

**HANDBOOK**

# AS OF 08/15

**BEast ATHLETIC BOOSTER CLUB HANDBOOK**

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**DID YOU KNOW-**

**FUNDING**

* Bellevue Public schools only provide funding for coaches, transportation and field/facility maintenance.
* All other costs such as athletic trainers, uniforms, equipment, meet entry fees and officials must be paid from other funds in the athletic department budget or from gate receipts from athletic events.
* Funds for the Athletic Department budget for items not provided by BPS come from the following:

BEast ATHLETIC BOOSTERS Direct & Indirect contributions

Concessions

Team fund raisers

Donors

Gate receipts from athletic events

Other (away football and other)

In addition to the annual average support detailed above, BEast ATHLETIC BOOSTERS directly supports special projects such as field maintenance, irrigation systems for the stadium and practice fields, Bermuda grass installation on the stadium field, weight room upgrades, upgrades to the Athletic Trainers room, etc. The Booster Club also supports athletics by providing meal money for teams when they travel out of town.

Sources of the BEast ATHLETIC BOOSTERS funds for our annual direct contribution and special projects are from the following sources:

Memberships/ Sponsorships

Chieftain Forever Banquet

Event Concession Sales

Spirit Gear

Trivia Night

Test Drive

Raffles

Through our direct contributions and indirect contributions (special projects, concessions, etc), **the BEast ATHLETIC BOOSTERS directly provides approximately 15% of the Athletic Department budget.**

# SPORTS PARTICIPATION

During an average academic year, 25% or more of the student body fill over 700 roster sports on over 40 teams.

# DONATIONS

The BEast ATHLETIC BOOSTERS is a 501(c) (3) not- for-profit organization and contributions are tax deductible. Corporate matching contributions are welcome.

# COACHES

You and your assistant coaches must encourage your parents to get involved and be active in supporting the Booster Club that financially support you. To receive full consideration for funding, each athletic program must achieve the following:

1. Each team (varsity, JV, freshman) will ensure athletic team & athletic team-elect representative positions have been filled prior to first practice of the season.
2. Team funding requests will be considered based upon roster percentage membership participation. Example: Funding requests are received from two different teams; one has 80% Booster Club membership participation and the other has 20% Booster Club membership participation. Greater consideration will be given to the team with 80% membership participation.

When at all possible we encourage underclass parents to volunteer, so as to facilitate a smooth transition from year-to-year. A two-year term is a common and recommended practice. The first year as team captain-elect or alternate team representative, and the second year as the primary team representative. A two-year term helps assure orientation, training, and continuity to the role of team captain and provides a broad base of parent leaders for club projects.

Team captains may not be a team captain for more than one sport. Executive Board members may not be a permanent team representative.

1. Inform TEAM CAPTAIN(S) of:
   * Coach/Parent meeting
   * Upcoming team events
     + - Senior & Youth Nights
       - Summer/Program Camps
       - Fund Raisers
       - Spirit Sales
       - Team Building
       - Dinners
2. Establish a direct line of communication with TEAM CAPTAIN(S) regarding sport needs and ideas so they may represent your sport appropriately at monthly Booster Club meetings.

1. Participate in assigned team duties for all sport fund raisers. If a conflict occurs, contact President or Vice President immediately to discuss schedule.
2. If not assigned to work a specific all sport fund raiser, strongly encourage your teams & parents to attend and support the Booster Club’s efforts.
3. Provide team (varsity, jv, freshman) donations for the Chieftain Forever Banquet.

# ATHLETIC TEAM CAPTAIN

ATHLETIC TEAM CAPTAINs are the heart of the BEast ATHLETIC BOOSTERS. We encourage participation from underclass parents, so as to facilitate a smooth transition from year-to-year. A two-year term is a common and recommended practice. The first year as team captain-elect or alternate team representative, and the second year as the primary team representative. A two-year term helps assure orientation, training, and continuity to the role of team captain and provides a broad base of parent leaders for club projects.

Team captains may not be a team captain for more than one sport. Executive Board members may not be a permanent team representative.

The team representative’s responsibility is to ensure that, when needed, they can provide the Booster Club with volunteer parents and athletes from their sport to carry out the projects of the club. Other duties include securing Booster Club memberships from the families involved in the sport represented, working with the coaches to establish and communicate the annual needs of the sport and to communicate Booster Club projects regularly to parents of the sport .

