
SENECA VALLEY

Booster Club Manual

2014-15



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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
Mrs. Jeanine Poleti, Athletic Secretary	724/452-6040, x1041
Mrs. Marcie Peaco, Athletic Secretary	724/452-6040, x1042
Mr. Mark Korcinsky, Senior High School Principal	724/452-6040, x1000
Mrs. Jodie Perry, Intermediate High School Principal	724/452-6040, x2000
Ms. Andrea Peck, Middle School Principal	724/452-6040, x3000



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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
- Honesty
- Respect
- 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



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GOVERNANCE

I. Governing Documents & Parameters

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

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, 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 shall not exceed \$500.”

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.
 - Cost “per head” is capped at **\$25/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.
 - **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 (pgs. 6-7) announcement** at start of banquet.

III. Concession Stands

- Booster clubs are permitted to run concession stands at their respective sport season events.
- To reserve space, complete a Use of Facilities Form and return to the Director of Buildings & Grounds.
- Complimentary Admission is as follows:
 - NexTier Main Gate Concession Stand = 6 comp tickets/event (8 for Varsity Football due to volume)
 - NexTier Garage Concession Stand = 6 comp tickets/event (8 for Varsity Football due to volume)
 - NexTier Visitors Side Concession Stand = 6 comp tickets/event (8 for Varsity Football due to volume)
 - Indoor (SHS, IHS) Concession Stand = 6 comp tickets/event
- 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.



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EXPECTATIONS / PROCEDURES

IV. Electronic / Social Media and Publications (i.e., team website, Twitter account, Facebook page, programs)

Booster clubs may use electronic and/or social media and publications as a mode of communication. The following parameters 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 B) must be completed and returned to the attention of the District's Director of Buildings and Grounds.

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

VI. Financial Reporting (Appendix C-**updated with recommendations**)

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, beginning with the 2013-14 school year, 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 October 15, 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 new 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 of each activity.)
 - 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 Varsity (11th-12th grade), JV-JH (9th-10th grade) or MS (7th-8th grade)
- 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 Varsity (11th-12th grade), JV-JH (9th-10th grade) or MS (7th-8th grade)



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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 D) and return to Athletic Director for pre-approval (per Policy #915)
- 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 broken down into Varsity (11-12), JV-JH (9-10), and MS (7-8) categories in the club's financial reporting.

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. In as much, game management lists must be presented to the Athletic Director at least 24-hours prior to the event for the purposes of confirming complimentary admission.

The Athletics Department is responsible for compensating scorekeepers at all home events and any mandated playoff events. It is permissible for Booster clubs to provide compensation to a scorekeeper for away contests.

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.

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.

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 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 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 Director **prior to order** confirmation and production.

Official Colors: Official District colors are Columbia Blue (RGB: 155, 221, 255), Black and White.





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EXPECTATIONS / PROCEDURES

XII. Meeting Minutes

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

XIII. Picture Day

Booster clubs should make every attempt to secure the services of the District's official photographer for all Picture Day activities. Please contact the Athletic Office for photographer contact information.

XIV. Purchases

Head Coach shall submit, in writing, to the Athletic Director any proposed major purchase by the Booster club to benefit respective sport program. Only items approved by the Athletic 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 Director. Booster clubs interested in upgrading a sport team's uniforms must submit, in writing, a proposal for uniform upgrade and purchase. Athletic Director, in collaboration with Head Coach will review proposal. Consideration will be given but not necessarily granted for each uniform upgrade proposal.

XV. 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 student fans—Booster clubs may pay entry fee if they choose.

XVI. Special Events—Game Day Promotions

- Pre-approval by the Athletic 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 Director, participants only are granted complimentary admission.
 - Participant/free admission list must be provided to the Athletic 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.

XVII. 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 that 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 that 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 sporting venue.



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EXPECTATIONS / PROCEDURES

XVIII. 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 Director of preferred camp dates and facilities.
- Head Coach secures pre-approval from Athletic 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 page” or Athletics website.
- 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)

XIX. Tournaments

Starting with the 2014-15 scheduling cycle, the District will pay the entry fee for up to two tournaments per season for Varsity teams and one tournament per season for all Junior Varsity, Junior High and/or Middle School teams. In addition to entry fees, the District will provide transportation to the event. 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 Director.

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

- Pre-approval from the Athletic Director for the date and available facilities.
- Complete Facilities Usage Request form and submit to Athletic 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).
- Booster clubs will pay any District costs associated with necessary custodian, personnel, and/or security needs.

XX. Transportation

Athletic Office will confirm transportation for all District scheduled events, including post-season play. It is the discretion of the Athletic 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 Director in a timely manner to coordinate such possible transportation. As such, the District will pay an amount equal to its negotiated rate from its transportation provider and the Booster club will pay the remaining difference.



