



Request for Funds

Please complete the following:

Date of request: _____

Date funds/items are needed by: _____

Team Sport request is for: _____

Name of coach making request: _____

Phone number and e-mail: _____

Amount requested: _____

Item(s) requested: _____

Web Site where item(s) can be viewed and/or ordered, if possible:

What fundraising have you done as a team to pay for the item(s) requested or for other items you have already purchased? _____

Any other information you would like to tell us about the request:

Please e-mail completed form to stayton.boosters@gmail.com or print and give to any Board of Directors Member.

Thank you for taking the time to fill this out. Your request will be reviewed and you will hear back from us prior to your need by date.

Stayton High School Eagle Boosters, Inc.

Our Athletes Soar!



Operation Policies & Procedures

Booster Mission Statement

Our Purpose: THE SHS EAGLE BOOSTERS PROMOTE AND SUPPORT ALL ATHLETIC PROGRAMS AT STAYTON HIGH SCHOOL. THE BOOSTERS WORK TO FULFILL THE NEEDS OF COACHING STAFF AND STUDENT-ATHLETES. THE BOOSTERS PROVIDE COLLEGE SCHOLARSHIPS TO QUALIFIED SENIOR STUDENT-ATHLETES

BY-LAWS

This document is for policies and procedures. For further information about Booster business, please refer to our By-Laws, posted at staytonathletics.com/boosters

Sports and Activities Supported by Boosters

The Boosters support all SHS sports: Cheer, Volleyball, Boys and Girls Soccer, Football, Cross Country, Boys and Girls Basketball, Wrestling, Dance Team, Swimming, Softball, Baseball, Boys and Girls Golf, Boys and Girls Tennis, and Track & Field. Boosters also support school spirit, the Senior Class Party, and SHS Special Olympics.

Booster Club Auction

Philosophy

Held annually, to generate funds to support all athletic programs, including dance , rally, and band, at SHS.

Policy

Boosters shall appoint an Auction Chairperson prior to the end of the current school year. Chairperson shall coordinate all aspects of auction with support of members and the Board.

President's Project Budget

Philosophy

To keep projects moving quickly and efficiently, the president is allowed an annual budget of \$500 to use toward any booster project.

Policy

The president may spend up to \$500 each year on SHS projects without board approval. After the expense, the president may motion for the expense to be covered outside of the president's project budget, effectively freeing up the funds for the next project. If the president does not make that motion, or if the vote does not pass, the amount spent is reduced from the \$500 annual budget.

All-State Awards

Philosophy

To recognize the outstanding performance of student –athletes who achieve All-State, or the equivalent recognition, while participating on an athletic team at Stayton High School.

Policy

Plaques are presented at the Senior Awards Night, to graduating senior athletes who at some time during their athletic career at SHS achieved recognition as All-State, or the equivalent.

Selection to the East West Shrine Team, 4A All Star Team, North South Team, or finishing 1st through 4th in any State event or competition shall be considered equivalent to achieving "All-State" recognition.

Yearly Budget

Philosophy

To establish a yearly budget to cover anticipated expenses and identify funds available for use to benefit all athletic programs, including dance, rally, and band, at SHS.

Policy

The proposed yearly budget will be prepared by the Treasurer and submitted to the Board of Directors for approval prior to June 30th, or at the June Business Meeting, preceding the next budget year.

All Budget Items

Philosophy

To utilize Booster funds to generate the greatest benefit for all student-athletes participating in athletic programs, including dance, rally, and band, at SHS.

Policy

Major budget items will be determined by the Board of Directors based upon submitted requests by Head Coaches.

Coaches must follow proper funding request procedures as outlined in “Requests for Purchase of Equipment and Supplies”

Seasonal Sports Program

Philosophy

To generate funds to support all athletic programs, including dance, rally, and band at SHS. To create school spirit through highlighting our teams and coaches.

Policy

Boosters will assign a Program Coordinator at the end of each schoolyear. The Program Coordinator will create a team of boosters to sell ads, create content, design, print, and distribute the programs at “home” sporting events.

Advertising Signs and Banners

Philosophy

To generate funds to support all athletic programs, including dance, rally, and band, at SHS.

Policy

Boosters manage several advertising opportunities at Stayton High School. This includes and is not limited to: Gym Sponsor Signs, Football/Soccer Scoreboard, and Fence Banners on the main field. 50% of advertising income may be allocated directly to the team or project that sold the advertising, or to the booster general fund.

Electronic Payments of Oregon Partnership

Philosophy

To generate funds to support all athletic programs, including dance, rally, and band, at SHS. Funds donated by Electronic Payments of Oregon (EPO) will be directed to the GIFT account a focused on long-term improvements.