Team captains are generally the workers and leaders of a successful booster club. By structuring the duties of the team captains as described below, the leadership and work of a booster club are both shared and distributed among many facets which will result in a powerful organization that makes critical contributions towards its athletic program.

The ATHLETIC TEAM CAPTAIN should:

1. Attend all meetings of the BEast ATHLETIC BOOSTERS on the 3rd Tuesday of each month at 6:30pm in the Library of BEHS.

This meeting is a crucial opportunity for the team to bring their questions, concern and ideas to the attention of the BEast ATHLETIC BOOSTERS. It is also an opportunity to take back information from the BEast ATHLETIC BOOSTERS to their respective sport. The TEAM CAPTAIN (S) should seek the input of their coach(es) and parents prior to all meetings. The TEAM CAPTAIN(S) should arrange for another team parent to attend the meeting in the event they are unavailable. You should attend all the meetings for the year not just the meetings in your season since decisions affecting you team may be made at any monthly meeting. Booster Club year runs July – June.

1. Chair, co-chair or actively serve as needed on at least one special project, fundraiser or initiative during the year.
2. Assist in obtaining booster club memberships from team parents, friends   
   and fans directly involved in the sport represented.
3. Keep parents informed
   * Communicate booster club projects and initiatives regularly to all parents   
     form the sport represented.
   * Attend the Coach/Parent meeting prior to their season
   * Create a contact list of all parent emails
   * Assist (if asked by the coach) with updates to the social media
   * Email parents with updates from the COACHES and BEast ATHLETIC BOOSTERS
4. Coordinate volunteers via SignUp Genius for:
   * Concessions at home games
   * Selling of BEast ATHLETIC BOOSTERS spirit gear
   * BEast ATHLETIC BOOSTERS “All Teams” fund raisers such as Chieftain Forever Banquet
   * Season awards banquet
   * Team fund raisers
   * Senior & Youth Night activities
   * Team dinners (if your team has them)

The team & volunteer with the greatest amount of hours per season will be recognized at the seasonal banquet.

1. Keep in touch with the coach to offer assistance (as asked) with preparation of input for the BEast ATHLETIC BOOSTERS season newsletter, content of programs, seasonal banquet, etc.
2. Support Team. Ask the coach for the level of involvement they will need as each sport varies. Some examples; team pictures, team dinners, Senior & Youth Night, Program Camps and social media or website assistance.

# VOLUNTEERS NEEDED

HOME GAMES

1. SPIRIT GEAR SELLERS-

Spirit Gear will be sold at majority of the HOME sporting events. BEast ATHLETIC BOOSTERS will provide a cash box and Spirit Gear items to the TEAM CAPTAIN(S). There will be instructions inside the cash box on how to track sales and execute credit & debit card transactions. At the end of the evening the volunteers will break down the table and turn in the cash box and Spirit Gear inventory to assigned TEAM CAPTAIN(S).

1. CONCESSIONS-

Concessions will take place at majority of the HOME sporting events during the Fall and Winter Season. BEast ATHLETIC BOOSTERS will assist BPS Food Services and receive a portion of the profits. Beast ATHLETIC BOOSTERS will assign teams dates to work via SignUp Genuis. TEAM CAPTAIN(S) will ensure hours are filled.

Note: For teams whose JV and V games are back to back, most teams have found that volunteers prefer to work the JV game if the student is on varsity and varsity games if their student is on JV. Ask your parents and schedule accordingly. A schedule should be made out at the beginning of the season. Many team reps ask the parent to find a substitute to take their place if they cannot make their scheduled time. At a minimum you should contact your parents a day or two before their scheduled shifts to remind them. Try to keep shifts to 1 to 1 1/2 hours depending on games.

COMMITTEE CHAIRS

* + Membership

Promote club. Distribute decals & t-shirts. Update spreadsheet with member information. Coordinate annual kick-off party, typically at Gatorade scrimmage.

* + Chieftain Forever Banquet

Coordinate the celebration of the Athletic Hall of Fame Inductee’s. Banquet includes dinner, live & silent auction.

* + Spirit Gear

Provide recommendations for Spirit Gear items. Execute approved purchase of spirit gear. Take full inventory at the beginning and end of each season. Distribute gear to assigned TEAM REP.

* + Concessions

Enter concession dates into SignUp Genuis. Assign team dates based upon directives from Executive Board.