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CHECK-LIST

- Annually provide a list of Booster club officers to Athletic Director's office prior to any activities or meetings.
- Consider (strongly) insurance policy coverage.
- Confirm a current copy of Booster club Bylaws and/or Constitution is on file in Athletic Director's office.
- All officers must annually sign Policy #915 Acknowledgement Form (Appendix A).
- Provide Athletic 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 Director (Appendix D).
- Get pre-approval for all poster ideas prior to production.
- Get pre-approval for all poster and/or apparel branding (logo/artwork).
- Get pre-approval for any facility repair, maintenance, and/or upgrade work.
- Get pre-approval for hosting tournament on 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 Athletic Director's office.
- Provide Athletic Director's office with Financial Accounting Summary Report at conclusions of Booster activities (no later than July 15th annually).



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APPENDIX B

2014-15 Request for Use of School Facilities

Requested by (group name) _____ Date Submitted: _____

Representative: _____ Address: _____

City: _____ Zip: _____ Email Address: _____

Phone: _____ Emergency Contact: _____ Phone: _____

Facilities Requested:

<input type="checkbox"/>	Gymnasium
<input type="checkbox"/>	Shower & Locker Room
<input type="checkbox"/>	Multi-Purpose Gym
<input type="checkbox"/>	Cafeteria
<input type="checkbox"/>	Swimming Pool
<input type="checkbox"/>	Classroom
<input type="checkbox"/>	NexTier Stadium
<input type="checkbox"/>	Athletic Field
<input type="checkbox"/>	Auditorium
<input type="checkbox"/>	LGI
<input type="checkbox"/>	Other: _____

Equipment Requested: Indicate # of each:

<input type="checkbox"/>	Public Address System
<input type="checkbox"/>	Scoreboard, Secondary Schools
<input type="checkbox"/>	Spotlight Service
<input type="checkbox"/>	Technical Crew
<input type="checkbox"/>	Microphone/Microphone Stand
<input type="checkbox"/>	Risers
<input type="checkbox"/>	Podium
<input type="checkbox"/>	Band Shells
<input type="checkbox"/>	Tables: # of _____
<input type="checkbox"/>	Chairs: # of _____
<input type="checkbox"/>	Other: _____

Building Requested:

<input type="checkbox"/>	High School
<input type="checkbox"/>	Intermediate High School
<input type="checkbox"/>	Middle School
<input type="checkbox"/>	Haine Elementary School
<input type="checkbox"/>	Haine Middle School
<input type="checkbox"/>	Rowan Elementary School
<input type="checkbox"/>	CV Elementary School
<input type="checkbox"/>	Evans City Elementary School
<input type="checkbox"/>	Evans City Middle School
<input type="checkbox"/>	Field House
<input type="checkbox"/>	Tom Schneider Baseball Building

Type of Activity: _____

Estimate the number of people that will be on campus for the activity: _____

Dates Requested (use separate column for each date) <i>Indicate rehearsal or performance for auditorium</i>	Date:	Date:	Date:	Date:	Date:	Date:
Building is open at:						
Technical Crew—report at:						
Activity will begin at:						
Building will be closed at:						

- The use of school buildings, grounds, facilities and equipment shall be granted to such persons or groups only if they satisfy the Board that they are engaged solely in community services and/or charitable and public welfare activities.
- Rental and service fees are charged for the use of the Seneca Valley School District buildings and facilities. Fees defray the cost of ongoing maintenance and improvements to the facilities and fields. **Payment is due within 30 days of billing.** Please refer to the fee schedule.
- Groups with activities that have more than 100 participants will be required to show proof of insurance 2 weeks prior to their event.
- Requests should be submitted at least ten (10) days in advance of intended use.
- Elementary and secondary facilities are not available for community use when school is closed to students (i.e., school holidays, cancellations, employee in-service days).
- Whenever a facility is used, a district custodian, an employee of one of the district's contracted cleaning companies, or another responsible employee must be on duty.
- Any group or organization granted a permit for building use is responsible for any damage to the building, grounds, or school district property incurred by their group or a group member.
- The administration reserves the right to hire school security whenever groups are using school facilities. The group requesting the use of facilities shall pay the cost of hiring security.
- Due to local fire code, the use of smoke/fog machines is NOT permitted in any of the district facilities.
- All manipulation of stage equipment is to be under the direct control and supervision of the school stage manager in the secondary schools. Additional stage help needed must be approved by the stage manager.
- The Board prohibits tobacco, drugs, or alcohol use by any persons in its school buildings and on any property that is owned, leased, or controlled by the school district. The following announcement must be made to patrons at all events: The Seneca Valley Schools, fields, and campus are smoke-free, as well as well as drug free. Board policy prohibits smoking, or the use of smokeless tobacco, drugs, or alcohol inside or outside of the school buildings or anywhere on the school campus.

