

# Eastmark High School Athletic Booster Club Committee Hand Book

[ehsabc.org](http://ehsabc.org)



We're so glad to have you join the booster committees! Eastmark High School greatly appreciates the effort and time that this organization provides to our students and encourages the formation of these groups to contribute to the success of our school.

The intention of this handbook is to help guide Eastmark High School supporters through the steps needed to form and operate a successful parent support organization. The information provided is meant to enable the committee to support student athletic programs or activities at our school.

Eastmark High School Athletic Boosters Executive Board will approve a Booster Committee only when it operates in compliance with the Board policies and this operating procedure. Only an approved organization may access and utilize EHS facilities. In order to remain approved, a committee must conduct its activities in a manner consistent with the goals, mission, philosophy, policies, and operating procedures of the executive board.

## WHO WE ARE

<a href="#">Our Mission</a>	3
<a href="#">The Executive Team</a>	3

## COMMITTEE MEETINGS & PROCESS

<a href="#">Elected Member Role Description Suggestions</a>	4
<a href="#">Meeting Expectations</a>	5
<a href="#">Frequently Asked Questions (FAQs)</a>	6/7

## RESOURCES

<a href="#">Parent Support/ Athletic Program Committee Checklist</a>	8
<a href="#">Establishing a Committee</a>	9
<a href="#">Guidelines for Operations</a>	10/11
<a href="#">Guidelines for Fundraising</a>	12
<a href="#">Crowdfunding Guidelines/ Technology Donation Process</a>	13
<a href="#">Facility Guidelines</a>	14
<a href="#">Application to Form a Booster Committee</a>	15/16
<a href="#">Annual Booster Committee Approval</a>	17
<a href="#">Meeting Minutes Template</a>	18
<a href="#">Deposit of Funds Form</a>	19
<a href="#">Receipt of Donation</a>	20
<a href="#">Sponsorship Opportunities</a>	21
<a href="#">Concessions</a>	22-25

## Our Mission

The Eastmark High School Athletic Booster Club (EHS ABC) shall exist to support the student athletes, coaches and athletic department of Eastmark High School. This support shall include facilitating communication between parents, creating liaisons for each team sport, and coordinating and conducting fundraisers to enhance the school athletic department.

## The Executive Team

Elected Board Member	Position	Contact Info
Renee Mullender	President	<a href="mailto:ehsabc.president@gmail.com">ehsabc.president@gmail.com</a>
Jamie Sawyer	Vice President	<a href="mailto:ehsabc.vp@gmail.com">ehsabc.vp@gmail.com</a>
Jenny Trampp	Treasurer	<a href="mailto:ehsabc.treasurer@gmail.com">ehsabc.treasurer@gmail.com</a>
	Secretary	<a href="mailto:ehsabc.secretary@gmail.com">ehsabc.secretary@gmail.com</a>
Jacquelyn Pastor	Concessions Manager	<a href="mailto:ehsabc.concessions@gmail.com">ehsabc.concessions@gmail.com</a>
Teriney Tobler	Inventory Manager	<a href="mailto:ehsabc.inventory@gmail.com">ehsabc.inventory@gmail.com</a>
Kraig Leuschner	Athletic Director	<a href="mailto:kleuschner@qcusd.org">kleuschner@qcusd.org</a>

## Elected Member Role Description Suggestions

Elected Official	Roles & Responsibilities
Chairperson	<ul style="list-style-type: none"> <li>- Principal Executive Officer</li> <li>- Supervise all business and affairs of the organization</li> <li>- Preside at all booster meetings</li> <li>- Report to the Executive Board and Head Coach</li> <li>- Oversee subcommittees as needed</li> </ul>
Associate Chairperson	<ul style="list-style-type: none"> <li>- Perform duties of the Chairperson upon the Chairperson's absence or inability to act</li> <li>- Perform duties assigned by the Chairperson or Board of Directors</li> <li>- Oversee subcommittees as needed</li> </ul>
Finance Manager	<ul style="list-style-type: none"> <li>- Be responsible for all funds and securities of the Booster Committee</li> <li>- Maintain an accurate record of all financial transactions of the committee, and verify that record with the Exec Board committee sub-ledger at least monthly</li> <li>- Turn over all funds collected at various activities to the Exec Board in a timely manner</li> <li>- Request funds from the Exec Board Treasurer as needed and provide receipts/invoices to match.</li> <li>- Oversee subcommittees as needed</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>- Prepare an agenda prior to any planned meeting</li> <li>- Keep the minutes of the meetings and provide to the Chairperson for approval prior to distribution</li> <li>- Custodian of committee records</li> <li>- Oversee subcommittees as needed</li> </ul>
Up to 3 Members-at-Large	<ul style="list-style-type: none"> <li>- Perform duties assigned by the Chairperson or Board of Directors</li> <li>- Oversee subcommittees as needed</li> </ul>