* + Test Drive

Coordinate 2 test drive fund raisers annually, one in the Fall & Spring. Enter volunteer duties into SignUp Genuis. Assign team duties based upon suggestions from Executive Board.

* + Seasonal Banquet

Coordinate three seasonal banquets. Provide dinner for coaches, athletes & mangers of team. Enter volunteer duties into SignUp Genuis.

* + Donations/Raffle

Place follow up calls to local business asking if they will consider donations prior to the season starting, letter will be sent by Executive Board. Coordinate pick up of donations prior to season beginning. Maintain raffle inventory. Distribute raffle item to assigned Committee Chair or TEAM REP.

* + Trivia Night

Coordinate 2 All Sport Trivia Nights. Using an off school property to hold pot luck trivia night with raffles. Assign teams as suggested by Executive Board. Enter volunteer duties into SignUp Genuis.

* + Senior/Youth Night/Program Camps

Work with TEAM REP. to promote Senior/Youth Night/Program Camps with the use of flyers on social media and Booster Club Website. Provide TEAM REP. with any donations from Booster Club for the event. BEast ATHLETIC BOOSTERS has purchased t-shirts (CHIEFTAIN NATION) that may be given out to the attending youth. Please let us know as soon as possible if your team will have a youth night and the number of shirts required. We have a limited number so we may need to limit it to the first 20 of youth attending the games.

* + Giving Back

Coordinate a minimum of one all sport giving back event. Focus on local youth and veterans organizations. Assign teams as suggested by Executive Board. Enter volunteer duties into SignUp Genuis.

# FUND RAISERS AND SPECIAL PROJECTS

CHIEFTAIN FOREVER BANQUET

Each year the Beast ATHLETIC BOOSTERS major fundraiser is the Chieftain Forever Banquet held in the fall. Each sport or team depending on size is assigned a task to assist with. In early August a schedule will be published via SignUp Genuis with the days and times for each team. We try to make the schedule taking into account the fall team games schedules and any conflicts should be reported immediately.

SEASONAL AWARDS BANQUET

Each team (varsity, jv, and freshman) is responsible for at least one volunteer to help with a seasonal banquet. These persons should arrive at 5:30. Volunteers will help with table set up, greeting guests, assisting with check in table, manning dessert & drink stations, raffle table, Spirit Gear. Before each banquet a NON-SEASON TEAM will have the ability to sign up for volunteer duties via SignUpGenuis.

OTHER FUNDRAISERS

Some examples of our “All Sports” fundraisers are test drive fundraiser, family trivia night and raffles.

GIVING BACK

Each year the BEast ATHLETIC BOOSTERS will pick local charities to donate food and/or clothing items to. Each sport is expected to promote and participate in these events to encourage a sense of Community.

# YOUTH NIGHTS

Several sports host youth nights where athletes (from local schools, youth athletic clubs, etc.) are invited to come to the game with parents. It is suggested that the athletes wear their jerseys from their sport. The athletes are admitted to the event at no cost. Special activities can be arranged. The coaches have set up these events in the past with the help of the TEAM CAPTAIN (S). This event is up to the individual sports and coaches. However, please note the following:

* 1. The athletic department must be notified of any scheduled youth night and if any special prices are allowed for the youth this must be approved.
  2. BEast ATHLETIC BOOSTERS has purchased t-shirts (CHIEFTAIN NATION) that may be given out to the attending youth. Please let us know as soon as possible if your team will have a youth night and the number of shirts required. We have a limited number so we may need to limit it to the first 20 of youth attending the games.

## BEast ATHLETIC BOOSTERS CLUB DEPOSIT FORM

Submit to:

Julie Collins

1401 High School Drive

Bellevue, NE 68005

Collinsj2@cox.net

Date:

Submitted by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Income Account** | **(X)** | **Memo** | **Amount** |  |
| Purple Membership |  |  |  |
| Silver Membership |  |  |  |
| Spirit Gear |  |  |  |
| Raffle |  |  |  |
| Donations |  |  |  |
| Other |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Detail of deposit (submit with calculator tape and/or listing of check/payee/amount and total)

Checks # submitted

Subtotal Checks $

Cash Subtotal Cash $

Total deposit $

## BEast ATHLETIC BOOSTERS CLUB DISBURSEMENT REQUEST FORM

Submit to:

Julie Collins

1401 High School Drive

Bellevue, NE 68005

Collinsj2@cox.net

Date:

Submitted by:

Check Payee: Amount: $

Invoice Number/Memo:

Special Instructions (if not to be mailed directly to payee):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense Account** | **(X)** | **Memo** | **Amount** |  |
| Fund Raising |  |  |  |
| Chieftain Forever Banquet |  |  |  |
| Gatorade Scrimmage |  |  |  |
| Seasonal Banquet |  |  |  |
| Trivia Night |  |  |  |
| Raffle |  |  |  |
| Hospitality |  |  |  |
| Postage |  |  |  |
| President Discretion |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Payment Authorization:

Every request must be accompanied by either receipts (you already purchased it) or an invoice (BEast ATHLETIC BOOSTERS is being billed for purchase)

|  |  |  |
| --- | --- | --- |
|  | ***Bellevue East Athletic Booster Club***  ***Request for Funds*** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Person Requesting: | | | | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Sport: | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Funds to be Used For: | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Sport Program(s) That Will Benefit: | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| This will benefit the sports program in the following way(s) | | | | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | Provide required equipment for athletes to compete | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | Upgrade athletes’ or coaches’ ability to compete | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | Improve the overall team and school pride | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | Other (listed below) | | | | |  | | | | |  | | |
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| If this request is for equipment: | | | | | | | | | | | | |  | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | Additional equipment | | | | |  | | |  | | Replacement equipment | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | Number of years equipment is expected to be useful | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | Check here if the money being requested is from the fireworks stand | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Cost Information** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | Total amount being requested | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | From sports fund | | | |  | | | | From what sport? | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | From sports fund | | | |  | | | | From what sport? | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | From booster club general funds: | | | | | | |  | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | Money will be needed by: | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | Check should be made out to: | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | Please send the check to: | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Approval Information** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| AD Signature: | | | |  | | | | | | | | | Date: | |  | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | |
| Board Action | | | | |  | |  | Approved | | | | |  | Denied | | | |  | Deferred | |
|  | | | | | | | | | | | | | | | | | | | | |
| Date of vote: | | |  | | | | | | | | | |  | | | | |  | | |

**2015/16 Bellevue East Athletic Booster Membership**

Name:

Address:

City:

Zip:

Home #:

Cell #:

Email:

Child's Name:

Class of 20

Sports:

Child's Name:

Class of 20

Sports:

**Membership Type** *- are per household & includes your name in program*

**BEast Purple $25** (Includes car decal)

**BEast Silver $50** (Includes car decal & t-shirt) Circle One **S M L XL XXL 3XL**

**Chieftain Business Booster $100** (Business name in program, car decal & t-shirt)

Circle One **S M L XL XXL 3XL**

**Additional car decal $5**

**Additional t-shirt $15** (for silver & business members

only)

Circle One **S M L XL XXL 3XL**

*Make checks payable to BEast Boosters. Completed forms may be dropped off at the main office or mailed to: BEast Boosters c/o Bellevue East, 1401 High School Dr, Bellevue NE 68005.*

**Bellevue East Athletic Boosters 2015/16**

You are invited to join the BEast Boosters, a group of actively involved parents and community members who advocate and raise money for all student-athletes at BEHS.

Your membership dues go directly back to the student athletes through the purchase of equipment and supplemental gear for our programs.

In 2014/15 BEast Boosters supported 400+ student-athletes, 92 coaches and 17 teams and gave over $12,000. By sponsoring three season banquets. Exercise benches for weight room.

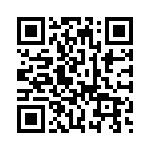
Softball pitching mats. Basketballs for youth program. Basket- ball travel bags and battery for shooting machine. Cheer compe- tition.

Help us support our student athletes by joining TODAY!

**Thank you for your support!**

Questions, call Kara at 402-871-6494 or email us at [BEastBoosters@gmail.com](mailto:BEastBoosters@gmail.com)

Join the **BEast Boosters** community on social media and grow CHIEFTAIN NATION Bigger. Stronger. Better!



Internal Use: Collected by Date\_

Payment Method: Credit card, Cash , Check # , Amount $

2015/16 Executive Board Members

Kara Ashley-Chai

President

BEastBoosters@gmail.com

402-871-6494

Mike Renner

Vice-President

Renner1@cox.net

402-312-0133

Julie Collins

Treasurer

Arlen Quinn

Co-Treasurer

Website: [BEastBoosters.weebly.com](http://beastboosters.weebly.com/)

Facebook: BEast Boosters

Twitter: BEast Boosters

