



**ALL SPORTS BOOSTER CLUB**

**• EST 2024 •**



**Operating Procedures**

**2024 – 2025**

## Mission Statement

**“To foster an ELITE environment that supports and promotes the athletic excellence, academic achievements, and personal growth of our student-athletes.”**

### **I. 2024/2025 Officers**

a. All elected officers of the board are expected to fulfill their duties as outlined in the Long Creek High School All Sports Booster Club by laws.

b. Elected officers for the 2024/2025 booster club are;

i. **President** – Jusitn Fernandez

(830) 289 – 1494

LCHS.ASBooster@gmail.com

ii. **Vice President** – David Freitag

(979) 676 – 4499

LCHSASBoostervp@gmail.com

iii. **Treasurer** – Jennifer Valadez

(830) 624 – 6188

LCHSASBoosterTreasurer@gmail.com

iv. **Secretary** – Christine Hamilton

(925) 330 – 7321

c. Nominations for the 2025/2026 will happen during the monthly March meeting and elections will be held and voted on during the April monthly meeting.

### **II. Committee Chairs**

a. All committee chairs and team representatives are expected to attend each monthly meeting and annual meeting.

b. All committee chairs and team representatives are expected to fulfill their individual duties as stated below.

i. 2024 Committees

#### **1. Meet the Dragons – Cheryl Moore & Jennifer Scarinne**

a. The Committee Chairperson is responsible for organizing and operating the annual Meet the Dragons Event. These Responsibilities include

scheduling, budget, and planning of the event coordination with LCHS staff, publicity, volunteers and accounting for receipts and reporting to the board.

- b.** Attend all monthly and annual LCHS All Sports Booster Club Meetings.

**2. Membership Committee – Art Arnold & LaToya Speer**

- a.** Responsible for organizing and administering an annual membership drive, including evaluating membership levels and presenting plans for membership growth, creation and distribution of membership forms, collection of membership forms and payment, and turning those into the executive board members. Furthermore, the Committee Chairperson shall maintain the current and past four – year – record of memberships and provide a copy to both President and Vice President of the LCHS All Sports Booster Club.
- b.** Attend all monthly and annual LCHS All Sports Booster Club Meetings.

**3. Dragon Golf Tournament Committee – Jessica Fischer**

- a.** Responsible for coordinating the plan for the Booster Club inaugural Dragon Golf Tournament.
- b.** Report expectations, plans, progress, and final review at Monthly Booster Club Meetings.
- c.** Attend all monthly and annual meetings.

**4. Dragon Lair Gala - Denise Leos & Stacey Marchioni**

- a.** Responsible for coordinating the plan for the Booster Club inaugural Dragon Lair Gala.
- b.** Report expectations, plans, progress, and final review at Monthly Booster Club Meetings.
- c.** Attend all monthly and annual Booster Club Meetings.

**5. Merchandise Committee/Sports Program – Morgan Renaud, Tabitha Drake, Melissa Walley & Andrea Fernandez**

- a. Responsible for administering merchandise sales, including the provision and storage of all products for sale for sale, the establishment of sales schedule, the scheduling of volunteers, accounting for receipts and reporting to the Treasurer, President and Vice President.
- b. Responsible for coordinating the signs and decal sales with the vendor, which may include the ordering and delivery of all products for the sale, establishment of a sales schedule, promotions and publicity, the scheduling of volunteers, accounting for receipts and reporting to the Treasurer, President and Vice President.
- c. Work with the athletic department to put together and publish an all-sports program.
- d. Attend all monthly and annual Booster Club Meetings.
- e. Report to the board and other members at each meeting on all information pertaining to their committee.

**6. Team Representatives Committee - Cheryl Moore**

- a. Appoint a representative for each athletic team at long creek high school with approval of the head coach and athletic directors.
  - i. The team representatives are responsible to encourage Team Parents to join the booster club and sell sponsorships and advertising in support of their individual team.
  - ii. The team representatives are expected to attend all booster club meetings.
  - iii. The team representatives are responsible for communicating schedules of all events for their individual team.



