



BIG “E” BOOSTER CLUB HANDBOOK

Issued: June 2009

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Introduction

Elizabethtown Big “E” Booster Club was started in 1973 by Doug Pfautz, Dale Andrews and Ken Baker. The Club was originally founded as a Football Booster Club, but in 1992 was reorganized as an all sports Booster Club.

The purpose of this Handbook is to acquaint you with our Mission, guidelines, and other general information of the ***Big “E” Booster*** Club. It is our hope that this handbook will be informative and helpful to you.

Purpose of the Big “E” Booster Club

We are committed to:

1. Promoting the healthful participation in sport activities at Elizabethtown Area School District by assisting the members of the Athletic Department wherever possible, feasible and proper and helping make sports attractive to both boys and girls.
2. Promoting physical fitness for all students of Elizabethtown Area School District.
3. Aid and assist the Athletic Department in the recognition of those students who participate through banquets and awards.
4. Aid and assist the Athletic Department in the purchase of needed equipment and materials and renovation of facilities and other expenses that are beyond that Department’s budgetary limits by raising moneys through contributions, fund raising and promotional activities.
5. Foster, expand and perpetuate interest in all school sponsored sports activities and encourage the spirit of good sportsmanship and fellowship that results there from.
6. Create a bond and act as a conduit between the school personnel, players and parents to improve the sports program at Elizabethtown Area School District.

**OFFICERS
2020 - 2021**

PRESIDENT

Amy McEvoy
anymcevoy@hotmail.com
BigEBooster@Yahoo.com

VICE PRESIDENT

Lynn Ziegler
BigEBooster@Yahoo.com

SECRETARY

Val Minnich
BigEBooster@Yahoo.com

TREASURER

Matt Gerber
BigEBooster@Yahoo.com

****See the attached By-Laws for Officer's terms and duties****

SCHOOL SANCTIONED SPORT TEAMS

Baseball	Field Hockey	Spring Track
Basketball (Boys/Girls)	Football	Swimming
Bowling	Golf	Tennis (Boys/Girls)
Soccer (Boys/Girls)	Lacrosse (Boys/Girls)	Volleyball (Boys/Girls)
Cheerleading	Rifle	Wrestling
Cross Country	Softball	

MEETING DATES

The **Big “E” Booster** Club monthly meetings are usually held on the 3rd Wednesday of the month beginning at 7:00 PM. These meetings are held in the LGI Room located by the Main Office.

MEMBERSHIP

See the attached By-Laws for the definition and requirements of members.

TEAM REPRESENTATIVE

Each sport is required to have a team representative to co-sign check requests. The representative is strongly encouraged to attend all meetings. When a team representative is appointed, the contact information for that person should be forwarded to the Booster Club Officers so they can receive informational e-mails.

TYPES OF FUND RAISERS

1. Big “E” Sponsored

Participating teams share profits based on individual team sales. These fundraisers are to help with the operating costs of the Club. **All teams** must participate within their season or risk not qualifying to receive Varsity jackets, senior pictures, flowers or team plaque awards. The Club may also bill the team for the cost of these items if they have not participated in the sub sale. Teams may also choose to participate in the other two seasons. Profits are split 50/50 between the team and the General Fund of the Club. The (mandatory) Sub Sale and the (optional) Fair Parking are the current Club sponsored sales. Teams are encouraged to find other types of fundraisers to use for their team fundraisers.

2. Individual Team Sponsored

Teams will receive **100% of profits** generated from these sales. Teams are required to fill out the fundraiser information form for approval of the fundraiser by the Athletic Director. (Attachment #1) The AD will then forward approved fundraisers to the Big E Board. This will allow the Club and teams to better manage fundraising overlap. The form should be submitted

one month prior to the sale. The forms are located at the back of this booklet, on the **Big “E” Booster** website or it is available from the Officers.

