

Crofton Senior High School Athletic Booster Club

Concession Stand Guidelines

The Crofton High School Athletic Booster Club is responsible for organizing and maintaining the sale of concessions for Crofton home athletic activities held at the Stadium and in the Gymnasium. The Crofton Athletic Boosters has chosen to allow athletic teams to assist with concessions as a means to:

1. Raise funds for their athletic teams.
2. Promote team building and allow parents to form bonds with coaches, players and other families.
3. Promote school spirit.
4. Provide service to the Crofton community.

2020 – 2021 Contacts

Concessions Chairperson:

Open

Athletic Director:

Jeff Martin

Assistant Principal:

Dan Kassel

Team Sign-up:

1. The Crofton High School Athletic Booster Club will receive a schedule of all home football, soccer, field hockey, volleyball, basketball, lacrosse games and wrestling matches.
2. Each sport will be required to work a minimum of 1 concession shift during the 2020 – 2021 school year. The Crofton Athletic Director will assign each athletic team at least one game at which they will work concessions. Teams can be assigned to a concession shift anytime during the school year, in-season or in their off-season.
3. The head coach will be responsible for working with their parent liaison to staff the concessions.
4. The Crofton High School Athletic Booster Club will staff some games to benefit the athletic booster club and the overall Crofton Athletic program.
5. The remaining dates will be made available to the athletic teams to sign-up to work. These game dates will be emailed out to the head coach and team liaison. There will be a date given in which all requests must be received before that date. After that date all requests will be looked at and dates assigned as fairly as possible. The complete schedule will be sent to the head coaches and team liaisons and posted on the Crofton Athletic website (www.croftonathletics.com).
6. If teams cannot work their assigned scheduled concession date, it is the responsibility of the head coach to notify the concession chairperson as soon as possible and no later than 2 weeks before the scheduled date.
7. If there are dates that are not filled by athletic teams other Crofton High School groups, such as band, drama, etc. can pick up open dates.

Team Responsibilities:

1. The minimum amount of people working concessions should be:
 - Football 10 - 12
 - Soccer 6
 - Field hockey 6
 - Basketball 6
 - Wrestling 6

- Lacrosse 6
- Volleyball 3

2. Students are not to work in the concession stand and all workers must be over the age of 18.
3. Volunteers should arrive at least 15 minutes before the event is scheduled.
4. Volunteers should remain at the concession stand until clean-up is complete (usually takes 15 minutes after the event ends).
5. A representative from the Crofton High School Athletic Booster Club or Athletic Director will be present at the concession stand at the beginning of the event to assist with set-up or the cash box and directions for opening will be given to assigned team before event.
6. At the end of the event, the representative from the Crofton High School Athletic Booster Club or Athletic Director will provide direction on clean-up.
7. Food service guidelines shall be followed. Gloves need to be worn when handling food.
8. Directions on how to use equipment, how to prepare food, etc. will be in the opening directions.

Cash Handling Procedures:

1. The purpose of these procedures is to set guidelines for collecting, counting, depositing and recording monies received.
2. For all events that involve a cash drawer, monies will be double counted and recorded by at least two members. A receipt will be provided to record the total and both members will sign and date the receipt.
3. Volunteers handling or counting cash in the concession stand must be a booster member.
4. The Athletic Director or Assistant Athletic Director (2020-2021) or treasurer will receive a copy of the signed receipt, a second receipt will be left with the money being deposited in the bank.
5. All cash received from events must be secured in a school safe or deposited to the night depository of the school banking facility immediately after the event.
6. Cash left in the school safe will be deposited in the school banking facility the next day by the athletic director or a booster board member.
7. Under no circumstances should money be taken home for safekeeping either by school employees or booster club personnel.
8. A starting cash drawer of \$500 will be kept in the school safe located in the concession stand at all times.
9. No cash expenditures should be made at any time as Booster Clubs are not authorized to maintain petty cash.
10. Purchases for the benefit of the Booster Club shall be made separately from personal purchases and separate receipts shall show evidence of the same.
11. Receipts are required for all purchases. Receipts should show the place, date and amount of purchase. Receipts are to be turned in to the Athletic Director or Assistant Athletic Director (2020-2021) or treasurer within one week of the purchase date.
12. Credit/Debit cards linked to a Booster Club checking or savings account are prohibited. Credit cards with a \$1000 limit or less may be used to purchase items.
13. All volunteers and booster members working in the concession stand will need to sign in when working in the concession stand.

Disbursements to Teams:

1. The concession seasons will correspond with the sports' seasons: fall, winter, and spring.
2. The Crofton High School Booster Club will pay out 20% of the concessions revenue to volunteering teams. The 20% will be divided equally amongst the teams volunteering for each sport season.

3. Pay-outs will be made at the end of each sport season (fall/winter/spring). The Old Mill Booster Club Treasurer will provide a check to the Old Mill financial secretary and will be deposited directly into each participating team's fund. The Athletic Director or Assistant Athletic Director (2020-2021) or treasurer will also send an email to the athletic director and each coach with the amount for their respective team.