# BOOSTER CLUB MANUAL

## Seneca Valley School District

## 2026-27

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# Administration

## ADMINISTRATION

**I. Seneca Valley School Board of Directors**

The Board of Directors, responsible to the residents of the District, is the governing body for the Seneca Valley School District. It is responsible for interpreting the needs of the community, crafting a vision for the District, and formulating strategies to meet those ambitions. Additional responsibilities include:

1. Developing policies, in accordance with state statutes and mandates;
2. Approving means by which professional staff may make these policies effective;
3. Engaging the community in public education; and
4. Evaluating the interscholastic athletic program in terms of their value to the community.

**II. Superintendent of Schools**

The Superintendent is responsible for managing the District in accordance with adopted Board policies and Pennsylvania Department of Education school codes, rules, and regulations. It is his/her duty to annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics. The Superintendent shall represent the District as Chief Executive Officer and foremost professional educator in its dealings with other school systems, social institutions, and businesses.

**III. Athletic Director**

The primary responsibility of the Athletic Director is the administration and supervision of the interscholastic athletic program for the Seneca Valley School District. These duties will be described in his/her job description and any others as designated. He/She will provide the leadership necessary for the day-to-day operations of the athletics department program.

**IV. Head Coaches**

All Head Coaches shall be responsible to the Athletic Director for the total operation of their respective sport programs. Head Coaches will be responsible for normal duties required of interscholastic competition, those duties described in their respective job descriptions, and/or any other duties delegated by the Athletic Director. All Head Coaches shall have an active role in his/her respective Booster club and in the decision-making of the club. Head Coaches shall be involved in setting meeting agendas and actively participating in each meeting. If the Head Coach is unable to make a meeting, a member of the coaching staff should attend in his/her place.

## CONTACTS

| | |
|---|---|
| Ms. Heather Lewis, Athletic Director | 724/452-6040, x1040 |
| Mr. Nii Sowa-Doku, Assistant Athletic Director | 724/452-6040, x1003 |
| Mr. Eddie Kurtz, Assistant Athletic Director | 724/452-6040, x1006 |
| Mrs. Jamie Marcotte, Administrative Assistant | 724/452-6040, x1041 |
| Mrs. Julie Shearer, Administrative Assistant | 724/452-6040, x1042 |
| Mr. Robert Ceh, Senior High School Principal | 724/452-6040, x1000 |
| Mr. Chet Henderson, Intermediate High School Principal | 724/452-6040, x2000 |
| Mrs. Trisha Butschle, Middle School Principal | 724/452-6040, x3000 |

# Mission, Vision, and Core Values

## MISSION, VISION and CORE VALUES of ATHLETIC PROGRAM

**I. Mission Statement**

The mission of the Seneca Valley Athletics program is to offer an exceptional student-athlete experience which complements classroom learning and enhances the overall development—academic, athletic, and social—of each of its participating students. Along with the pursuit of excellence, developing our student-athletes into respectful, honorable, and responsible citizens of the community is a principle objective and vital component of our success.

***Middle School Athletics***

In addition, the objective of our Middle School Athletics program is to familiarize our student-athletes with competitive interscholastic sport, introduce them to rules, rewards, and consequences, teach them about the team taking precedence over the individual, demonstrate the importance of learning and practicing fundamentals, and instill a level of discipline that traverses athletics into academics. We believe that winning is measured by more than just a scoreboard and that all participants should have reasonable opportunity to develop and demonstrate their skill in competitive opportunities.

**II. Vision**

The Seneca Valley Athletics program will take a leadership position in interscholastic athletics demonstrating that championship athletic experiences and commitment to academic excellence are not mutually exclusive. The student-athletes and coaches of Seneca Valley will embrace their responsibility as community leaders, honor their role as representatives of the District, and conduct themselves with the highest ethical standards.

**III. Core Values**

The student-athletes, coaches, and staff of Seneca Valley Athletics will commit themselves to the following core values:

- Loyalty
- Integrity
- Respect
- Honesty
- Humility
- Work Ethic
- Leadership
- Sportsmanship
- Team Before Self

**IV. Departmental Commitment**

The Seneca Valley Athletics program and its coaches embrace their roles of teacher, leader, and server. In our pursuit of excellence, we strive to represent a program founded on teaching valuable life lessons, modeling behavior of utmost character and integrity, and serving the community with a sincere sense of responsibility. As a department we commit to serve our students by:

- Recognizing the importance of and opportunity to develop their leadership skills
- Providing them with the tools necessary for success
- Supporting them through positive coaching, mentorship, and appropriate counsel
- Modeling inclusivity not exclusivity
- Leading calmly through adversity, thereby revealing the importance of character
- Emphasizing the importance of good sportsmanship in all scenarios
- Teaching teamwork and sacrifice as the foundations for success
- Competing with pride and honor in pursuit of victory
- Showing them how to win with humility and lose with dignity

# Governance & Expectations/Procedures

## GOVERNANCE

### I. Governing Documents & Parameters

- Board Policy #915-Booster Clubs (Appendix A—Policy #915 Acknowledgment Form)
  - Role of the Head Coach
- PIAA Rules & Regulations
- Pennsylvania Department of Education (PDE) Title IX Reporting
- Booster Clubs for Middle School (Grade 7) through Senior High (Grade 12) Teams and Activities

## EXPECTATIONS / PROCEDURES

### I. Awards—Permissible (PIAA Article II, Amateur Status and Awards—Section 3A)

"A student may accept, from the student's school, or a school-affiliated booster club, food as part of an interscholastic function or trip, items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, with appropriate institutional insignia or comparable identification, upon completion of a season of participation on a Team and/or for earning the official school letter or award. The fair market value of items provided to any such student may not exceed $1000 for any sport."

### II. Banquets—End of Season

- Parameters
  - This is an event to recognize season accomplishments and honor graduating seniors.
  - All banquets are considered school events and therefore subject to all District policies.
  - Minimize costs for Middle School/Junior High banquets held separate from Varsity/JV banquets.
  - Length is **not** to exceed 2.5 hours.
    - Minimize speakers.
    - Play highlight video during meal.
    - Be cognizant of mandating certain apparel standards.
  - Cost "per head" is capped at **$30/head—**all inclusive of meal and venue.
  - Consumption of alcohol at the venue is prohibited by any participant, including parents and coaches.
  - Secondary campus venues are available for banquets.
  - Please consult school calendar to avoid conflicts with performing arts concerts as these are curricular.
  - **No** Sundays.

- Check-List
  - ❑ Pre-approval of date by Athletic Director is required (No Sundays!)
  - ❑ Reserve on-campus facility through Director of Building & Grounds.
  - ❑ **Make required Board Policy #915 (pg. 5) announcement** at start of banquet.

### III. Concession Stands

- Booster clubs are permitted to run concession stands at their respective sport venues.
- To reserve space, complete a Use of Facilities Form and return to the Director of Athletics/Activities.
- Complimentary Admission—please submit a list in advance of event (at least 24-hours advanced notice) to Administrative Assistant Jamie Marcotte at **marcottejl@svsd.net**
  - 6 complimentary admits per event night (requests for more submitted to Athletic Director.)
- In the event that there are concurrent athletic events, the Athletic Director will determine the schedule for concessions.
- Booster clubs using the concession stands should be certain to leave the facilities clean and operational for the next event. Those working concession stands must park in a designated parking space—not along side driveways.

# Expectations/Procedures

## EXPECTATIONS / PROCEDURES

**IV. Electronic / Social Media and Publications (i.e., team website, social media platforms, programs)**
Booster clubs may use electronic and/or social media and publications as a mode of communication. The following parameters in addition to Appendix B are set in place for all Booster club programs and electronic and/or social media platforms:

- Parents must opt-out by the start of the season—provide written documentation—to the Booster club president or his/her designee if they do not wish to have content related to their child posted on the respective platforms.
- Broadcasting of School Events—School Board Policy #911 provides the parameters for broadcasting of any school event, including all sporting events.

**V. Facilities**
To reserve any District facility, Use of Facilities Form (Appendix C) must be completed and returned to my attention at **lewish@svsd.net**. Forms are required **at least seven days (one week) in advance of event.**

**Reminder for 2026-27:** Food trucks are permitted on elementary school campuses only. Request for food truck is on Facilities Usage Form. ***Note:*** *Food trucks may not be used as a means of fundraising.*

Pre-approval of the Athletic Director is required for any repair, maintenance, and/or upgrade of District facilities.

**VI. Financial Reporting** (Appendix D)
All Booster clubs should operate on a fiscal year basis, commencing July 1 and ending June 30. Documentation of all revenues and expenses is required.

As per Commonwealth of PA Law—Act 82 Article XVI-C, all school entities will be required to collect and submit information—including financial categories of travel, uniforms (games & practice), supplies & equipment, facilities, coaching staff compensation, athletic trainer compensation, and other miscellaneous—pertaining to interscholastic opportunities, as well as non-school contributions and purchases by August 31, annually.

