiser?**

DEFINITIONS

1. The ASAF is always open to new ideas for fundraising opportunities.
2. Information on any new fundraising opportunities must be presented in writing to the Executive Board for review and approval.
3. Information must include:
  - b. What
  - c. When
  - d. Where
  - e. Amount of compensation
  - f. How many it will serve
  - g. Who will be chairing the fundraiser
4. After acceptance, information must be presented by posting an e-mail to the ASAF membership.
5. All approved fundraisers must be made available to all ASAF members.
6. Any new fundraiser cannot conflict with current contracted fundraisers.
7. Payment from the event or fundraiser must be made directly to ASAF
8. All documentation shall be turned into the Fundraising Coordinator no later than one week after the event ending date. Documentation in Excel spreadsheet format must include:
  - a. Worker's name
  - b. Child's name and team
  - c. Hours worked
  - d. Date

**It is the responsibility of the chairperson/scheduler to get this information to the Fundraising Coordinator.**
9. No funds shall be posted to member accounts until full payment and documentation is received.
10. In the event that it is a "product" fundraiser, all funds must be turned in with the order.



## Fundraising Frequently Asked Questions

### Why fundraise?

1. Fundraising will offset the cost of athletics and make it affordable for everyone.
2. With all that is offered, there is no reason why you should not be able to raise the funds you need.

### What type of fundraisers do we offer?

1. We work concessions at local sports and entertainment venues.
2. We have Product/Selling Fundraisers.
3. We have limited “Canning” fundraising available.

### Who can work?

1. For concessions, see the attached Hertz Arena Information.
2. Any ASAF member who has completed the registration process and paid their fees.

### How do you sign up?

1. Upon filling out your ASAF Information Form and indicating that you choose to fundraise, you will begin receiving information on fundraising opportunities via Sign-ups.com, email, &.
2. For event fundraising, concessions, signups will be sent out via email with instructions on how to sign-up.
3. For product fundraising, candle sales, etc., information will be on GroupMe and sent via email.

### How many fundraisers can I do?

You may sign up for as many fundraisers as you would like. No one is ever turned away. If extra workers are signed, up everything is done to get extra positions. If extra workers are signed up, and no extra positions are available, an alternate list will be posted. The more you work, the more you make; the more you make, the less you need to pay out of your pocket.

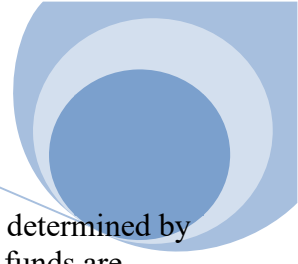
### How are we scheduled for event fundraising?

Once all work request papers are e-mailed or turned in we look to see the number of spots will need to fill. You are assigned to a booth or position and e-mailed where you will be working and what times to arrive. You will be called if you do not have e-mail, with arrival times and where you are working. Everyone has an equal opportunity to work.

### What do I do if I need to cancel?

1. Sign up wisely. If you need to be marked off a date before it is scheduled, please contact the coordinator as soon as possible. Never send a teen in place of an adult worker without approval.
2. **NO-SHOWs are NO-NOs and a NO-SHOW CHARGE OF \$25.00 WILL BE CHARGED TO YOUR ACCOUNT.** You also could not be scheduled for future events. Emergencies do arise, but please contact someone.

### How much do we get paid?



1. All concessions are based on a percentage of our sales in each booth.
2. Each venue has a different percentage that ranges from 5% to 10%. Our sales are determined by inventory counts and funds turned in, or what is rung into cash registers and what funds are turned in. We are responsible for any shortages and it is deducted from our commission.
3. Product fundraising is based on the companies' profit levels.

**How do we get paid?**

1. Once checks are received (usually 4-6 weeks from date worked) and they are verified as being correct, we will then apply the amounts to your account by the 16<sup>th</sup> of the month.

**What do I wear?**

1. That depends on where you are working.
2. Venues impose dress code violations and they in turn will be charged to you. Please see each venue section for the required dress code.
3. Never wear sandals, open toed or backless shoes when working concessions. Tennis shoes are best.
4. No sleeveless shirts or shorts when working concessions.
5. Shorts can be worn during outside fundraising but must have a 2-3 inch inseam. No "booty" shorts are permitted and if worn you will be asked to leave and forfeit your spot.
6. No mid-drift shirts.
7. Must wear ASAF shirt or your respective athletic organization shirt at all times.