## Meeting Expectations

Follow the cadence of the Minutes Template in the Appendix. The following is common terminology used in conducting committee meetings:

Common Terminology	Definitions
<b>Bylaws</b>	A written document that defines the purpose of your group, its organizational structure, and the rules that govern the group. Bylaws can be customized for your group, published, and reviewed annually for revisions.
<b>Agenda</b>	A written list of items that will be covered during a meeting
<b>Minutes</b>	The written record of the business transacted at a meeting. Minutes should be kept for all Booster Committee meetings. <i>See Appendix for Minutes Template</i>
<b>Motion</b>	A formal proposal that the group take some specific action. Motions are voted upon by the group. An idea at a meeting will often result in the presentation of a motion. A motion is the way to resolve a dispute, debate, disagreement, or open issue. Any member in good standing can present a motion to the group. A motion can be tabled if the group needs more time before voting upon the motion. Tabling a motion suspends consideration until the group's next formal meeting.
<b>Seconding</b>	When a member presents a motion, their idea must be supported by another member. The supporting member "seconds" the motion to indicate their support. After a motion is seconded, it should be discussed by the group. A motion cannot be voted upon unless it is seconded.
<b>Adjournment</b>	A formal way to end a meeting. At the appropriate time, a member moves to adjourn, another member seconds, and the rest of the members voice their agreement. The secretary records the adjournment time in the minutes.
<b>Quorum</b>	The minimum number of members required to conduct business. Quorum is specified in the EHS ABC's bylaws.
<b>Officers and Elections</b>	The bylaws should specify the elected officers of the Booster Committee, their main duties, their term of office, and the procedures by which they are nominated and elected.

## Frequently Asked Questions (FAQs)

### 1) How do I host a meeting?

- a) Book facility. If you will be using school grounds please contact Jen Cook at [jcook@qcusd.org](mailto:jcook@qcusd.org).
- b) Advertise your meeting to all
- c) Plan an agenda and time slots for each agenda item
- d) Document meeting minutes (i.e. decisions made)
- e) Be prepared with requests for fundraising, sponsorships, events, etc...

### 2) How do we start a fundraiser?

- a) Present the idea in your booster committee meeting
- b) Formally vote for the request at hand
- c) Submit completed fundraising request using the form located at: <https://forms.gle/9CN6XkyKUusU1ujw8>. It can take up to 72 hours to hear back from the executive board.
- d) Once approved please send any flyers and/or links for the fundraiser to [ehsabc.concessions@gmail.com](mailto:ehsabc.concessions@gmail.com) to be added to the booster website

### 3) Why would a fundraiser be denied?

- a) If there is another fundraiser already scheduled that would conflict with your fundraiser. You can check out our fundraiser calendar at [ehsabc.org](http://ehsabc.org) which lists all committees approved fundraisers.
- b) If your fundraiser does not meet QCUSD guidelines
  - i) *Example: Gambling restrictions or alcohol involvement*

### 4) How do we deposit our fundraised money?

- a) The Finance Mgr will count the money (along with another committee official to verify) Fill out the deposit form with both committee members signatures and include it in a sealed envelope addressed to EHS ABC. Funds can be dropped in the top white drop box labeled Boosters located in the front lobby. Please send an email to EHS ABC Treasurer letting them know you have left a deposit.
- b) If the deposit is too large to fit in the box just contact EHS ABC Treasurer to coordinate a time and location for exchange.
- c) Deposits can be transferred via Venmo, however the EHS ABC Venmo account is a business account and is subject to a 1.9% plus .10 per transaction fee. Please contact [ehsabc.treasurer@gmail.com](mailto:ehsabc.treasurer@gmail.com) for alternative suggestions.

### 5) How do we access and spend our money?

- a) Discuss and vote on expenditures- Any expenditure must be approved by at least a majority of voting members.
- b) Consult with the committee Finance Manager on funds availability. (Each Committee is responsible for tracking their own funds.)
- c) Submit completed Funds request form to EHSABC Treasurer using the following form: <https://forms.gle/WhXF99cYTGSCp6hE9>. Requests should be submitted by 10am each

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Friday. Any requests submitted after this time will be processed the following week unless otherwise agreed by EHS ABC Treasurer.

- d) Forms of Payments available include: check, debit card, and venmo.
- e) Each fund request form needs to include a copy of receipt, purchase order or quote to be paid dated within 30 days from date of request.