This will include all funds provided by booster clubs, alumni, in-kind (estimate value) contributions, and any other individuals or groups that make a contribution or purchase for an interscholastic athletic team. With this mandate in mind, the following financial reporting guidelines are provided to assist with all Booster club accounting:

- For Revenue or Income (back-up is the key)
  - List source of revenue/income
    - Dues (need records of each individual's donated amount & date)
    - Fundraising activity (required documentation includes revenues, costs and net proceeds.)
    - Donations (need records of each donation amount, source, & date)
    - Sponsorships (need records of each sponsor's amount, source, & date)
  - List source of revenue as either **Var, JV, JH or MS**
- For Expenses (back-up is the key)
  - All expenses must be categorized under the following:
    - Travel (includes, but not limited to, charter bus costs, summer camp bus)
    - Uniforms (includes, but not limited to, practice gear, shooting/warm-up shirts, travel suits)
    - Supplies & Equipment (includes, but not limited to, any Booster club purchases of supplies or equipment related specifically to the respective sport team)
    - Facilities (includes, but not limited to, any equipment, repair, and/or services aimed at improving respective sport facility)
    - Coaching Staff Compensation (includes, but not limited to, stipends provided to volunteer coaches, gifts provided to volunteer and/or District paid coaches)
    - Athletic Trainer Compensation (includes, but not limited to, stipends provided to athletic trainers, gifts provided to athletic trainers)
    - Other (includes any expense not categorized in the aforementioned categories)
  - For each expense there must be itemized records of each expense, amount, date, and source
  - List source of expense as either **Var, JV, JH or MS**

# Expectations/Procedures

## EXPECTATIONS / PROCEDURES

**VII. Fundraising**

- Board Policy #915-Booster Clubs clearly sets parameters on family/student fundraising expectations.
  - Note respective timeframes for permissible fundraising activities (p.3 of Policy #915).
- Complete Fundraising form (Appendix E) and return to Athletic office for pre-approval. **(kurtzew@svsd.net)**
- Student involvement in fundraising activities may not happen until roster is set. Students (and/or their parents) trying out for a respective team may not be asked to participate in any fundraising activities (i.e., selling items, collecting sponsorships). Activities limited to only those students on a current roster or were on the prior year's team roster.
- All revenue and expenses must be by level of team (i.e. Var/JV/JH/MS) in the club's financial reporting.
- **Reminder:** All booster dues & start of collection date must be pre-approved by the Athletic Office.
- **Sponsorships:** limitations on permissible benefits booster groups may offer businesses.
  - No sponsorships permitted with sports medicine, physical therapy or athletic training services.
  - In-game announcements must be pre-approved by the Athletic Director.
  - Sponsor signage is restricted to one sign and placed at concession stand.
  - Sponsor's special events (i.e., 1/2 court shot) must be pre-approved by Athletic Director before confirmed.
  - Program sponsors/ads are permissible.
  - District Raider Athletics Partnerships will take precedence over any booster sponsorship.
  - ***Ask before confirming.*** *(Ex:| Noise maker—Thunderstix— request ~ not approved due to PIAA violation)*
  - ***NOTE:*** The District prohibits advertisements regarding religious beliefs or political matters, as well as tanning beds, liquor stores (breweries) and any bars. In addition advertisements or sponsorships with tattoo parlors, medical marijuana dispensaries & stores, and establishments selling vaping products is prohibited.
  - **PUBLICATIONS:** Any publication (i.e. yearbook, poster) must include the following disclaimer: "The advertisements published here are not an endorsement by the Seneca Valley School District of the product or service being advertised."

**VIII. Game Management/Support**

For those individuals assisting with the game management (i.e., scorer, announcer, clock operator, statistician, videographer) complimentary admission will be provided. Pre-approval is required for any complimentary admission. Game management lists must be presented to the Athletic/Activities Director and Administrative Assistant Jamie Marcotte at **marcottejl@svsd.net** at least 24-hours prior to the event for the purposes of confirming complimentary admission.

**IX. Games of Chance (i.e., 50-50 raffle, lottery ticket raffle)** *(procedures & rules provided as a separate handout)*

Small games of chance are allowed for fundraising purposes under Pennsylvania's Local Option Small Games of Chance Act. The statute defines games of chance as "punchboards, daily drawings, weekly drawings, 50/50 drawings, raffles and pull tabs." A 50/50 drawing is a game in which (1) a participant buys a ticket for a chance to win a prize where the winner is determined by a random drawing of corresponding tickets sold for that drawing, and (2) the prize paid to the winner is comprised of one-half of the money collected from tickets from the drawing and the remaining money is retained by the sponsoring organization. A "raffle" is defined by the statute as a game of chance in which a participant buys a ticket for a chance at a prize with the winner determined by a random drawing of corresponding ticket stubs to take place at a location and date or dates printed upon each ticket.