Types of fundraisers may include sales of food, clothing or other goods for profit. No raffles, gambling or bingo type fundraisers will be permitted as of 6/01/09. Individual teams may *not* solicit the Varsity Jacket Sponsors named in the Fall Sports Program for any additional advertising or monetary gifts for that school year. Teams that publish individual sports programs are required to include the Varsity Jacket Sponsors ads in their team publications.

Prior to seeking a business supporter teams must consult the EASD website to find out who the current District Sponsors are through Market Street Sports (MSS). These can be found under the “Our District” tab in the “Community Partners and Sponsors” section. Current District sponsors can only be contacted through MSS. If a team is seeking support for shirts, equipment, programs, etc. those details can be provided to MSS to see if any of the District sponsors would like to support that need. MSS should also be consulted to ensure that any business not listed on the website is not currently being developed as a sponsor.

CLUB SPONSORED EVENTS

- Senior Athlete/Parent Night – a night to recognize each senior and their parents. A flower is presented to the parents of every senior athlete and a picture is taken. The Club pays for the flowers and picture. Pictures are picked up by Coaches for distribution at their end of season banquet.
- John Lehman Memorial Awards – a \$1,000 scholarship is awarded to the top senior female **and** male student/athlete. Requirements to apply include a cumulative GPA of 3.0 or higher (Above 83%) and a minimum of 5 Varsity letters earned within his or her high school career, one of which must be earned during senior year. The scholarship application is available under the EASD Athletic page Big E tab. Scholarship applications will be reviewed by a committee and winners will be selected. Scholarship payments are made directly to the college the winner is enrolled to.
- Championship Awards – Monetary awards are supplied to all championship varsity teams and/or individuals. At the conclusion of the team’s season, the Coach will inform the Club as to the number of qualifying athletes. The money will be transferred to the Team’s account to purchase an item of the Coaches choice. The level of award is determined by the highest level of competition won, only one award per team per season. The transfer request form must be completed by the coach and turned into the treasurer. (Attachment #2)
 1. Section/League Winner - \$30.00 per lettering varsity athlete
 2. District/Regional Winner - \$65.00 per lettering varsity athlete
 3. State Winner - \$65.00 per lettering varsity athlete.
- Varsity Jackets – A varsity jacket is presented to any Athlete that has earned two varsity letters. One letter must be earned during or after their sophomore year of school. The Club will recruit local businesses to sponsor the jackets to help with the cost. The Fall Sports Program and other fundraising efforts also cover the cost of this program. The Athletic Department tracks the athlete’s eligibility and determines who qualifies for a jacket each season. The jackets will be presented each season at the Sports Awards Night, Team Banquet or end of season gathering.

A request to award a Varsity Jacket to a student not meeting the above requirements, due to extenuating circumstances, must be presented to the Athletic Director and Big E Board in writing. The request can only be submitted by the head coach 1 month prior to the end of the season. If said request is approved Big R will not be responsible for the cost of the jacket. The cost of the jacket (currently \$110 as of December 2019) must be reimbursed directly to Big E Booster Club. If the request is denied no jacket will be awarded.

- **Big “E” Booster Club Plaques** – Each team is supplied with two plaques. The Coach may pick what the plaque says and to whom the plaque is presented. These plaques are currently being presented at the individual team banquets. It is up to the coach to order plaques each season. The maximum cost paid by Big E per plaque is \$20, therefore the total possible reimbursement by Big E to the team account is \$40. The transfer request form must be completed by the coach and turned into the treasurer. (Attachment #2)

CASH DISBURSEMENTS/RECEIPTS

1. Checks and payments are to be requested by a Coach **and** the Team Representative. **Both** must sign the request form before it is submitted to the Treasurer for payment, or email their approval. (Attachment #3) A receipt is to be attached to the check request form. The form may be submitted on paper with attachments or electronically via email with paper receipt or .pdf copy. There is a sample check request at the back of this booklet, more forms are available from the Treasurer and can be printed from the Big E page on the EASD website.