**6) How do we sign up for Concessions?**

- a) Reach out to the Concessions Director by emailing [ehsabc.concessions@gmail.com](mailto:ehsabc.concessions@gmail.com)
- b) Concessions will be run through the committee of who the event belongs to. If that committee decides not to run concessions our concessions director will assign a new committee to the event.
- c) After the deduction of costs of goods sold the committee will receive 80% of profit with the remaining 20% going back into the EHS ABC account to help make upgrades.

**7) Can our Committee offer Sponsor Banners?**

- a) Yes, your committee can reach out to businesses to sponsor your program. The EHS ABC has a set price list included in this handbook and all committees must use the established price list for all banners:  
<https://docs.google.com/document/d/1xuOB15W243zkg6PKd8m3GziVOt9xpUnrcbdGfGfSRtM/edit?usp=sharing>
- b) Your committee can offer add-on packages specific to your sport as long as they are approved by the Athletic Director in writing prior to offering them. These add on packages need to be made clear they are offered by your committee and not the EHS ABC.
- c) Once you have found a sponsor make sure to fill out the Sponsorship banner request found here: <https://forms.gle/1s6A7vpUpXKr29Gv8>
- d) The Exec Board will relate to the committees each year on the Banner Sponsor renewal deadline. This helps a smooth process and for our sponsors to receive a full school year of exposure of their banner.

**8) How do we confirm our account has been credited for the High School Tax Credit?**

- a) Though the tax credit is the easiest way to financially assist the extra curricular programs at Eastmark they **DO NOT** get deposited into your Booster Committee account. However they do still go into an account that benefits your program of choice. These funds are controlled by the Athletic Director, Faculty Representative and Student Committee.
- b) If you are a resident of Arizona and wish to donate, please check out our tax credit form for more information as well as a link to donate online. You can donate up to \$400 if filing a joint tax return and up to \$200 if filing an individual tax return. This is not a deduction, you will get a dollar for dollar credit on your next tax returns! Some fees can even be paid using tax credit, please confirm with our bookstore manager for details. Please note, Tax Credits are not refundable.

**PARENT SUPPORT/ATHLETIC PROGRAM COMMITTEE CHECKLIST:**

**Annually:**

- Submit the Annual Booster Committee Approval to the Executive Board President
- Familiarize committee with elected office responsibilities
- Elect Officers
- Attend Eastmark High School Athletic Booster Executive Board training.

**As Needed:**

- Submit to EHS ABC for approval of ALL fundraising activities
- Distribute the Eastmark High School Athletic Booster Club Committee Handbook to new members/volunteers



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## ESTABLISHING A COMMITTEE:

### There are several steps to form a new parent support organization:

- 1. Parents meet with program sponsor/coach
- 2. Parents complete EHS ABC application. After the initial account has been set up an Annual Booster Committee Approval is required.
- 3. Application or Annual Approval (including required documents) is submitted to the Athletic Director.
- 4. Athletic Director approves, signs, and submits the application to the EHS ABC for approval.
- 5. Once approved, Athletic Director contacts program sponsor/committee to confirm approval
- 6. Committee may conduct business adhering to EHS ABC policy.

There are many things to consider when establishing a new committee. EHS ACB recommends that:

- Group should receive input, if needed from the Athletic Director.
- Group should meet with the EHS ABC executive board when developing your committee for guidance.
- Only approved committees that are conducting approved activities for the benefit of the Athletic Program are covered by the Queen Creek Unified School District liability insurance policy.
- A board should be chosen for the group
- Group should familiarize with bylaws which include:
  - How officers are elected
  - How voting is accomplished
  - How funds are raised and expended
  - How often the group meets
  - Process for keeping and reporting treasurer reports
  - Process for keeping and distribution of meeting minutes
  - A dissolution procedure that includes the distribution and usage of treasury monies and other assets before dissolution

*Reach out to EHS ABC if ever any questions or suggestions to modify or improve current bylaws.*

EHS ABC also recommends that committees clearly communicate what is expected of each individual member because every person contributes to the overall success of what you are trying to accomplish.

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## GUIDELINES FOR OPERATION:

### Annual Requirements

- No later than August 31st of each year, submit to the Executive Board President the Annual Committee Booster Approval form.
- Each year, each committee needs to hold a meeting to re-elect Committee Board Members, and attach Minutes of that meeting to the Annual Renewal form.
- Distribute copies of the EHS ABC Booster Committee Handbook to all volunteers. Copies of the handbook can be found online at [ehsabc.org](http://ehsabc.org)