- f. Attend all monthly and annual Booster Club Meetings.
- g. Report to the board and other members at each meeting on all information pertaining to their committee.

**8. Scholarship Committee - Volunteer Needed**

- a. Responsible for overseeing all aspects of the scholarship process, including:
  - i. Reporting to LCHS the requirements for applying for and being awarded scholarships.
  - ii. Picking up completed applications.
  - iii. Organizing scholarship readers to evaluate the applications.
  - iv. Reporting the results to the Board, the LCHS Athletic Department, and LCHS.
  - v. Coordinating scholarships to the winners.
  - vi. Coordinating with the Treasurer, Vice President and President to distribute the scholarship funds to the elected winners.
- b. Attend all monthly and annual Booster Club Meetings.
- c. Report to the board and other members at each meeting on all information pertaining to their committee.

**III. Booster Club Monthly, Annual, Committee & Special Meetings**

**a. Monthly meetings**

- i. Monthly Meetings will be held on Mondays at 6:30pm at Long Creek High School or New Braunfels Middle School
  - 1. June 10, 2024
  - 2. July 15, 2024
  - 3. August 19, 2024
  - 4. September 23, 2024
  - 5. October 21, 2024
  - 6. November 18, 2024
  - 7. December 16, 2024
  - 8. January 20, 2025
  - 9. February 10, 2025
  - 10. March 10, 2025

11. April 14, 2025

- ii. Meetings shall be ran by the president or vice president following the guidelines outlined in the LCHS All Sports Booster Club By Laws.

**b. Annual meeting**

- i. The annual meeting shall be held at the end of each school year in the month of May.
  - 1. May 12, 2025
- ii. The annual meeting shall ran by the president or vice president following the guidelines outlined in the LCHS All Sports Booster Club By Laws.

**c. Committee Meetings**

- i. Committee chairs are able to schedule meetings with their individual committee members to plan and prepare for monthly meetings.
- ii. No final decisions can be made, the committee chair must present to the board during the monthly meeting for all financial decisions pertaining to their committee and the board will vote to either approve and deny any proposals pertaining to the committee.

**d. Special meetings**

- i. The President may call a special meeting following the guidelines outlined in the LCHS All Sports Booster Club By Laws.

**IV. Long Creek High School Athletic 2024/2025 Wish List**

- a. Refers to the budget provided from the Long Creek High School athletic directors for each individual athletic program associated with Long Creek High School.
  - i. **Athletic Department**
    - 1. Branding of Athletic Wing - \$19,000
  - ii. **Football**
    - 1. GoRout on field communication \$5,000.00
  - iii. **Volleyball**
    - 1. Serving Machine \$3,500.00
  - iv. **Softball**
    - 1. Cage/Fence windscreens and field flags \$3,500.00
  - v. **Baseball**
    - 1. Cage/Fence windscreens and field flags \$3,500.00
  - vi. **Basketball**
    - 1. Girls Basketball

- a. Warmups \$4,000.00
  - 2. Boys Basketball
    - a. Waiting for information
- vii. **Wrestling**
  - 1. waiting for information
- viii. **Tennis**
  - 1. waiting for information
- ix. **Golf**
  - 1. waiting for information
- x. **Track and Field**
  - 1. **Girls Track**
    - a. Warm-ups \$4,000.00
  - 2. **Boys Track**
    - a. waiting for information
- xi. **Cross Country**
  - 1. Garmin Watches - \$2,000.00
- xii. **Swimming**
  - 1. Waiting on information