A Booster club must be registered as an "eligible organization" under the Act in order to conduct these games. The procedures to become an eligible organization and the rules applicable to such organizations when conducting small games of chance such as 50/50 drawings and raffles are available under separate cover from the Athletic Office.

Small Games of Chance License copy must be provided to the Athletics Office prior to fundraiser approval.

**X. Insurance**

Booster clubs may consider purchasing an insurance policy designed to cover organizations such as public school Booster Clubs. The District has its own insurance and it is strongly recommended Booster Clubs purchase their own policy. **Required if sponsoring a camp or tournament.**

# Expectations/Procedures

## EXPECTATIONS / PROCEDURES

**XI. Marketing / Branding**

Logo: For all marketing/branding purposes the appropriate and approved logo for use is the interlocking SV. A jpeg file of the logo is available upon request from the Athletic Director.

Nickname: For all marketing/branding purposes, the appropriate and approved nickname for the Seneca Valley School District is ***"Raiders."*** There is no "*Lady*" in the District's nickname.

Signage: For all marketing/branding purposes, all banners and/or signage must have pre-approval of the Athletic/Activities Director prior to display on school grounds.

Advertisements: For all marketing/branding purposes, all advertisements displayed on a banner or sign must have pre-approval of the Athletic/Activities Director prior to ordering and display.

Apparel/Poster: For all marketing/branding purposes, all apparel and/or poster artwork/logos/ideas must have **pre-approval** of the Athletic/Activities Director **prior to order** confirmation and production.

Disclaimer: For advertisements/posters, please include the following, "Sponsor (or Products) are not endorsed by the Seneca Valley School District."

Official Colors: Officials District colors are Columbia Blue (**RGB: 98, 168, 229 or Pantone 292 U**), Black and White.

**XII. Meeting Minutes**

Per Seneca Valley School Board Policy #915, meeting minutes from all meetings shall be forwarded to the attention of the Athletic Director as soon as they become available.

**XIII. Picture Day**

Booster clubs **must** secure the services of the **District's official photographer** for all Picture Day activities—**Glory Days Photography (Denny Harsh)** (dharsh@glorydaysphoto.net)**.** Picture day reservations may be made by reaching out to Denny Harsh directly at **412-414-4463. Reminder:** If you have a parent photographer, please have them contact Athletic Office to share photos for website and social media platforms.

**XIV. Purchases**

Head Coach or Booster President shall submit, in writing, to the Athletic/Activities Director any proposed major purchase by the Booster club to benefit respective sport program. Only items approved by the Athletic/Activities Director will be authorized for purchase. In addition, all purchases made by Booster clubs become the property of the Seneca Valley School District. It is recommended that Booster clubs secure a minimum of two quotes for any item under consideration for purchase. It is strongly recommended that Booster clubs take great care to avoid any conflict of interest when parents are procuring such merchandise.

Uniform purchases are on a rotating cycle and at the discretion of the Athletic/Activities Director. Booster clubs interested in upgrading a sport team's uniforms must submit, in writing, a proposal for uniform upgrade and purchase. Athletic/Activities Director, in collaboration with Head Coach will review proposal. Consideration will be given but not necessarily granted for each uniform upgrade proposal.

**XV. Schedule Change Notifications / Scheduling**

Parents may sign up for alert messages regarding daily schedule changes by visiting the website **https://www.gobound.com/pa/schools/senecavlyhs#** and clicking the "**Notifications**" button on the upper left-hand corner. You may enter email addresses and/or cell numbers.

**REMINDER:** It is **NOT permissible** for coaches and/or boosters to add additional games to an in-season schedule without first receiving permission from the Athletic Director. This includes MS, JH, and/or JV tournaments.

Coaches and boosters should work collaboratively during off-season (i.e., summer basketball league, fall softball) to create schedules and pay respective entry fees.

# Expectations/Procedures

## EXPECTATIONS / PROCEDURES

**XVI. Senior Day**

- Provide plenty of notification to Athletic Office of Senior Day/Night event.
- Seniors must complete Senior Day Form **and this is the only information to be announced.** (Appendix F).
- All Senior Day Forms must be submitted to Athletic Office for pre-approval.
- Expectation is to minimize the delay in starting game on time.
- No complimentary admission for Senior Days—Booster clubs may pay entry fee if they choose.
- There are **NO LATEX Balloon Arches permitted.**

**XVII. Signing Day (College Commitment) Ceremonial Pictures**

For any student-athlete making their commitment official to attend college and compete in their respective sport, the Athletic Office will coordinate a ceremonial picture so the news may be shared via social media outlets. Student-athletes should contact the Assistant Athletic/Activities Director—Nii Sowa-Doku (**sowadokuna@svsd.net**) to arrange the signing opportunity. Each student-athlete will need to complete the Signing Day form prior to picture ceremony. (Appendix G).