Policy

Boosters will support and promote the businesses signing up with EPO for merchant services through the EPO partnership. EPO will meet business's existing costs, and donate 50% of monthly EPO proceeds to the Boosters. Boosters should constantly be seeking additional businesses.

Raffles

Philosophy

To generate funds to support all athletic programs, including dance, rally, and band, at SHS.

Policy

Boosters will manage all athletic related raffles at Stayton High School. Raffles can be team specific, or allocated to the booster general fund. ALL booster managed raffles must include "SHS Boosters" in their advertising (verbal or printed). All raffle income must be reported to the Booster Treasurer. The Treasurer will keep track of the total annual gross income from all raffles.

If that number exceeds (or appears that it will exceed) \$10,000, the treasurer will notify the board so a permit may be purchased, and again if that number exceeds (or appears that it will exceed) \$50,000.

SPPC (continued)

22. In the unlikely case the SPPC does not fulfill all requirements, the booster board may vote to withhold a portion of the SPPC funds.

It is very important that the SPPC is provided fundraising opportunities for the senior party each year. And it is equally important that the SPPC provide volunteers to help the boosters improve team/school spirit, even when party funds are not raised at that event or project. SPPC benefits greatly by being a part of the boosters. The SPPC must be willing to assist boosters in promoting team/school spirit for boosters to also benefit from this relationship.

All SPPC policies and procedures will be reviewed often and changes will be made as needed.

SPPC (continued)

17. All Senior Party Grants must be “party specific” and not conflict with any donations that could affect athletic grants; All grant requests must be approved by a Booster Officer before submitting. This will allow proper grant coordination.

18. The SPPC is required to provide volunteers to sell booster merchandise at all home varsity football and varsity basketball games. SPPC is encouraged to sell booster gear at all home games and events.

18a. The SPPC will be gifted the first \$1,000 in sales of booster gear, and the profits of all booster gear sales after the first \$1,000 of gross sales.

18b. Booster Gear will be designed by the SPPC each year and must be approved by the Booster board. All booster gear must have “SHS Boosters” printed on it somewhere.

18c. Booster gear must be ordered by the SPPC by the middle of August each year, allowing time for booster gear to be available at the first competitions of the school year.

19. The SPPC is required to provide volunteers to sell concessions at one to five sporting events each year. Proceeds raised go directly to SPPC. This will be focused on games and events where the SHS Junior class has opted not to sell concessions, and should focus on teams that do not typically get to have concessions, promoting athletics at SHS.

20. The SPPC is required to provide volunteers to assist with two other booster projects or events each year. This could include the booster open house, booster auction, painting projects, field cleanup days, or any other Booster sponsored project or event.

21. The SPPC will be eligible for regular booster fundraising opportunities. Selling ads in the sports program, selling gym sponsor signs, submitting an SPPC basket to raise funds in the booster auction, and 50/50 raffles.

Membership

Philosophy

Booster members assist with the mission statement of the Boosters through fundraising, attending meetings, volunteering for events, and/or taking leadership roles. Ongoing membership recruitment is a key part of the Boosters.

Policy

One Booster will be appointed each year to lead booster member retention and recruitment. Being a booster member should be fun, easy, and rewarding.

Annual Sports Pass

Philosophy

To raise funds for the Booster General fund to be used toward the Booster Mission Statement.

Policy

Sports pass shall be evaluated each year to decide if it will continue and to determine the annual price for the next school year.

Grounds Improvement Fundraising Team (GIFT)

Philosophy

To raise funds and organize volunteers for larger grounds improvement projects at Stayton High School.

Policy

GIFT is a committee of the Booster club. GIFT will decide on large project ideas and submit those ideas to the Booster Board for approval. Some projects may be so large that they span multiple years.

Funding Eligibility and Exclusions

Philosophy

Booster monies shall be utilized for the benefit of all athletic programs and supported groups at SHS and for college scholarships.

Policy

As available, funds will be utilized for the benefit of all athletic programs, including dance, rally, choir, and band.

Funds will not be allocated to benefit non-school programs nor for the sole benefit of individual athletes, other than the award plaques given to All-State senior athletes and college scholarships. Funds are not intended for non-athletic purposes, unless voted and approved by the Board.

SPPC (Continued)

9. The SPPC must keep accurate records of all fundraisers and party expenses, including dollar amounts and contact information, to be passed on to the following SPPC.

10. Any outstanding SPPC expenses from one year to the next, will be paid by the SPPC account. The Booster general fund may be used temporarily to cover these expenses, but the SPPC account will reimburse the booster general fund as soon as the SPPC funds are available.

11. The SPPC is not allowed to incur any debt or “charge” any expenses to business accounts, without the knowledge and authorization of the SPPC leaders and the Booster board. This is to keep charges from spilling over to the following year.