### General Operations

- Organizations must comply with Governing Board policies (“School Policy Manual” link on [https://www.qcusd.org/Governing\\_Board](https://www.qcusd.org/Governing_Board)) and EHS ABC operating procedures. Failure to follow Governing policies and EHS ABC operating procedures may result in the refusal to operate as a Eastmark High School Booster Committee.
- A Booster Committee does not have the authority to make commitments on behalf of the district or school.
- The name of a Booster Committee/ School Name and Mascot is NOT allowed to be used on any payment apps such venmo or paypal. For use of EHS ABC venmo account please contact [ehsabc.treasurer@gmail.com](mailto:ehsabc.treasurer@gmail.com). If a parent would like to collect money on a personal account they may do so and transfer funds to the EHS ABC account as well as any backup documents of payments.
- EHS ABC is not liable or responsible for any contract or expenditure made by a booster committee. A booster committee shall not use Eastmark High School Athletic Booster Club or school letterhead for carrying out its business. Make sure to clearly identify the committee name.
- The Arizona School Risk Retention Trust insurance policy with the District includes liability insurance for parent support organizations as long as their meetings and activities are approved by the Athletic Director.
- Committees should avoid multi-year contracts that may not be terminated by future members if necessary
- Committees may not contract employment of any district employee without going through the Athletic Director, who will contact the district business office on our behalf. This includes custodial staff, coaches, and athletic trainers, etc.

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## **Interaction with Staff and students:**

- Principals/teachers/coaches/classified staff should play an advisory role only. They should not be officers of the committee or handle finances. (District employees are not permitted to handle any cash)  
Employees may serve on a committee's board on their own time but do not serve on behalf of the district.
- A QCUSD employee may be involved in a booster committee activity only when the employee is not on duty with QCUSD.
- The school or the district shall sponsor any approved activity attended by students.
- A Booster Committee recognized by the EHS ABC may use the Eastmark High School facilities if it applies for and receives permission for the use in accordance with EHS ABC policy (e.g., through the submission and processing of a Facility Rental Form).
- A booster committee shall not establish or maintain a “petty cash” or similar miscellaneous fund for the discretionary use for committee members/sponsor.
- A booster committee shall not directly employ, contract with, supplement the salary of, or in any other way compensate anyone (e.g., an accompanist, a clinician, a consultant, a paraprofessional) for work performed for a school program, student activity, or student organization. The Athletic Director shall manage this type of arrangement and may use donations to support such work as appropriate.
- Parents and booster committee members should follow the same standards of conduct as QCUSD employees when interacting with students (e.g., attending student activities as fans, chaperoning students, sponsoring students).

## **Fundraising and Financial Operations:**

- EHS ABC allows parents to create a booster committee to support a school program, student activity, or student organization. Therefore, parents and not students should plan and implement fundraising efforts.
- Fundraising activities must be approved and agreed to by the EHS ABC. Please see the Fundraising Guidelines in this document.
- Money collected through fundraisers and other committee activities should be accounted for, verified by, and prepared into a deposit form by TWO members of the committee. All monies should be deposited in-tact, meaning no cash is exchanged or in any way used to pay for any expense since all expenses MUST be paid by check/credit card.
- All funds and/or in-kind donations for a school program, student activity, or student organization must be donated in accordance with QCUSD policy.
- If the group wishes to expend funds for QCUSD facility improvements, prior approval from the Athletic Director is mandatory. Expenditures to supplement building funding for team uniforms and supplies must receive prior approval from the Athletic Director.
- A booster committee must have an approved Facility Rental Agreement prior to using the School’s facilities. Based on type of usage, this may require a booster committee to provide a Certificate of Insurance endorsing the QCUSD as an additional insured on a liability and property insurance policy issued in the amount of \$1,000,000.
- If a booster committee raises funds with the help of students, then the students must receive an equitable distribution of the proceeds based on the relative contributions of the time and effort of the students and parents organizations. The student portion of the funds will go into the student club account and will not be considered booster funds.

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## GUIDELINES FOR FUNDRAISING:

1. Activities that are done for the purpose of fundraising must be initiated, sponsored, and recorded by one of the following:
  - a. A Eastmark High School (EHS) authorized student club. Receipts and expenditures must be recorded in an EHS Student Club account. (Please refer to the QCUSD Student Activities Handbook for additional information.)
  - b. An approved EHS Booster Committee. Receipts and expenditures must be recorded, and deposited in the EHS ABC checking account.
2. Fundraisers should be done to benefit a school or student organization.
3. Fundraisers that are sponsored by EHS Student Club must follow the QCUSD Student Activities handbook.
4. Fundraisers that are co-sponsored by a booster committee and a student club must determine how the proceeds will be split between the co-sponsors before the fundraiser occurs. The allocation should be based on the level of effort put forth by each sponsor. Co-sponsored fundraisers also require EHS ACB Board approval prior to the activity taking place. (Please refer to the Uniform System of Financial Records [USFR] for additional information.)
  - a. If a split is not made prior to approval and students are involved in fundraising the EHS ABC board will vote on appropriate split of funds.
5. Proceeds from co-sponsored fundraisers must not be kept in one organization's checking account, even if the portions owed to each organization are earmarked. Each organization's proceeds must be paid to the participating organization for deposit in their own checking accounts. QCUSD employees may not do fundraisers without one of these sponsorships **Fundraisers that are recorded by the school in a Student Club account CANNOT originate from raffles or any other type of gambling activity.**
6. If a committee would like to participate in any sort of raffle including gift baskets or 50/50 raffle they must first get additional approval. EHS ABC will need to know what the basket/prize is valued in order to proceed. **Student participation is NOT allowed including promoting/soliciting ticket purchases.**
7. All planned fundraisers must be documented on the Fundraising Authorization and Approval Form and be approved by the EHS ABC board before the fundraiser begins.
8. EHS ABC does not allow door to door fundraisers. Students and parents should not participate in any fundraiser that consists of blind knocking.

