

Plymouth North High School Athletic Booster Club 2014 Policies and Procedures

Program/Team Fundraising

Individual Athletic Programs are allowed to conduct fundraising events for the purpose of raising funds for the direct benefit of their particular program as long as they adhere to the following requirements.

Fundraising Proposals:

Each request to conduct a fundraiser must be submitted the responsible Executive Board Member on a Booster Club Fundraising Request Form. Forms may be obtained on the Booster Club website.

Once the Booster Club has approved the fundraiser the Executive Board Member will be responsible for filling out the District Fundraising Form and submitting it to the Athletic Director. The Athletic Director must advise Executive Board Member of the Central Office determination.

Fundraisers must be approved before any event planning takes place.

Program/Team fundraising should be focused on student involvement.

Any Fundraiser that conflict with the goals of the Unified Booster Club will not be considered. Raffles and silent auctions will not be permitted.

Authorization:

Each fundraising request must be submitted 30 days prior to the proposed fundraiser. Written approval must be received from the following before any fundraising activities can begin:

1. Booster Club Executive Board Member responsible for Fundraisers
2. Athletic Director
3. School Principal
4. Plymouth Public Schools Central Office

Fundraising Limitations:

Each program is allowed one fundraiser per year. Teams playing across multiple seasons are considered individual teams, example: Track-Winter and Spring. Leveled teams are considered one program, example: Freshman, JV and Varsity Boys Basketball are considered one program.

Programs may retain \$75 per player, manager and coach of funds raised. Team Rosters must be submitted and only certificate list with Coaches listed and approved by Athletic Director will be considered.

Any exceptions will be made on a per team basis; a meeting quorum will decide exceptions. A coach must make requests at a General Meeting.

Donation Policy

Individual programs are allowed to receive donations for the direct benefit of their particular program as long as they adhere to the following requirements.

Donation Proposals:

Programs are allowed to receive the donations to fund one item/type per year.

Programs must submit a request to the Booster Club prior to soliciting a donation.

The name of the business being solicited must be included in the request.

Each request to receive a donation must be submitted to the Executive Board Member responsible for Fundraising by the program's head coach. After approval the Executive Board Member will submit request to the Athletic Director for final approval. Donations request forms may be obtained on the Booster Club website.

Donation Use Guidelines:

The following rules apply when an individual team receives a donation:

1. Items purchased must not be items supplied by the School's Athletic Department.
2. Items will remain property of Plymouth North High School. Apparel, equipment, etc. will be collected with uniforms at the end of the season.
3. Adhere to Title 9/MIAA rules.
4. General fundraising money may not be used.
5. No additional monies may be collected from players.

*Any corporate donations, gifts or fundraising monies received by the PNABC General Fund will be used at the discretion of a quorum of the Executive Board, adhering to all Title 9 /MIAA rules.

Authorization:

Each donation for a program request must receive written approval from the following:

1. Booster Club Executive Board Member responsible for fundraising
2. Athletic Director

Handling of Funds/Record Keeping

The Team Representative must fill out deposit forms provided on the Booster Club website which lists the Team Representative and a witness signature. The funds raised must be turned into an Executive Board Member who will also sign the form and confirm monies received.

All funds received (cash, check, etc.) must be deposited immediately to the Plymouth North Athletic Booster Club's operating account.

The Booster Club Treasurer will maintain "team account" records and provide an accounting of funds received and expended for each team.

Each request for team account expenditure **must** be:

Received within 30 days of original payment

Accompanied by a Booster Club Purchase Order and receipt of pre-payment/expense (See Purchase Order protocol)

Submitted on a check request form

Approved by the Executive Board Member responsible for Fundraiser and have fund availability verified by the Treasurer.

AVAILABLE to Program. Any expense over available funds in team account will be the responsibility of the Team Representative/Team for coverage. The Plymouth North Booster Club will not be held responsible for any funds spent by a team that they do not have available.

Glory Jacket Policy

Voted May 2013

Every athlete at Plymouth North High School is eligible to earn a Glory Jacket. Glory Jackets are earned once a student athlete has met one of the following criteria.

1. A student has earned a total of 4 points
 - a. Student athletes earn points for their participation in sports at Plymouth North High School. One point is earned for participation in a Varsity level sport. A half point is earned for participation in a Junior Varsity or Freshman level sport. Points are awarded by coaches. The Booster Club has no involvement in awarding athletes points. The Booster Club is notified of points awarded by the Head Coach of each sport, each season
2. A student has played four consecutive seasons of the same sport
 - a. Student athletes may earn a Glory Jacket for participation in four consecutive seasons of the same sport

Glory Jackets are awarded three times a year (once each season). Once a student athlete has earned a Glory Jacket the student will be notified by the Booster Club. Students will be measured for their jackets during lunch on a predetermined date. Once an athlete is measured they may place their order at ProSports. The Booster Club is responsible for half the cost of the jacket. The remaining cost will be paid to ProSports at the time the jacket is ordered by the person placing the order.

General Guidelines

The Executive Board shall not engage in or participate in any school/MIAA disciplinary action of Plymouth North High School.

Frequent absences of Executive Committee Members may result in removal from office.

There shall be no term limits on the Executive Board Members.

Any member or Officer may be removed from office by a majority vote of the Executive Board, provided the member has received notice stating the cause of such action.