If a coaching position is vacant the Athletic Director will be the second signer on the check request form along with the Big E team representative until that position is filled. If the Big E Team Representative position is vacant the AD will sign for the Representative. Sports apparel, coach’s apparel, or spirit wear **MUST** have the Athletic Director’s approval **prior to ordering**. Some examples are shirts, jackets, pants, shorts, head bands, socks or other items worn while representing the school.

The Athletic Director will request a copy of the merchandises color, style, and logos to maintain consistency within the Elizabethtown Area School District sporting events.

All check requests for apparel or equipment must have the Athletic Directors signature approval in addition to the coach and Big E representative.

Coaches should present a budget or spending plan to the parents at their preseason meeting. This will set expectations and fundraising goals. In the event of an issue or disagreement over how Team funds are to be spent, the request will be presented to the Big E Board who will then discuss the request and vote on the expense. In the case of a tie, the Athletic Director will be consulted to break the tie.

2. All deposits turned into the Booster Club must be submitted with a deposit form. (Attachment #4) There is a sample deposit form at the back of this booklet and more forms are available from the Treasurer and online. We strongly encourage you to put your Team Account number in the memo line of the check.

CONFLICT OF INTEREST POLICY

Whenever a member, Officer or Director of the club has a financial or personal interest in a matter coming before the Club, the affected person shall:

1. Fully disclose the nature of the interest; and
2. Withdraw from discussion, lobbying and voting on the matter before the club.

The vote or transaction involving a potential conflict of interest shall be approved only when a majority of disinterested members, Officers or Directors determine that it is in the best interest of the Club to do so. The minutes of the meeting at which such votes or transactions take place shall record such disclosures, abstentions and rationale for any approvals.

**CONSTITUTION AND BYLAWS OF THE BIG “E” ATHLETIC CLUB
EIN #65-1295363**

ARTICLE I - NAME

The name of the organization shall be the Big “E” Athletic Booster Club.

ARTICLE II - PURPOSE

The purpose of this organization shall be:

1. To promote the healthful participation in sport activities at Elizabethtown Area School District by assisting the members of the Athletic Department wherever possible, feasible and proper and helping make sports attractive to both boys and girls.
2. To promote physical fitness for all students of Elizabethtown Area School District.
3. To aid and assist the Athletic Department in the recognition of those students who participate through banquets and awards.
4. To aid and assist the Athletic Department in the purchase of needed equipment and materials and renovation of facilities and other expenses that are beyond that Department’s budgetary limits by raising moneys through contributions, fund raising and promotional activities.
5. To foster, expand and perpetuate interest in all school sponsored sports activities and encourage the spirit of good sportsmanship and fellowship that results there from.
6. To create a bond and act as a conduit between the school personnel, players and parents to improve the sports program at Elizabethtown Area School District.

ARTICLE III - MEMBERSHIP

Voting member shall be as follows:

1. The head coach of any varsity sport.
2. The Big E parent representative.

By further explanation, coaches, the Big E board and Big E representatives will vote on relevant actions at monthly meetings.

ARTICLE IV - BOARD OF DIRECTORS

The Board of Directors shall consist of the four duly elected officers of the Club as specified in Article V.

1. The Board of Directors may, by a majority vote of members present at a meeting, fill and vacancy existing with an active member.
2. The Elizabethtown High School Athletic Director shall be a member of the Board of Directors in an ex-officio (non-voting) capacity. The Athletic Director will however break a tied vote among the Big E Board members.
3. Each member of the Board of Directors shall hold office during all or the balance remaining of the fiscal year beginning June 1 and ending May 31 or until his/her successor has been duly appointed and qualified where such appointment is necessary to have the minimum number of Directors to conduct business.
4. The Board of Directors shall have the control and management of the affairs and funds of the Club. It shall be the duty of the Board to carry out the activities of the Club and to that end it may exercise all the powers of the Club.
5. The Board shall have regular meetings at such times as the Board may fix by resolution and no additional notice thereof shall be required. Special meetings may be called by the President or any three Directors by written notice or telephone delivered personally or sent by mail, or e-mail to each Director at his/her address as shown on the records of the Club, at least 48 hours in advance of the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.
6. The majority of the Directors present at a meeting or by written consent shall be the act of the Board of Directors, except where otherwise provided by law or these By-Laws.