12. After April 15th, the newly formed SPPC must coordinate the transition of the SPPC with the current/outgoing SPPC. This transition must be completed ASAP upon completion of the senior party, and no later than June 30th.

13. The SPPC leadership team must provide status updates for the monthly booster meetings, and have a representative available to answer questions in person, as needed.

14. All funds raised by SPPC must be deposited into the segregated Booster SPPC bank account. This is extremely important for Booster corporate tax reporting.

15. All fund disbursements must be requested by completing the fund disbursement form and must be signed by a minimum of three SPPC leaders. Checks will be issued by the Booster Treasurer and still require the regular two booster officer signature process. All other SPPC fund requests will be denied.

16. Boosters must abide by all non-profit tax laws, and may decline any fund request perceived as a tax liability or issue of any kind.

Senior Party Planning Committee (SPPC)

Philosophy

Boosters will provide oversight and support to the SPPC each year.

Policy

1. Boosters must maintain a separate bank account to keep all SPPC funds completely segregated from any booster funds.
2. The only account signers will be the Booster Officers.
3. The SPPC must be formed each year by senior parents. The work of raising funds and planning the senior party will not be a regular booster responsibility. If no SPPC is formed, then there will be no monies provided by Boosters.
4. The SPPC must elect a minimum of three leaders by April 15th, the year prior to the senior party. SPPC must notify the booster board of the new leaders once elected.
5. A minimum of three SPPC leaders must become paid booster members, by the September booster meeting, prior to the senior party. This is to encourage strong communication between SPPC and Boosters. All SPPC members are encouraged to become booster members.
6. One member of the SPPC leadership team must become the SPPC treasurer, and track the SPPC budget, income, and expenses, to be reconciled with the Booster Treasurer at least once per month.
7. All SPPC leaders must sign in agreement of these rules.
8. The outgoing SPPC must leave \$1,000 in the SPPC account after their event, to help the next SPPC.

Scholarships

Philosophy

To provide support to qualified senior student-athletes. The application process shall be fair to all applicants; criteria for selection shall be as objective as reasonably possible and shall be consistent from year to year.

Policy

Scholarships shall be awarded based principally on athletic participation and performance, consistent with Booster By-Laws and scholarship application and scoring criteria, which includes: academic performance, school activities, athletic awards, a written essay, and a formal interview.

Boosters shall appoint a Scholarship Chairperson at the February business meeting, who has responsibility that proper procedures are carried out. Chairperson shall receive "Scholarship Procedures" manual, detailing all procedures.

Applications shall become available April 1st and close at 3:00 PM on May 1st.

Chairperson shall coordinate scoring of essays, facilitate interviews and scoring of applications.

Scoring shall be consistent with "Scoring Criteria" listed in "Scholarship Procedures" manual.

Chairperson shall notify Boosters of results and prepare presentation to recipients at Senior Awards Night.

Requests for Purchase of Uniforms

Philosophy

Purchase of team uniforms will be made to benefit as many student athletes as possible with a focus on varsity uniforms.

Policy

With the ongoing need for uniforms, boosters are committed to focusing on varsity uniform replacement. If uniforms other than varsity need to be replaced, this exception will be handled through the regular fund request and voting process. In general, Boosters expect uniforms to last four years at each level (Varsity, JV, JVII) before discarding the uniforms. Teams shall manage and care for team uniforms to maximize useful life.

Meal Allowance for “Away” Games

Philosophy

To provide support to student-athletes at SHS during each sport season of the school year.

Policy

\$15.00 per varsity participant, including varsity coaches, managers and statisticians, will be allocated to Head Coaches one time each per sport season.

Meal allowance funds are to be distributed to individual athlete’s for a meal at an away game. However, coaches may use the allowance to pay for a “team dinner” at an away event.

Meal allowance funds are not to be used for equipment, or for end of season banquets.

Meal Allowance (continued)

Coaches will provide a team roster. If the roster has not been provided, the meal allowance will not be paid until the roster has been turned in.

Coaches must follow proper funding request procedures using the “Funds Request Form” and as outlined in “Requests for Purchase of Equipment and Supplies”

Requests for Purchase of Equipment & Supplies

Philosophy

Purchase of equipment and athletic supplies will be made to benefit as many student athletes as possible.

Policy

All team requests for purchases by Boosters shall be submitted by a Head Coach to the Booster Officers or Board of Directors for review.

Except for emergency requests and for the replacement of equipment which has failed or been lost or stolen, all requests should be made not less than 30 days prior to the date the item is to be needed.

Requests will be taken under advisement by Boosters and acted upon within 30 days of receipt by the Boosters.

All fund requests are to be submitted to Boosters using “The Funds Request Form”, located at the back of this booklet or at staytonathletics.com/boosters.