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## **CROWDFUNDING GUIDELINES:**

- Only an employee of QCUSD or an approved Booster may raise funds in the school's or district's name.
- The Athletic Director must pre-approve all crowdfunding projects and requests prior to being posted. Without prior approval, the school or district name may not be used on any crowdfunding or to solicit donations.
- Crowdfunding requests should consider public perception.
- All donations must be used for the purpose for which they were donated.
- Any funds raised are subject to all District procurement rules and expenditure guidelines.
- All QCUSD policies and procedures must be followed to maintain compliance with FERPA when posting pictures/videos/images of any students. Any related agreements or permission forms must be kept on file at the site.
- If the crowdfunding campaign involves raising funds for technology or capital improvements, pre-approval needs to be obtained. The athletic director must confer with the appropriate administrator regarding the proposed technology/improvements. The Governing Board must formally accept all gifts and donations made to EHS. The athletic director must submit proceeds from crowdfunding to the board for approval.

## **TECHNOLOGY DONATION PROCESS:**

1. Committees should communicate any planned donation of technology equipment to the Athletic Director in advance and receive approval prior to donating technology equipment.
2. The Athletic Director will notify the Director of Information Technology of any proposed donations by email.
3. The Director of Information Technology will confirm that the item(s) proposed to be donated is compatible with district systems. If not, the Director of Information Technology will identify a similar item that is compatible with district systems.
4. The Director of Information Technology will send an email to the Athletic Director that includes (1) the price at which the district is able to purchase the item proposed to be donated or suggested alternative and (2) the estimated time necessary to put the donated item(s) into service.
5. The Athletic Director will communicate to the committee the item(s) approved for donation, price at which the district is able to purchase the item(s), and estimated time necessary to put the donated item(s) into service.
6. Committee donates the approved item or funding necessary to purchase the approved item.

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## FACILITY USE GUIDELINES:

Arizona Revised Statute Section 15-1105B provides in pertinent part: “The governing board, or the superintendent or chief administrative officer with the approval of the governing board, may permit the uncompensated use of school buildings, grounds, busses, equipment and other school property by any school related group, including student political organizations or by any organization whose membership is open to the public and whose activities promote the educational function of the school district as determined in good faith by the school district’s governing board, or the superintendent or chief administrative officer...”

Booster committees must fill out a facilities use agreement and follow the guidelines for all use of district facilities, except that an approved booster committee is not required to complete a facilities use agreement for monthly/quarterly meetings as long as the meetings consist solely of routine business. The location of any activity held on QCUSD property must be approved by the site administrator in advance and vehicles may not be driven off-road on QCUSD property without advance permission.

Approved booster committees that are conducting activities for the benefit of the district are covered by the liability insurance policy of the Queen Creek Unified School District without cost to the organization or its members. Committees may not use QCUSD facilities for any activity that is not covered by the district’s insurance. **Prohibited activities include climbing walls, rock walls, ropes courses, and similar activities in access of 10 feet. Additionally QCUSD does not allow dunk tanks on school property.** Inflatable rides (bounce houses) are allowed as long as the play surface does not exceed 10 feet and participants are properly supervised.

Additional information is available in the Facility Use Handbook upon request.

# Eastmark High School Athletic Booster Club

## Application to Form a Booster Committee

Name of Booster Committee: \_\_\_\_\_

EHS Sponsor: \_\_\_\_\_

School Sport/Activity Supported: \_\_\_\_\_

I respectfully submit this application for approval to form a Booster Committee named:

The purpose of this Booster Committee is to support the following sport(s) or activities at Eastmark High School:

My signature below signifies my acceptance of the Eastmark High School Athletic Booster Club (EHSABC) Bylaws, specifically Articles VII and VIII, which stipulate the following:

1. The booster committee shall consist of a voting membership that consists of the Varsity Head Coach, or designee if varsity is not offered, a Committee Chairperson, Associate Chair, Finance Manager, and Coordinator, that are, except for the coach/designee, elected by a vote at the inaugural committee meeting,
2. The booster committee chair or his/her designee will report to the EHSABC,
3. All fundraising activities of the booster committee require prior approval of the EHSABC, and
4. All booster committee funds are deposited in and maintained by the EHSABC bank account.