**XVIII. Special Events—Game Day Promotions**

- Pre-approval by the Athletic/Activities Director is required for any game day special event (i.e., Little Dribblers, Pink Night) - limited to up to two special events per season.
- If pre-approved by Athletic/Activities Director, participants only are granted complimentary admission.
  - Participant/free admission list must be provided to the Athletic/Activities Director no later than one day prior to game.
  - Identifying trait (i.e., t-shirt, warm-up) may serve as a substitute to the participant/free admission list.
- All youth participants must be accompanied by an adult on game day.

**XIX. Sportsmanship**

Spectators play a crucial role in the sporting experience of Seneca Valley teams and the expectation is Raider fans will contribute in a positive manner to the competitive experience of our student-athletes. Negative, demeaning, and/or destructive outbursts, yelling, or taunting only lead to a negative, demeaning, and/or destructive atmosphere in which our student-athletes must compete.

It is important to remember opposing teams and their fans, along with officials, are guests of the Seneca Valley School District and shall be treated as such when visiting our campus. It is expected all spectators will demonstrate model sportsmanship and treat all game participants (coaches, players, officials) with respect and class. **In as much, the District will not tolerate any verbal taunting, ridiculing, or abuse directed towards coaches, players, fans, and/or officials. At the discretion of game management and/or security, such behavior is justification for immediate removal from the venue.**

# Expectations/Procedures

## EXPECTATIONS / PROCEDURES

**XX. Summer Camps**

Booster clubs are permitted to sponsor, in cooperation with respective Head Coach, summer camps on the Seneca Valley campus provided:

- Head Coach secures pre-approval from Athletic/Activities Director of preferred camp dates and facilities.
- Head Coach secures pre-approval from Athletic/Activities Director of all camp literature prior to distribution.
  - Literature denotes "Camp is not a Seneca Valley School sponsored event."
- Updated Board Policy #913—Flyer distribution is electronic; District "Backpack Flyers page" or Athletics website. **Camp flyers must be sent to Athletic Director for pre-approval prior to distribution and/or posting on Athletic Website or District's Backpack Flyers page.**
- Head Coach confirms available athletic trainers.
- Head Coach or Booster club completes Request for Use of School Facilities Form (Appendix B.)
- All registration fees are made payable to respective Booster club.
- Booster club provides Certificate of Liability Insurance to the District with a minimum of $1,000,000 combined single limit coverage; the District will be listed by the insurance policy as the certificate holder. (Policy #707)

**XXI. Tournaments**

The District will pay the entry fees for all approved in-season tournaments. In addition to entry fees, the District will provide transportation for local events. At no time will the District provide meals and/or hotel accommodations for seasonal tournaments. Additional tournament entries and related expenses are the responsibility of the Booster Club.

Participation in any tournament and/or event requiring an overnight stay must have pre-approval of the Athletic/Activities Director.

For Booster clubs interested in hosting a tournament on the Seneca Valley campus, the following must occur:

- Pre-approval from the Athletic/Activities Director for the date and available facilities.
- Complete Facilities Usage Request form and submit to Athletic/Activities Director.
- Booster club is responsible for all tournament logistics including securing officials, arranging ticket sales, set-up and breakdown of venue, arranging for all game help personnel (i.e., announcers, timers, scorers).

**XXII. Transportation**

Athletic Office will confirm transportation for all District scheduled events, including post-season play. It is the discretion of the Athletic/Activities Director as to whether an upgrade from regular bus to charter bus will occur for certain transportation needs. Factoring into this decision will be size of travel squad and location and time of event. Should a Booster club be interested in upgrading transportation, a request must be submitted to the Athletic/Activities Director in a timely manner to coordinate such possible transportation.

# Expectations/Procedures

## EXPECTATIONS / PROCEDURES

**XXIII. Volunteers**

Chaperones or volunteers that will have direct contact with children must have the following three clearances on file with the Athletic & Activities office:

1. Pennsylvania Child Abuse History Clearance (Act 151)
   - The Child Abuse report application may be obtained electronically at **https://www.compass.state.pa.us/CWIS**
2. Pennsylvania State Police Criminal Record Check (Act 34)
   - Criminal reports may be obtained electronically from the Pennsylvania State Police at **https://epatch.state.pa.us/**
3. Federal (FBI) Criminal History Report (Act 114)
   - Federal (FBI) Criminal reports may be obtained electronically from the Pennsylvania State Police at **https://uenroll.identogo.com/**

As set forth in the Child Protective Services Law, a volunteer is an adult serving in an unpaid position in which he or she may be responsible for the welfare of a child or have direct contact with children. These include but are not limited to chaperoning field trips and overnight trips.