**Who do I contact for fundraising?**

Director / Fundraising Coordinator

**Do I really need e-mail?**

1. E-mail is our primary way of communication. When last minute issues arise, it is easier to send one e-mail rather than 140 phone calls. The ASAF Board will use it for upcoming events and reminders.

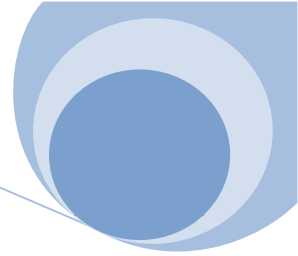
**What if I am injured while fundraising?**

1. You are responsible for carrying your own medical insurance. ASAF or the venues you are working are not liable for any personal injury while fundraising.

**Remember when you fundraise you are representing ASAF Inc. and ASAF. Please conduct yourself in a very professional manner. Keep in mind while fundraising we must follow the guidelines set forth by the venue where we work and any guidelines established by the ASAF.**

**No exceptions.**





**Registration Form**

Name of Athlete: \_\_\_\_\_ Birthday: \_\_\_\_\_

Organization & Team: \_\_\_\_\_

Name of Athlete: \_\_\_\_\_ Birthday: \_\_\_\_\_

Organization & Team: \_\_\_\_\_

Name of Athlete: \_\_\_\_\_ Birthday: \_\_\_\_\_

Organization & Team: \_\_\_\_\_

**Mother's/Guardian #1 information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Father's/Guardian #2 Information:**

Name: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**The above information will be provided to the ASAF Board.**

Are you interested in participating in Event Fundraising? \_\_\_\_\_ YES \_\_\_\_\_ NO

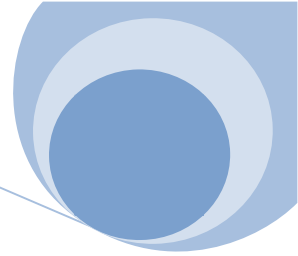
Are you interested in participating in Product Fundraisers? \_\_\_\_\_ YES \_\_\_\_\_ NO



**Shirt Fee Paid:** \_\_\_\_\_ Cash

**Handbook Given:** \_\_\_\_\_

**Rules & Regulations signed:** \_\_\_\_\_



**RELEASE, WAIVER, AND INDEMNITY AGREEMENT**

This Release, Waiver, and Indemnity Agreement (“Release”) is executed by parent/guardian \_\_\_\_\_ (Referred to as “Release”) on \_\_\_\_\_, 20\_\_ in, Florida.

In consideration of being permitted to participate in All Star Athletics Foundation (referred to as “ASAF”) activities and/or my child/ward being permitted to be a member of the ASAF, Releaser for himself/herself and his/her personal representatives, heirs and next of kin, releases, waives, discharges and covenants not to sue the ASAF, its officers, and/or member and their personal representatives heirs and next of kin )all referred to as “Releasees”), for all liability to Releaser, his/her personal representatives, assigns, heirs and next of kin for any and all claim, loss, action or right of action of whatsoever kind or nature either in law or equity, or damage on account of bodily or personal injury, death, and/or property damage, whether caused by the negligence of Releasees or otherwise while Releaser and or Releaser’s child/ward is participating in any Foundation Activity.

Releaser agrees to indemnify the Releasees from any loss, liability, damage or cost, including reasonable attorney fees, Releasees may incur due to the participation by Releaser and/or Releaser’s child/ward in any ASAF activity, whether caused by the negligence of Releasees or otherwise.

Releaser assumes full responsibility of and risk of bodily injury, death, and/or property damage due to negligence of Releasees or otherwise while Releaser and/or Releaser’s child/ward is participating in any foundation activity.

Releaser agrees that this Release is intended to be as broad and inclusive as permitted by the law of the State of Florida and that if any portion of the Release or held invalid, it is agreed the balance will, notwithstanding, continue in full legal force and effect.

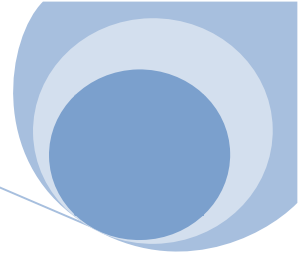
Releaser states that he/she carefully has read this Release, knows the contents of it, and signs this Agreement as his/her own free act.