**V. Booster Club Financial Operations and Expectations**

**a. Annual Forecast and Financial Commitment**

- i. The Booster Club raises money through memberships, sponsorships, advertising, spirit wear and other fund-raising activities. The annual forecast outlines the projected fiscal year income and expenses to be generated by the Booster Club activated and is voted on and approved by the Executive Board and its members.
- ii. The Annual Booster Club Budget includes
  - 1. Annual Revenue Targets to supplement the LCHS Athletic Budget
  - 2. The approved Booster Club forecast is held on file with the LCHS Business Office and the Booster Club President, Vice President and Treasurer.
  - 3. Revenue Generated by the Booster Club will be used in totality to Support LCHS Athletics. Areas for support include, but are not limited to:
    - a. LCHS Athletics Budget Supplement
    - b. LCHS Master Plan



**c. LCHS Athletics short- and long-term needs**

- 4.** A prioritized list of athletic program and team needs, which are incremental to the school's annual athletic plan, is maintained by the LCHS Athletic Directors. Revenue generated by the Booster Club, more than the Booster Club operating expenses shall be used to purchase items in support of LCHS Athletics. All purchases must be approved by the LCHS Athletic Directors, the School Principal, and the Booster Club Committee. It is assumed that the Athletic Directors represent the needs of the individual team coaches and that items have been prioritized in terms of greatest need for the school.

**b. Starting Operating budget**

- i.** Being a new Booster Club the starting operating budget for the 2024/2025 will be developed by the and voted on by the Booster Club Board and members no later than August 1, 2024.
- 1.** Operating budget will be developed by the Executive Board, LCHS Athletic Directors and LCHS Principal.
- ii.** The Booster Club Treasurer will work with the executive board to develop a "Starting Operating Budget" to outline the funds needed by the Booster Club to begin the next fiscal year. The starting budget will be presented by the Booster Club Treasurer for approval to the Executive Board, LCHS Athletic Directors, School Principal.

**c. Financial Reporting**

- i.** A detailed P&L statement will be prepared by the Treasurer to be presented at each Monthly Meeting. Reconciliation of the financials is a joint effort between the LCHS Athletic Department, LCHS Business Office and the booster Club Treasurer. Reports will be generated which best reflect the operation of the Booster Club.

**d. Account Descriptions**

- i.** Booster General Fund
- 1.** The Following activities raise money for the Booster Club General Fund:
- a.** Memberships
- b.** Sponsorships

- c. All Fundraising Events/Campaigns
- d. Spirit Wear and Specialty Items
- e. All Gate Proceeds
- f. Concessions
- g. Donations

**e. Money Handling Procedures**

**i. Purchases**

1. All Booster Club purchases must be approved by the Executive Board and it's members at monthly meetings
2. The Tax Exempt Form
  - a. The use of a tax form with LCHS All Sports Booster **Club Tax ID #99-2852306** is required for any purchase and should be submitted to the vendor prior to the purchase. LCHS All Sports Booster does not pay sales tax as a 501C3 nonprofit organization. Individuals will not be reimbursed for sales tax.
3. Discretionary Purchases
  - a. In the event the booster club needs to make a purchase between monthly meetings the President may call a special meeting with the Executive Board to approve a discretionary purchase. The purchase must be voted on and approved by the Executive Board Majority.
  - b. The purchase threshold on discretionary purchases may not exceed \$1500.00, in the event the purchase exceeds this amount the President may call a special meeting for all booster club members and the Executive Board if deemed necessary by the President or the purchase will have to wait to be presented at the next Monthly Meeting.

**ii. Reimbursement Requests**

1. Credit Card
  - a. A Booster Club Credit Card Request Form must be signed by the President/Principal and submitted to the business office prior to checking out the school's credit card. The credit card must be returned the same day along with all credit card transaction receipts.

## 2. Check Request

- a. A Check Request Form must be signed by the President/Principal and submitted to the business office with a copy of the invoice/ statement. The check will be written for a specific amount to that vendor. It can be picked up and hand delivered to the vendor or mailed. The Check request must be approved by the Booster Treasurer, President and Vice President.