More information on required clearances may be found on the District's website at **https://www.svsd.net/departments/human-resources/clearance-application-directions/applicant-clearance-application-directions**

# Check List

### CHECK-LIST

- ❑ Annually provide a list of Booster club officers to Athletic/Activity Director's office prior to any activities or meetings.
- ❑ Consider (strongly) insurance policy coverage—required if sponsoring a camp or tournament.
- ❑ Confirm a current copy of Booster club Bylaws and/or Constitution is on file in Athletic/Activity Director's office.
- ❑ All officers must annually sign Policy #915 Acknowledgement Form (Appendix A).
- ❑ Provide Athletic/Activity Director's office with Financial Statement prior to start of Booster activities.
- ❑ Secure Small Games of Chance eligibility (by obtaining Small Games of Chance license) for 50/50 raffle and other similar games of chance.
- ❑ Get pre-approval for all fundraising activities from Athletic office (Appendix D).
- ❑ Get pre-approval for all poster ideas prior to production.
- ❑ Get pre-approval for all apparel branding (logo/artwork).
- ❑ Get pre-approval for any facility repair, maintenance, and/or upgrade work.
- ❑ Get pre-approval for hosting a tournament on the Seneca Valley campus.
- ❑ Get pre-approval for banquet date and location.
- ❑ Get pre-approval for all season ending gifts prior to purchase and distribution.
- ❑ Provide meeting minutes to Director of Athletics & Activities in a timely manner.
- ❑ Provide Director of Athletics & Activities with Financial Accounting Summary Report at conclusion of academic year (no later than July 7th annually).

# Appendix A: Policy 915 Acknowledgement

**APPENDIX A**
**Policy #915 Acknowledgment Form**
**2026-27**

Booster Organization (sport): _____.

We, the presiding officers of this Booster club, acknowledge we have read, in its entirety, Seneca Valley School District Policy #915—Booster Clubs and confirm we are in full compliance with all provisions of the Policy.

President _____. _____. Date _____
*Printed name* *Signature*

Vice-President _____. _____. Date _____
*Printed name* *Signature*

Secretary _____. _____. Date _____
*Printed name* *Signature*

Treasurer _____. _____. Date _____
*Printed name* *Signature*

# Appendix B: Social Media Recommendations

**APPENDIX B**
**Social Media Recommendations**

- Be sure to notify the members of your booster group of the account and encourage anyone with concerns or questions about the development of – or future postings on - such a site to contact you.
- The best advice we can give you is to monitor the account and note that it helps to have more than one ADULT doing this as it is a 24/7 responsibility.
- We would also suggest posting 2-3 times per week so that your account stays relevant. A lot of times we see accounts that are started, and the posts are great at the beginning and then they fall off, which causes people to no longer follow or rely on certain accounts for information since it is not consistent.
- We would also recommend using high quality/high resolution photos whenever possible. Fliers are Ok but shouldn't be regular "art" in posts.
- Be sure to promote your accounts with booster publications and/or email communications to gain followers.
- Lastly, be sure to tag our handles (@SV_Sports and @senecavalleysd) from time to time and use the hashtags #SVProud, #SVRaiderPride and #SenecaValley to link with the hashtags we use as a District.

# Appendix C: Facilities Request Form

**APPENDIX C**
**Use of School Facilities Request Form**

Requested by (group name): _____ Date Submitted: _____

Representative: _____ Address: _____

City, ST, Zip: _____ Email Address: _____

Phone: _____ Emergency Contact: _____ Phone: _____

Type/ Name of Activity: _____

Estimate Number of People on Campus for Activity: _____ Requesting Outside Vendor (i.e., Food Truck) Yes ☐ No ☐

| **Dates Requested** (use separate column for each date) | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** |
|---|---|---|---|---|---|---|
| Building is open at: | | | | | | |
| Technical Crew—report at: | | | | | | |
| Activity will begin at: | | | | | | |
| Activity ends at: | | | | | | |

**Building Requested:**

- ☐ Senior High
- ☐ Intermediate High
- ☐ Ryan Gloyer MS
- ☐ Connoquenessing Valley Elem.
- ☐ Ehrman Crest Elem./MS
- ☐ Haine Elem./MS
- ☐ Rowan Elem.
- ☐ Field House, EAST (new)
- ☐ Field House, WEST (old)
- ☐ Other: _____