We agree to follow the guidelines set forth in the EHSABC Bylaws regarding donations, committee funding withdrawal requests, fundraising activities, and EHSABC support funding. A copy of the current EHSABC Bylaws is provided to all Booster Committees upon application, and upon amendment by the EHSABC Board of Directors.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month) (Year)

\_\_\_\_\_  
EHS Sponsor

\_\_\_\_\_  
Printed Name

### Inaugural Meeting Minutes Template

Called to order on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) AM/PM.

Motion made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Nomination of candidates**

Chairperson nominees: (follow each name by a tally of votes received during election)

\_\_\_\_\_  
\_\_\_\_\_

Associate Chair nominees: (follow each name by a tally of votes received during election)

\_\_\_\_\_  
\_\_\_\_\_

Finance Manager nominees: (follow each name by a tally of votes received during election)

\_\_\_\_\_  
\_\_\_\_\_

Coordinator nominees: (follow each name by a tally of votes received during election)

\_\_\_\_\_  
\_\_\_\_\_

**List of elected committee members:** (print names and titles of election winners)

**Committee Chair:**

**Email:**

**Associate Chair:**

**Email:**

**Finance Manager:**

**Email:**

**Coordinator:**

**Email:**

Use additional sheets of paper to record any further topics covered during the inaugural meeting.

Meeting adjourned at \_\_\_\_\_ (time) AM/PM.

Motion made by:

Seconded by:



# Eastmark High School Athletic Booster Club

## Annual Booster Committee Approval

Name of Booster Committee: \_\_\_\_\_

EHS Sponsor: \_\_\_\_\_

**Officers:** *(For additional officers, please attach a separate sheet)*

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

Office held: \_\_\_\_\_

Email: \_\_\_\_\_

Date taken office: \_\_\_\_\_

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

Office held: \_\_\_\_\_

Email: \_\_\_\_\_

Date taken office: \_\_\_\_\_

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

Office held: \_\_\_\_\_

Email: \_\_\_\_\_

Date taken office: \_\_\_\_\_

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

Office held: \_\_\_\_\_

Email: \_\_\_\_\_

Date taken office: \_\_\_\_\_

Goals for upcoming year: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach:

- Most recent treasurer’s financial report;
- Minutes of the re-election meeting;
- Most recent meeting minutes if they are not held at the same time.

Member meetings held how often? \_\_\_\_\_

As officers, we hereby agree to abide by the bylaws of our organization, use the funds raised solely for the benefit of the school and participate in any training given by the Eastmark High School executive board while we strive to improve our children’s educational opportunities where support is needed.

\_\_\_\_\_  
Officer Signature                      Date

\_\_\_\_\_  
Sponsor/Coach Signature              Date

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# Eastmark High School Committee Meeting Minutes

**Date:**

**Call to order by:**

**At:**

**Present:**

**Absent:**

## **Treasurer's Report**

- 
- 

## **Sponsor/Coaches Report**

- 

## **Old Business to go over**

- Ongoing fundraisers updates
- Ideas that needed to be brought back for discussion
- 

## **New Business**

- Agenda
- 
- 

## **Next Meeting**

## **Meeting Adjourned**

\_\_\_\_\_ made a motion to adjourn at \_\_\_\_\_, \_\_\_\_\_ seconded by, 0-0 approval.

Eastmark High School \_\_\_\_\_ Committee  
Secretary

### EHS ABC Committee Deposit Form

Print this form, complete the fields below, and then use the cash and check distribution tables on the document cash deposits and itemize checks submitted for deposit into your committee account. Include this form with your deposit when turning over to the EHSABC Board for deposit into your account.

Committee: \_\_\_\_\_

Total Deposit: \_\_\_\_\_

Date of Deposit: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Cash Distribution	Number	Amount
Pennies		
Nickels		
Dimes		
Quarters		
Other Coin		
\$1		
\$5		
\$10		
\$20		
Other Bills		
Total		

Check Detail	
Check #	Amount
Total	

\*If you have checks that exceed the space provided on this form, contact the EHSABC Treasurer for assistance at EHSABC.Treasurer@gmail.com

Committee Representative Signature: \_\_\_\_\_

2nd Committee Representative Signature: \_\_\_\_\_

EHSABC Officer Signature: \_\_\_\_\_

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**RECEIPT OF DONATION  
GIFTS, ADVERTISEMENTS AND CONTRIBUTIONS**

The Queen Creek Unified School District is grateful to the many patrons and businesses who give to our schools.