ARTICLE V - OFFICERS

The officers of this organization shall be:

PRESIDENT
VICE-PRESIDENT
TREASURER
SECRETARY

The officers shall be elected by the active members of the Club each year in accordance with Article X. Each officer shall hold office as specified in the following paragraphs and shall hold that office until his/her successor has been duly elected and qualified.

Any officer or agent elected or appointed may be removed by the Board of Directors by a 2/3 vote of the remaining members of the Board, whenever in its judgment the best interest of the organization would be served thereby, but such removal shall be without prejudice to the rights, if any of the person so removed.

1. *President:* The President shall be the principal executive officer of the Club and shall preside at all meetings of the Club and the Board. He/She may call special meetings where necessary and may appoint committees or delegate such authority and responsibility. The President shall be empowered to co-sign checks with the Treasurer. In general, he/she shall perform all duties incident to the office of President and such other duties as may be prescribed

by the Board of Directors from time to time. The President is authorized to spend a maximum of \$200 without the approval of the Board in event of emergency and whenever he/she deems it necessary and shall report such expenditures to the Vice President or Treasurer.

2. Vice-President: The Vice-President shall assist the President in the operations of the organization in the capacity as President-Elect. The Vice-president shall be prepared to assume the responsibilities of the office of the President during his/her term as Vice-president. The duties of the Vice-President and the authorities and responsibilities attached thereto will be assigned by the President. In the absence of the President and/or in the event of his/her inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Following his/her term and subject to Article X, the Vice-President will become the President.

In the absence of the Vice-President, or his/her inability or refusal to act, the succession order shall be the Treasurer then Secretary. In the event the absence and/or disability of the President becomes permanent, the Vice-President will assume the Office of the President without election. Succession to the Presidency shall be the same as disability or refusal to serve.

The Vice-President shall also serve as the Finance Director. He/she, along with the treasurer, shall comprise the financial arm of the organization. It shall be the Vice-president's duty and responsibility to compile a forecast of expenditures and budgetary analysis for the fiscal year, June 1 through May 31. He/she shall present his forecast and analysis to the officers and the Board of Directors for acceptance. This document shall be known as Elizabethtown Athletic Booster Club Annual Budget. It must be presented to the Board no later than the April meeting. The majority vote of the Board members present shall constitute acceptance. Should any expenditure in the budget exceed its forecast by more than \$500.00, acceptance by the Board will be necessary.

3. Treasurer: The Treasurer shall receive and hold all contributions, donations and moneys due the Club and disburse the same by cash or check. Checks are to be signed by the Treasurer and President. The Treasurer shall keep the officers and the board advised at all times as to the Club's fiscal position including moneys outstanding, impossible collections, etc. In the event of the Treasurer's inability or refusal to serve, the Vice-President shall assume the responsibilities and duties of the Treasurer's office until such a time as the Board of Directors can elect a new Treasurer. A copy of the Treasurer's report shall be maintained for record.

The Treasurer's accounts shall be reviewed and audited by an auditing committee consisting of the newly elected President, Vice-President, and Secretary who shall prepare a report of acceptance to be presented to the club no later than the September meeting each year. The Treasurer shall be bonded.

4. Secretary: The Secretary shall keep permanent records of all activities of the organization. These records shall be passed on to his/her successor.

ARTICLE VI - COMMITTEES

Committees shall be established by the Board of Directors for the sole purpose of running the operation of the Club. Such Committees shall be determined and published before each annual meeting. Committee members are the joint responsibility of the Vice-President and the appointed Chairperson of the Committee. Each person is charged with the responsibility of keeping accurate and complete records for periodical reports to the Board of Directors and the President when requested. All records become the property of the Club to be passed on to succeeding officers and Directors.