This Release contains the entire agreement between the parties to this Release and the terms of the Release and contractual and not a mere recital.

Child’s/ward’s name: \_\_\_\_\_ Team: \_\_\_\_\_

Parent’s/guardian’s name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s/guardian’s signature: \_\_\_\_\_



**Guidelines**

- Fundraised money is mainly for the sole purpose to offset the following costs:

**Primary Cost:**

Monthly Tuition which includes  
Coaches Fees  
Camp Fees  
Training Classes  
Competition Fees  
Uniform Costs  
Practice Clothing  
Sport Specific Footwear  
Anything mandated by the athletic organization

**What is covered with exception waivers & confirmation of expenses with verifiable receipts:**

Hotels  
Airline Tickets  
Chartered Buses  
Additional Spirit Wear  
.

**Parent/Guardian initials:** \_\_\_\_\_

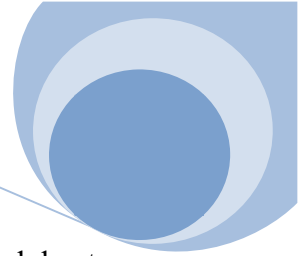
**Other Key Points**

- ASAF **can only write a check to a AFTER** the exception waiver has been signed & confirmation/receipts have been provided.
  - Should any member refuse to sign the exception waiver and/or fail to provide confirmations & receipts, they will be relegated to only have their primary costs covered. There are no exceptions to this rule.
- At the end of the season, all remaining funds will roll over to the next season, if the athlete is returning. If the athlete does not return, the remaining funds are forfeited to the General Fund for donation.
- Keep in mind ASAF Inc. cannot and will not issue a refund for funds paid to the members respective organization.
- If family group is removed from ASAF for any reason, all remaining funds in family group account will be forfeited to the General Fund.
- Statements are distributed by the 18<sup>th</sup> of each month. You have 2 days to dispute statement accuracy. Discrepancies reported late (more than 2 days after receipt of the statement) will not be considered

**Parent/Guardian initials:** \_\_\_\_\_

As with any other requests, appropriate documentation must be completed with receipts attached – **NO EXCEPTIONS**

**Parent/Guardian initials:** \_\_\_\_\_



**Personal Payments**

I understand that if I make a payment to the ASAF with a personal check and the check is returned due to insufficient funds, then future payment using a personal check will no longer be accepted by the ASAF. The only acceptable method for future payment will be cash, money order, or cashier check.

Make checks out to All Star Athletic Foundation. If you make a payment to the ASAF with a personal check and the check is returned due to insufficient funds, then future payment using a personal check will no longer be accepted by the ASAF. The only acceptable method for future payment will be cash, money order, or cashier’s check. We will follow Florida’s guidelines on collections on a bad check. The state of Florida allows a service charge of \$25 for checks of \$50 or less, \$30 for checks over \$50 up to \$300 and \$40 for checks over \$300. Receivers may charge 5 percent of the value of the check or the set fees, whichever amount is greater.

**The fee and the original amount must be paid within two weeks of notice from the Director.**

**Parent/Guardian initials:**\_\_\_\_\_

I understand that if I volunteer for a working function and do not show or call, I will be assessed a \$25 fee.

**Parent/Guardian initials:**\_\_\_\_\_

I \_\_\_\_\_ have received an ASAF handbook. I understand the policies written in the handbook. I have read and understand the Guidelines.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
All-Star’s Name(s) (please print)

Concession Stand

**Hertz Arena**

11000 Everblades Parkway, Estero, FL 33928

**Stand Locations:**

- Main floor Hertz Arena. Each stand has a number posted at the stand door entry.

**Staffing:**

- 10-20 per event. There are several different stands. Each stand supports only a certain number of spots.

**Amendment Staffing dated 5/23/24**

ASAF has a core group of individuals who consistently have worked Hertz Arena without incident.

ASAF reserves the right to call upon those individuals and give them priority before opening dates to the rest of the foundation members.