**Facilities Requested:**

- ☐ Gym
- ☐ Aux. Gym (I HS)
- ☐ Multi-purpose Room (MPR-RGMS)
- ☐ NexTier Stadium (turf)
- ☐ Myers Law Group Stadium (turf)
- ☐ RGMS Turf
- ☐ Baseball Field (turf)
- ☐ Softball Field (turf)
- ☐ Athletic Grass Field
- ☐ Other: _____

- ☐ Aquatics Center (Pool)
- ☐ Auditorium
- ☐ Cafeteria
- ☐ Classroom
- ☐ Haine MS Main Gym
- ☐ Haine Elem. Blue Gym
- ☐ LGI
- ☐ Weight Room
- ☐ Wrestling Room

**Equipment Needs** (indicate # of each):

- ☐ Tables: # of _____
- ☐ Chairs: # of _____
- ☐ Risers: # of _____
- ☐ Band Shells: # of _____
- ☐ Other: _____

**Audio-Visual Needs** (stage manager):

- ☐ Technical Crew
- ☐ Microphone & Stand
- ☐ Laptop/Projector
- ☐ Public Address System
- ☐ Other: _____

- ☐ Spotlight Service
- ☐ Microphone (Portable)
- ☐ Podium
- ☐ Scoreboard

**Special Requests/Notes:**

I have read the rules and regulations, governing the use of school facilities and I fully understand that the Seneca Valley School District shall not be responsible for any accidents, personal or group losses, or damages incurred to individual or group property. I further understand that the organization I represent shall comply with all School Board policies, set fee schedules, and shall be responsible for damages or losses to school property.

Signed: _____ *(Sponsor)* Date: _____

Approved: _____ *(Administrator)* Date: _____

# Appendix D: Minimize Theft and Fraud

**APPENDIX D**
**Recommended Procedures to Minimize Theft and Fraud**

**RECEIPTS:**

- Handle as **little cash** as possible
- Have more than one person count and record cash and checks from events and activities – preferably immediately following the event **— this is the role of the treasurer to coordinate**
- Endorse checks immediately with a "For Deposit Only" stamp
- Make all **deposits promptly** **—** deposits must be counted and separately verified the same day as the activity, and preferably forwarded to the Treasurer within 24 hours
- Retain copies of checks and other correspondence as backup
- Match bank deposit receipts to duplicate deposit slips, then match both to any backup documents
- Blank **checks** should be in the possession of the **Treasurer** and **no pre-signed checks**.

**DISBURSEMENTS**:

- Use pre-numbered checks and secure unused checks
- Do not permit checks to be written to "cash"
- Require two signatures on checks – both people should review/approve the invoice and backup documentation
- Minimize the use of **cash** to pay expenses – if used, obtain a **receipt**
- Back up all disbursements with **original invoices** – do not pay from statements
- Mark invoices "paid" with check number and date after checks are written

**OTHER:**

- Record **every** transactions into the ledgers as soon as they occur and these transaction should be listed in **original transaction date**
- The **Treasurer** must either perform the transaction or be immediately informed of the transaction. This means that all back up for purchases made by check or debit must immediately be given to the Treasurer– **no compiling several weeks' or even days'** worth of receipts and submitting them in a batch
- Have bank statements reconciled or at least reviewed by someone other than the person who handles the receipts and invoices and/or records the transactions
- Reconcile bank statements promptly
- Prepare monthly reports for the organization that allow for easy understanding of transactions and current financial position
- At minimum have records reviewed annually by a financial professional. Audits are preferred
- **Standard forms** for deposits, expense reimbursement, invoice payment and debit transaction verification should be reviewed, updated as necessary, and shared with all relevant booster members. They need to be properly filled out and signed when submitted.
- For **50-50 raffle sales**, must have accurate daily records of ticket #'s sold and cash received and distributed out.
- **Coach Compensation:** Coach compensation for summer camps is a personal agreement between coach and booster organization. Any coach receiving over $600 in compensation from Booster organization must receive a 1099 from Booster organization.