ARTICLE VII - CONTRACTS, CHECKS, DEPOSIT FUNDS

Contracts: The president, Vice-president, Treasurer or the appointed Committee chairperson may enter into a contractual obligation within the limits of the budgetary allowance assigned to that specific activity. Contractual obligations of a general nature may be entered into only by resolution of the Board of Directors and the officer or officers, Agent or Agents to effect such obligation so designated including specific limitations and responsibilities.

Checks: drafts, etc. Article V shall govern all checks, drafts, etc.

Gifts: The Board of Directors may accept on behalf of the Club any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Club.

ARTICLE VIII - BOOKS AND RECORDS

The Club shall keep correct and complete books and record of accounts and shall also keep minutes of the proceedings of its members, Board of Directors and Committees having any of the authority of the Board of Directors, and shall keep a record given the names and addresses of the members entitled to vote. All books and records must remain open to inspection by any qualified member of the Club at any reasonable time.

ARTICLE IX - FISCAL YEAR

The fiscal year of the Club shall begin on the first day of June and end of the last day of May each year.

ARTICLE X - ANNUAL MEETINGS AND ELECTIONS

The Board of Directors shall by resolution designate a day and time during the month of April for the annual general membership meeting. This meeting shall be held for the purpose of electing directors and officers and for the transaction of such other business as may come before the meeting. Nominations for officers and directors shall be made by a nominating committee of three members appointed by the President and also may be made from the floor at the annual membership meeting.

Any and all actions taken by a majority of the qualifying voters at the annual meeting shall be considered binding.

ARTICLE XI - RESTRICTIONS AND PROVISIONS FOR DISSOLUTION

No attempt shall be made at any time by this Club to exert any undue influence upon any individuals and/or persons including coaches or administration connected with the high school or any teams affiliated therewith.

No part of the net earnings of the Club shall inure to the benefit of any member, officer, or Director of the Club, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Club effecting one or more its purposes) and no member, officer, or Director of the Club or any private individual shall be entitled to share in the distribution of any of the club's assets on dissolution of the club. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Upon dissolution of the club and the winding up of the club's affairs the assets of the Club shall be presented in their entirety to Elizabethtown High School Athletic Fund and to the varsity teams according to the fund balances.

ARTICLE XII - AMENDMENT TO BY-LAWS

These By-Laws may be altered, amended or repealed and new By-laws may be adopted by a majority vote of the Directors. These By-Laws, as amended, shall be effective for the fiscal year beginning January 1, 2007.

ARTICLE XIII - AMENDMENT TO BY-LAWS

EIN #65-1295363

Dissolution Clause

- a. The Big "E" Booster Club is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) 3 of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- c. These By-Laws were amended and shall be effective as of February 7, 2011.

Notes: Completely updated for 2020

1. Team Apparel Approval – Coach Organizes

**The coach must send any Team Apparel designs to the Athletic Director (AD) for approval before ordering. If purchased for the team the Check Request must also be signed by the AD before being submitted to Big E.

2. Sports Awards – Coach Organizes

- The Big E Booster will reimburse the teams for 2 plaques or trophies at \$20 each for a maximum reimbursement of \$40. * A transfer request should be completed when the team has purchased the plaques or trophies. Attachment #2
- Coaches can decide on what the plaque should say and what they are honoring (Most Improved, MVP, Best....)
- Coaches are permitted to purchase additional trophies or plaques but it will come out of their TEAM Account

3. Check Requests – Treasurer Organizes

Only Head Coaches **and** the Team Representative have authorization to request money from the Big E Booster Team account. Parents, friends, assistant coaches still must have the Head Coach and the Booster Club Representative's signature or authorization (electronic) to authorize payment. Parents and assistant coaches must obtain spending approval from the coach and rep before making any purchases. After purchase they will submit the check request first to the Team Rep and the Coach for payment authorization. Please understand that this is to protect the Booster and the Teams.