## iii. Payments

### 1. Credit Card/Debit Card

- a. Credit Card/Debit Card payments will be accepted for all purchases either online or in person at events. All credit card/debit card purchases will be accepted through paypal or venmo.

### 2. Check

- a. Checks may be made out to Long Creek High School All Sports Booster Club. If an individual is paying by check at an event the individuals coordinating the event will collect the check and the President, Vice President or Treasurer will collect all checks at the end of the event.
- b. If an individual wants to pay by check for ordering an item off the website or for membership they will need to coordinate with the President, Vice President or Treasurer to drop the check off to them.

### 3. Cash

- a. Cash payments will only be accepted at physical events (ex: Meet the Dragons, Home Sporting events, Teacher expo)
- b. The President, Treasurer or Vice President will meet the volunteers at the start of the event and hand a cash box with a minimum balance of \$100.00 for change for customers. We will not accept bills larger than \$20.00. The executive board member will count the starting balance of the cash box with the volunteers and each individual will sign the starting balance form.

- c. All cash transactions will be recorded in a receipt book and on the Treasurers transaction spreadsheet that will be provided at the start of the event.
- d. At the end of the event the President, Vice President or Treasurer will consolidate the transactions total and verify that the amount matches what is in the cash box.

**VI. Booster Club Memberships**  
**a. Individual Memberships**

	Ruby	Emerald	Sapphire
<b>Membership Rate</b>	\$50	\$250	\$1000
<b>Benefits</b>			
<b>Booster Club Communication</b>	✓	✓	✓
<b>Website Recognition</b>		✓	✓
<b>Social Media Recognition</b>			✓
<b>Season Tickets</b>			2 ALL Sports Passes Or 2 Season Tickets to Dragon Home Football Games
<b>Game Day Program Recognition</b>			✓
<b>Game Day Program/Baby Ad Discount</b>	5%	10%	25%
<b>Merchandise Discount</b>	5%	10%	25%
<b>Windshield Decal</b>		✓	✓
<b>Yard Sign</b>	5% disct	10% disct	25% disct

**b. Business Memberships**

	Ruby	Emerald	Sapphire
<b>Membership Rate</b>	\$1,000	\$2,500	\$5,000
<b>Benefits</b>			
<b>Website Recognition</b>	✓	✓	✓
<b>Social Media Recognition</b>	✓	✓	✓
<b>Game Day Program Ad</b>	¼ Page	½ Page	Full Page
<b>Event Tickets</b>		2 Entries in Golf Tournament  2 Season Tickets to Home Football Games or 2 All Sports Passes (Excluding Football)	Team Entry (4) to golf tournament  4 Season Tickets to Home Football Game or 4 All Sports Passes
<b>Special Branding Opportunities*</b>		4'x4' Banner to be displayed at sporting events and fundraising events	4'x8' Banner to be displayed at sporting events and fundraising events

**VII. Booster Club Communications**

a. Multiple mediums exist for communicating Booster Club information to school staff, parents, student body, athletes, Booster Club Members and the New Braunfels Community.

**i. Dragon Monthly Newsletter**

1. The President of the Booster Club will send out a Monthly Newsletter to update all members and any other individuals who sign up for the newsletter on the booster club website. [Breathethefire.com](http://Breathethefire.com)

**ii. Sports You**

1. The booster club will utilize the SportsYou app to communicate with it's members, parents, student athletes

and LCHS Staff about events and news pertaining to the booster club.

**iii. LCHS All Sports Booster Club Website**

1. BreatheTheFire.Com
  - a. The website will be

**iv. LCHS All Sports Booster Club social media pages**

1. The Booster Club will utilize Facebook and Instagram to share events, updates and other information that pertain to the booster club.

**v. LCHS/District Communications**

1. Send info to either Dr Watson or District Communications at NBISD central office.

**vi. Team Communications**

1. The booster club will utilize the team distribution lists and communication method that is developed and supported by the Long Creek High School Athletic Department. This will be used to communicate booster news and updates, merchandise sales, event reminders etc.