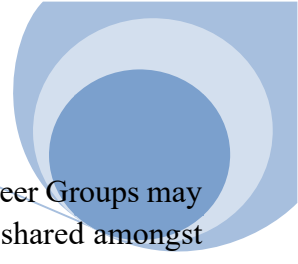
**Age Requirements:**

- 13 years and older.
- All stands sell alcohol. You **MUST** be 18 years or older to dispense. **ID is required for purchase every time and a limit of 2 per id.**  
**Amendment Staffing dated 5/23/24**
- 13-15 years old must be accompanied by their guardian/parent
- 16-18 years old do not need to be accompanied by their guardian/parent so long as they are driving themselves. If they need to be dropped off, they must be accompanied by their guardian/parent.

**Commissions paid:**

- Each stand will be paid on net cash deposited. This is cash deposited less beginning bank less sales taxes. We will earn 8% of the net cash deposited with an opportunity to earn a 2% bonus on net cash deposited each night. The 2% will be based on the following:
  1. Your group arrives on time and stand is open on time with all items ready to be sold.
  2. Your group cleans up the stand appropriately.
  3. Your group is appropriately dressed.
  4. Your group does not excessively over cook and waste products.
  5. Your group follows all rules and regulations.

**Violations of any of the above will be subject to immediate probation, loss of future major events and possible expulsion from the program.**



- All shortages of cash to inventory will be deducted from the group's commission. Volunteer Groups may put out "Tip Jars" in front of their stand registers if they so choose. All tips earned are shared amongst ALL who are working the event, after any shortages are taken care of. **IF YOU ARE CAUGHT POCKETING ANY TIPS, YOU WILL BE REMOVED FROM WORKING ANY FUTURE EVENTS!**

**Communication:**

- Email is our main way of communication. Please make sure that we have your current email address and cell phone number.

**Parking:**

- There is limited parking around Hertz Arena during an event so try to carpool if you can. Park on the West side of the building, closest to the interstate. Enter the Arena on the south side of the building at the employee and media entrance and sign in. In the event of a full parking lot, Hertz may ask that we use alternate transportation into the arena.

**Hertz concession sign-up sheets:**

- When you arrive at the arena, you must sign in on the clip board in order to receive credit for working that event. They are located on the white table.

**Valuables:**

- Please leave all valuables at home. Hertz Arena is not responsible for your personal items.

**Cell Phones:**

- No cell phones, computers or I-pods.

**Stand Leaders:**

- Stand Leaders will supervise and divide up job assignments.
- They are responsible for maintaining inventory and cash for the stand.
- They will ensure that the stand is running properly and that everyone is working according to the rules and regulations as described in the concessions manual provided by Hertz Arena.
- They are to report any and all violations of the rules and regulations to the ASAF Board.
- Stand Leaders are selected based on their proven reliability, responsibility and commitment.

**Stand close out:**

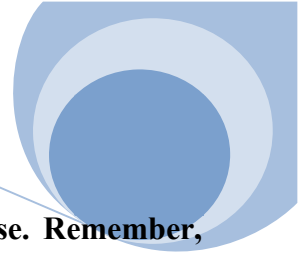
- ALL workers assist with inventory, clean up, etc. All workers leave the arena at the same time. If you leave early, you will forfeit your earnings for the day, including tips.

**Cancellation:**

- NO SHOW'S are NO-NO's and a cancellation fee of \$25.00 will be charged to your account. Sign up wisely! If you are not able to attend, you must notify the board ~~24~~ **72** hours prior to the event. Refer to Policy 7 in the Booster club handbook on procedures for cancellations.

**Amendment to Cancellation Policy dated 5/23/24**

If you must cancel, you are responsible to find a replacement unless otherwise told not to.



**During the event:**

- **Always be courteous to the customer. Always suggest if they would like something else. Remember, the more you sell the more you make.**
- **All workers are to stay near the stand when taking a break. No wandering the building. No one is allowed to stand in the walkways or seating areas to watch the event!**
- **There is to be no eating or drinking in front of the customer. Please do so out of sight.**
- **No food is to be given away. There is an employee discount for food and a courtesy cup if provided for can soda, tap water, or coffee.**