We wish to thank you for the contribution you are giving. Please complete this form so we can process your donation in the correct manner and use the contribution in the way you intend it to be used.

Name of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_

Do you wish to remain anonymous? Yes \_\_\_\_\_ No \_\_\_\_\_

Description of contribution: \_\_\_\_\_

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Value of contribution: \_\_\_\_\_

Which program, club or organization do you wish to receive your contribution?

\_\_\_\_\_

Name of school representative you are working with: \_\_\_\_\_

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\_\_\_\_\_ **Building Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date approved by the School Board:** \_\_\_\_\_

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EASTMARK  
**FIREBIRDS**  
**Eastmark High School Athletic Booster Club**  
**2023-2024 Sponsorship Opportunities**

**Scoreboard Panels:**

- Football Stadium scoreboard panel -\$2500

**Vinyl Banners:**

- 3' x 5' vinyl banner with premium home crowd view in football stadium - \$1000
- 3' x 5' vinyl banner in the Gymnasium - \$1000
- 3' x 5' vinyl banner on baseball/softball outfield fence - \$500
- 3' x 5' vinyl banner facing Copernicus Road - \$1000
- 3' x 5' vinyl banner @ District Aquatic Center - \$250

**Firebird Friends:**

- Monetary donations to a sport of your choosing in any amount are gladly accepted.

**Custom Sponsorship packages available!**

- Please contact the Eastmark High School Athletic Booster Club for custom opportunities.

Eastmark High School Athletic Booster Club contacts:

**President:** Renee Mullender [ehsabc.president@gmail.com](mailto:ehsabc.president@gmail.com)

**Vice President:** Jamie Sawyer [ehsabc.vp@gmail.com](mailto:ehsabc.vp@gmail.com)

**Secretary:** Vacant [ehsabc.secretary@gmail.com](mailto:ehsabc.secretary@gmail.com)

**Treasurer:** Jenny Trampp [ehsabc.treasurer@gmail.com](mailto:ehsabc.treasurer@gmail.com)

**Concessions Manager:** Jacquelyn Pastor [ehsabc.concessions@gmail.com](mailto:ehsabc.concessions@gmail.com)

**Inventory Manager:** Teriney Tobler [ehsabc.inventory@gmail.com](mailto:ehsabc.inventory@gmail.com)

**Athletic Director:** Kraig Leuschner [kleuschner@qcusd.org](mailto:kleuschner@qcusd.org)

Make checks payable to EHS ABC. For credit card or Venmo payments please contact Jenny Trampp at [ehsabc.treasurer@gmail.com](mailto:ehsabc.treasurer@gmail.com).

**\*\*Eastmark High School Athletic Booster Club operates as a registered 501(c)(3), Arizona non-profit corporation. All donations are tax deductible\*\***

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## Concessions Frequently Asked Questions

### How do I sign up to work concessions?

You will get first choice to sign up for your own sport and second choice for the other gender's sport. You will receive an email or call from the concession manager to see if you can staff the concession stand. We will try to publish each of the games a week in advance so that you have time to find volunteers.

#### Example:

- Softball has a home game, softball boosters can choose to staff concessions.
- If softball cannot staff concessions, the 2nd choice will go to Baseball.
- If baseball is unable to fill the spot we will move down the list of other sport boosters until we find one that can staff the event.
- We will rotate these other teams around to give everyone a fair shot to run concessions.

**What if my sport doesn't host games (example: POM or beach volleyball)?** You will be put into the rotation to work special events. You will be contacted by the concessions manager for these events.

### How much does our Sport's booster make for running concessions?

80% of the profits that you make during the event will go to your team's booster club, while 20% will go to the School's boosters.

### Can students run the concession stand?

Yes! We ask that there is at least 1 adult in the concession stand at all times, but it is encouraged that the team members run concessions when possible.

### Do we need to provide our own snacks for the concession stand?

No, this is taken care of by the school booster club. If we run out of any particular item we ask that you text or email Jacquelyn Pastor to inform her that we have run out so that she can order more. (480-745-4674 or [ehsabc.concessions@gmail.com](mailto:ehsabc.concessions@gmail.com)).

### What if my sport signed up for concessions and we could not find volunteers or are unable to make it?

Please let Jacquelyn Pastor 480-745-4674 know immediately so that we can find another sport to staff the event. If you do not give at least 72 hours' notice you will forfeit any remaining concession days for the season.