3. Varsity Jackets – President Organizes

- At the end of the school year the President should evaluate the stock of jackets as provided by the assistant to the AD. They should then compare the stock with the average need for the last few school years and place an order in the summer based on those needs.
- Place an order with ESG or Designs Unlimited. Current prices are \$110 for xs – xl jackets, \$125 for 2xl, \$145 for 3xl.
- ESG or Designs Unlimited should contact the Athletic Department to get the needed amount of Varsity letters.
- Students will be called to AD to try on jackets for sizing once they are identified receiving their second Varsity letter.
- Students can also choose the premium rain jacket or Big E stadium blanket options instead of the Varsity jacket.

4. Senior Flowers and Photos – Assistant to Athletic Director Organizes

- Flowers will be ordered from Mueller's in Etown
- A single carnation will be purchased for each senior (girl and guy) for all sports. (Football, Cheer and Band typically share the same senior night but we do not purchase for the Band). Current price is \$2.25 per flower. If a team wishes to change the type of flower for something more expensive Big E will give them a credit of \$2.25 per senior toward that purchase. Notify the President when making this request.
- The coach is responsible for notify the AD office how many seniors will be honored and the date and time of the senior night.
- An email or call to place the orders is made to Warren Mueller. He will deliver them the day of the event to the High School office. See Example below.
- Mackenzie (AD office) will have the Athletic Manager deliver them to the game.

- The Senior Night Photographer will be Melissa Rhoads, Hatha Photography. Kenzie will email the schedule and times to Melissa.

Date	Sport	# Seniors	Time	Location
9/30	Field Hockey	5	Before 3:00	High School office – Mackenzie Deardorff
10/1	Cross Country	13	Before 3:00	“
10/2	Girls Soccer	5	Before 3:00	“

5. Fair Parking – President and Treasurer Organizes

- Remind Coaches at the May meeting about the fundraiser. Sign-ups will be held at the June Booster meeting.
- Contact the Northwest Savings approximately 2 ½ weeks prior to notify them of the amount of money needed for change.
- The week prior to the fair contact Kenzie to get the signs, vests and flashlights.
- Board puts signs at the entrances to the High School, East High and Bear Creek.
- Board members set the schedule for the money to be picked up each day and notify the coach or Booster Team Rep where to pick up the money, vests and flashlights from them.
- Participating Teams get a percentage of the total sales based on the number of time slots they worked; Big E Booster gets 50% of the profits.
- East High lot needs at least 6 volunteers to work both entrances; the High School needs 4 and Bear Creek needs 2.

****See separate document for Coach and Rep directions on Fair Parking. Attachment #5**

6. Sub Sale – Board Organizes

- Each Team must participate in at least one of the three Sub Sale fundraisers
- Teams get 50% of their sales, Booster gets 50%.
- The board will send the order forms, Team Tally sheets and key dates to the Coach and Team Reps to distribute to the players.
- Team Reps are encouraged to assist with sub distribution on delivery dates.

***See separate document for Rep directions on tabulating and turning in the team’s orders.**

Attachment #6

7. Important Forms –

1. Fundraisers – When an individual team is doing a fundraiser the form must be completed by the Coach and Big E Rep. Attachment #1

2. Check Request Forms – Completed by the Coach or Rep but signed by both. Attachment #3

3. Deposit Forms – Completed by Coach or Rep. Attachment #4

4. Transfer Request types: (Attachment #2)

a. From Teams completed by Coach and Rep:

- Into team account for banquet trophies from General Fund #101 to Team Account #xyz.
- Into team account for Section win or higher from General Fund to Team Account #xyz.
- From team account for Fall Program Senior Bios (Fall Sports only), from Team Account #xyz to Fall Program #201.

b. From Big E completed by Board Member:

- Into team account for R&K fundraiser, from Fundraiser #107 to Team Accounts #xyz.
- Into team account for Fall Parking fundraiser, from Fundraiser #107 to Team Accounts #xyz.