**Dress Code:** *These are Hertz Arena's Rules and not that of ASAF.*

- You are to wear long pants; jeans (no rips or holes that show skin) are acceptable. No athletic pants or capris.
- Closed toed shoes only. NO sandals, flip-flip flops, or backless shoes. Tennis shoes are best.
- Hair must be covered. A black hat or hair net is acceptable. Long hair must be pulled back and up.
- You may wear a t-shirt that acknowledges your group. NO strapless shirts.
- Fingernails must be clean, short, unpolished. **Acrylic or other artificial products applied are not allowed!**
- You may not wear: shorts, shirts with profanity or questionable advertising, or any other item that could be questionable. Hertz Arena management will have the final say on questionable items.
- **You will NOT work the event if you are in violation of the dress code.**

**Sign-ups:**

- We maintain a core group of volunteers that have proven themselves reliable workers. Periodically a new sign up list is posted to give new members an opportunity to fundraise. Those members are placed on a backup list initially until spots open and they are proven reliable.
- Members that sign up to work the concessions MUST be responsible, dependable and reliable. It requires commitment. If we do not meet the requirements from Hertz Arena, we will be removed from working events.
- Hertz Arena requires sign up for 3-4 events each month. Selection of the events is based on availability of workers. The Hertz Concessions Manager will determine which events we will work.
- Once the dates have been selected, an email will be sent. Members may sign up via an **email only** and will be on a first come, first serve basis. First sign-ups are for one spot per family. When there are multiple dates, please select one date. On the second day after the first sign-ups are taken, you may select another available spot. This process will continue until all available spots are taken. You can include additional family members and/or friends to help fundraise.

**Report times:**

- Doors open one hour before the event time.
- Stand Leaders will arrive 1 ½ hours to 2 hours before doors open, depending on the event. Sold out events will be busier and will require more time to prepare the stand to open.
- All others will arrive one hour prior to doors open.

## All Star Athletics Foundation

- Example: Event starts at 7:30. Doors open at 6:30. Stand Leaders will arrive at 4:30 or 5:00 and volunteers will arrive at 5:30.

### **Payment:**

- Once checks are received (usually by the 15<sup>th</sup> of each month) and they are verified as being correct, we will then apply the amounts to your account.

Each member volunteering for concession duty will be provided with the most current Concessions Manual from Hertz Arena. Please read over the manual along with the ASAF Handbook.

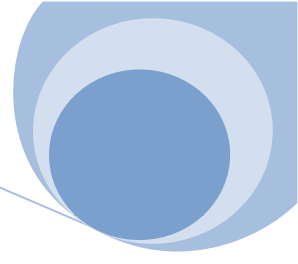
Please note: It is possible that you will not be scheduled for all requested events. We must be fair and give the majority of our members an opportunity to work. We will have new members that will join. We will give them an opportunity to work events as well.

Hertz Arena reserves the right to refuse to allow a volunteer to return. This can happen due any violation of their rules and regulations. Hertz supervisors monitor stands during the events and at any given time can dismiss the group or a selected individual for non-compliance.

Remember when you fundraise you are representing ASAF., your respective organization, and Hertz Arena. Please conduct yourself in a very professional manner. You are expected to work with consideration, cooperation, and a positive attitude.

**Note: ASAF reserves the right to make changes to this document at any time.**





## **VOLUNTEER AGREEMENT**

All ASAF members that wish to participate in a working fundraiser must sign the following agreement.

As a representative of the All Star Athletics Foundation working a fundraising event:

- You must refrain from posting any negative messages or pictures on any social media such as but not limited to Facebook, Twitter, Instagram, etc. Only post tasteful, positive posts! Do not post while you are working the event.
- No cell phones will be allowed out while working fundraising events. If you need to have your cell phone with you, have it on vibrate in a pocket. If you need to check on family, go to a back area to take/make a call.
- No free drinks to family/friends, this includes beer.
- No consuming food that is not allowed by that venue. Venues have designated food for workers. Employee discounts may be available for selected food items.
- Shirt, shoes and hat/hair net must be worn at all time while at the event.
- No gossiping or negative comments involving **anyone**. This includes staff, parents, coaches and athletes.
- At no time should any members contact anyone from our contracted venues. If you have any issues these need to be addressed to the ASAF Board.
- Only assigned workers will be allowed in that stand. If someone is waiting to pick you up, please have them wait outside. They will not be allowed to enter the venue as events are for paid admission only. There are no exceptions.
- We will not tolerate any inappropriate behavior at any event. Any and all violations will be reported to the ASAF Board. At which time, disciplinary actions will be taken.