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## Concessions Checklist and Policies

**For any tech issues, immediate concerns, or questions you can contact the following by call or text:**

- Jacquelyn Pastor (480) 745-4674
- Jenny Trampp (985) 290-4877

Please take a moment to read through the below checklist for policies and procedures when running the concession stand.

### **Setup:**

- Security will open the concession doors for you.
- Unlock the Safe – you will be given a code for the safe. This code is specific to your sport.
  - The iPad/square readers are in the safe.
  - The cashboxes are in the safe.
  - Chargers for the iPad and square reader are in the safe if you need them.
- Turn on and unlock the iPad. Code is 85212.
- Start the drawer
  - Open the Square App
  - Click on bottom left button
  - Click on Reports
  - Click on Start Drawer (there should be \$150 to start in the cashbox).
  - If there is not, Jacquelyn needs to know immediately.
- Ensure the card reader is turned on and connected to the iPad
  - If the square reader will not connect click on the lines on the bottom left of the Square app. Click on settings. Click on hardware. Click on square reader. Click on connect a reader.
  - If the reader still will not connect you can have customers scan the QR code that is on the paper in the safe.
    - You will need to ensure that you ring up their order as if it is paid with a check. You may also want them to write what they purchased in the memo field.
- Wipe down all surfaces in the concession.
- Place the Menu board outside in a visible area.
- Ensure all inventory is well stocked and visible for the customers to see.
- Ensure all appliances are plugged in and turned on.
  - Plug in the microwave
  - Load the pretzel warmer with pretzels (do not open the bags until you serve)
  - Ensure the cheese warmer has cheese cups and is turned on

- **If applicable:** *do not over stock the below as these need to be thrown out at the end of the night*
  - Fresh popcorn
  - Hot dog steamer
- Popcorn:
  - Plug in the machine.
  - Turn all 3 lights on – located at the top of the inside of the machine.
  - Cut open a popcorn bag (under the table).
  - Pour all contents of the bag into the top metal basket.
  - Popcorn will start popping. It will take about 5 minutes for the first batch and roughly 3 minutes for every batch after.
  - Once popping has stopped, turn the metal basket over to dump out the popcorn. Be careful not to burn the popcorn.
  - Use the scoop to fill the bags with popcorn.
- Hotdog Steamer:
  - Open the door and add water to the hot dog steamer. This goes right onto the bottom. The metal coils should be covered with water.
  - Ensure the steamer is plugged in and turned on high.
  - Add one package of hot dogs to the bottom rack. (should be a 24 pack)
  - Once the hot dogs are warm, turn the temperature to medium and add some buns to the top racks.
  - To serve: place dog in a bun and wrap in foil. Customers can take condiments and a napkin as needed.
- Chili/Cheese:
  - Plug in and load both the chili and cheese dispensers.
  - There should be bags in the fridge from the previous game. If not, open a new bag to load in (under the table).

### **Post Event:**

- Wipe down all surfaces in the concession.
- Sweep the floors.
- Put any trash/boxes outside the concession door. The night janitors will pick them up.
- Bring the Menu board back inside the concession stand
- Restock all inventory where necessary.
  - Fridges should be full (new drinks in the back).
  - Candy/food should be in the racks ready for the next game.
- Popcorn:
  - Turn off all three lights inside the machine.
  - Unplug the machine.



- Once cooled, wipe down with a wet paper towel. Please ensure you are thorough with wiping down the inside of the machine.
- Take home or throw away any unsold popcorn.
- Hotdog Steamer:
  - Remove all hot dogs and buns from the steamer. You can take these home or throw them away.
  - There is a valve on the bottom right side of the steam. Open the valve and empty all water into the green bucket. Throw this water outside.
  - Ensure the steamer is unplugged.
- Chili/Cheese:
  - Remove the chili and cheese bags from the machines.
  - Place the bags in the fridge.
  - Unplug both machines.
  - Wipe down any excess spillage on the machines.
- Money/Cash Boxes
  - Count the money in the cash box.
  - Close the drawer in the Square App
    - Click on bottom left button
    - Click on Reports
    - Enter the total amount of money you counted on the screen
    - Click on End Drawer
  - Leave \$150 in the cashbox and place the rest in an envelope. Leave as many quarters, ones and 5s as possible.
  - Write the date, your sport and your name/number on a piece of paper and place it with cash inside the zippered envelope.
- Turn off the iPad and card reader.
- Use your code to unlock the safe.
  - Place the cash box and zippered envelope in the safe.
  - Place the iPad and Square reader in the safe
  - Close and lock the safe.

### **Misc Policies:**

- There must be one adult in the concession stand at all times. Please do not leave the players (or minors) unattended.
- When handling hot food you must wear gloves.
- Police/fire/military get free drinks
- Referees/umpires get free food/drinks
- Concession volunteers get half off their food/drinks