# Appendix D: Financial Reporting Template

**APPENDIX D**
**Financial Reporting Template**
*(Sample)*

**INCOME**

| Source | Description | Date | Amount | Level<br>• VAR or JV<br>• MS or JH |
|---|---|---|---|---|
| DUES | *Ex:\| Varsity dues-Lewis family* | | | VAR |
| FUNDRAISER | *Ex:\| Car wash—July 12, 2012* | | | MS |
| DONATIONS | *Ex:\| Bi-Lo Northgate* | | | VAR |
| SPONSORSHIPS | *Ex:\| Tri-State Orthopedics—Game vs. Butler* | | | VAR |
| CONCESSIONS | *Ex:\| Pine-Richland-Sept.8, 2012* | | | VAR & JV-JH |
| APPAREL SALES | *Ex:\| Team sweats* | | | VAR |
| BANQUET | *Ex:\| Family costs* | | | MS |
| OTHER | | | | |
| | | **TOTAL** | $TBD.00 | |

**EXPENSES**

| Source | Description | Date | Amount | Level<br>• VAR or JV<br>• MS or JH |
|---|---|---|---|---|
| TRAVEL | *Ex:\| Charter bus to PIAA playoffs 3/12/2012* | | | VAR |
| UNIFORM | *Ex:\| Shooting shirts* | | | MS |
| SUPPLIES EQUIPMENT | *Ex:\| Concession stand supplies* | | | VAR |
| FACILITIES | *Ex:\| Paint for dugouts* | | | VAR |
| COACH COMPENSATION | *Ex:\| Volunteer stipend for <insert name>* | | | VAR & JV-JH |
| ATHLETIC TRAINER COMPENSATION | *Ex:\| Stipend for <insert name>* | | | VAR |
| OTHER | | | | VAR & JV-JH |
| | | **TOTAL** | $TBD.00 | |

# Appendix E: Fundraising Approval Form

**APPENDIX E**
**Fundraising Approval Form**

DATE: _____ ORGANIZATION: _____

President: _____ SPONSOR: _____

EMAIL ADDRESS: _____

ADDRESS FOR RETURN MAIL: _____

**Requested Dates:**
Starting Date: _____
Ending Date: _____

**PURPOSE :**
Is this for your general account: Yes ☐ No ☐
Is this for a specific item? Yes ☐ No ☐
If "yes", amount needed: _____

***(Note:** Outside fundraisers will not be approved for more than 1 month; In house fundraisers approved for 2 weeks only.)*

**TYPE:** ***(check all that apply)***

Selling in S.H.S. ☐ Selling in I.H.S. ☐ Selling in M.S. ☐ Building & Outside Sales ☐ One-Day Sale ☐
Selling in E.C. ☐ Selling in C.V.E. ☐ Selling in Row. ☐ Selling in Haine ☐ Outside Sales Only ☐

**IF SALE OF ITEM:**
Item Name: _____
Price Per Unit: _____
Percent of Profit: _____
Supplier: _____

**IF ACTIVITY:**
Type of Activity: _____
Date of Activity: _____
Location of Activity: _____

**FOR SPONSOR:**
I understand our organization must adhere to the schedule as approved by the administration. I will do everything possible not to interfere with any other organization's scheduled time.

Signature: _____

***RETURN TO ATHLETIC/ACTIVITIES OFFICE at the Senior High School, 128 Seneca School Road, Harmony, PA 16037***
***or email to Assistant Athletics Director Mr. Eddie Kurtz: kurtzew@svsd.net***

**Please have the building principal sign form (when appropriate) before submitting to Athletic/Activities Office**

*** All food items sold on campus must meet district nutritional guidelines ***
****NO products containing peanuts can be sold on campus as a fundraiser****

Approved: ☐ Rejected: ☐ Date: _____ Signature:(Bldg. Principal) _____

Approved: ☐ Rejected: ☐ Date: _____ Signature:(Athl./Act. Director) _____

Comments: _____

***Note: Copy of approval will be kept on file in Athletic/Activities Office and sent to Sponsor.***

*Updated April 2026*

# Appendix F: Senior Day Form

**APPENDIX F**
**Senior Day Form**

Sport:_____.

Senior Name: _____.

Escorted By: _____.

Future Plans Include: _____.

*Will be read at all Senior Nights <u>except</u> Football, Cheer, and Band Senior Night.*

***Please return form to Athletic Office***

# Appendix G: Signing Day Form

**APPENDIX G**
**Signing Day Form**

Student-Athlete Name: _____.

Student-Athlete Twitter Handle: _____.

Sport: _____.

Position: _____.

College/University Attending: _____.

College/University Athletic Dept./Team Twitter Handle: _____.

College Division of Athletics (***please circle***): NCAA—DI NCAA—DII NCAA—DIII NAIA NJCAA

Major/Area of Study: _____.

Have you received your National Letter of Intent, Institutional Athletics Formal Offer, or an Official Offer of Acceptance from the college/university? (***please circle***):

**YES** **NO**

Parent/Guardian Names: _____.

***For Athletic Office Use Only***