(revised 5/1/2014)

APPENDIX B
2014-15 REQUEST FOR USE OF SCHOOL FACILITIES (page 2)

- Additional equipment shall not be brought into the school without prior permission of the Principal or the Supervisor of Maintenance.
- The custodian on duty or stage manager is the on-site school representative. Your group is expected to cooperate with them at all times.
- All school related functions shall be supervised by a faculty adviser. Chaperones, scoutmasters, etc., must remain in the building until everyone has left.
- Please leave the building at the time indicated on the permit. Groups must also confine themselves to the room and areas assigned to their use. Additional fees will be charged if additional areas are used and may result in additional custodial fees
- Groups wishing to meet at regular intervals throughout the year will be issued a permit covering all regularly scheduled meetings. Invoices will be issued to cover the period of occupancy and the custodial fees.
- Food and/or beverage is NOT permitted in the auditorium at any time
- All or one-half the anticipated rental fee may be requested in advance.
- Continued use of school buildings and grounds is contingent upon the strict adherence to the rules and regulations. Any school facility permit may be revoked by school officials, with due cause.
- During the summer months, the custodian overtime rate will go into effect at 3:00 p.m.

➤ Fire Alarms: By Order of the Jackson Township, Cranberry Township, Zelenople Borough and Evans City Borough Police
If the fire alarm sounds:

1. Everyone must evacuate (no exceptions)
 2. Persons in charge of an event or group are responsible to see that everyone in their group leaves the building.
 3. The fire alarm must not be silenced until all occupants are evacuated.
 4. Persons, who fail to abide by the rules and regulations, will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Preventive Code.
 5. If the fire alarm is accidentally pulled by a patron, the group using the facility will be responsible for any costs
- In the event that snow removal or salting is required for a rental, the group will be responsible for all expenses.
 - Whenever use of a facility is granted without charge for a rental, the organization or individual shall still be responsible for additional costs over and above the normal maintenance services provided.
 - The district shall be held harmless by the user for any liability that arises from the use of the school facility by any non-school related organization, individual, or activity.
 - The district is not responsible for any accidents.
 - Political signs or advertisements may not be displayed, posted, or distributed on school property without administrative approval.

ATHLETIC FIELD

- The Athletic Director schedules all athletic fields. Fields are generally available from 6 to 9 p.m. during the school year.
- A schedule with the times and dates of all games and practices must be submitted in advance of all community league play. Failure to provide a schedule before league play begins will result in a cancellation of permit until such time as a schedule is submitted.
- All School District fields will be assigned on a season-to-season basis.
- Organizations using the Seneca Valley School District playing fields must carry liability insurance. A certificate must be on file in the athletic office.

NATATORIUM

- Community groups wishing to rent the natatorium should contact the Athletic Director. When renting the pool an insurance policy, pool manager and life-guard are required in addition to any rental and/or maintenance fee. A liability insurance policy must be presented before permission is given for usage.
- The number of people in the pool is limited to 100. Groups renting the swimming pool must have one qualified life guard with current lifesaving certificate for each 25 guests. This certificate must be posted at the Athletic Director's office when the pool is rented.
- If the rental fee is waived for a community organization, a fee of \$50.00 will be charged for expenses.

KITCHEN AND CAFETERIAS

- The seating capacity for the Senior High cafeteria is 500, Intermediate High School is 400, Seneca Valley Middle School is 425, Connoquenessing Valley Elementary is 375, Evans City Elementary/Middle School (2 cafeterias) 300 and 200, Haine Elementary/Middle School 600, and Rowan Elementary is 240 children.
- Any group wishing to use the District cafeterias should talk to the Administrative Assistant for Operations for the secondary campus and the Building Principal at the elementary middle school buildings. Arrangements for the kitchen facilities must be made through the Food Service Director, at 452-6040, ext. 1634.

AUDITORIUM SEATING CAPACITIES

- The auditorium at the Senior High School seats 615; the Intermediate High School auditorium seats 1,150.

SUNDAY USE OF BUILDINGS

- Use of the school facilities on Sundays shall be permitted only on the approval of the administration.
- The Seneca Valley School District policy does not permit groups to use a school facility before 12:00 p.m. unless approved by the school board.

The school facilities of this District will be made available for community purposes, provided that such use does not interfere with the educational programs of the school.

I have read the rules and regulations, governing the use of school facilities , on this form 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 _____ (Building Administrator) Date _____

Please make all checks payable to the Seneca Valley School District

(revised 5/1/2014)



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APPENDIX C

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
- Endorse checks immediately with a “For Deposit Only” stamp
- Make all deposits promptly
- Retain copies of checks and other correspondence as backup
- Match bank deposit receipts to duplicate deposit slips, then match both to any backup documents

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 transactions into the ledgers as soon as they occur
- 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



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APPENDIX C

Financial Reporting Template (Sample)

INCOME

Source	Description	Date	Amount	Level • VAR (11-12) • JV-JH (9-10) • MS (7-8)
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			VAR & JV-JH
OTHER				
		TOTAL	\$TBD.00	

EXPENSES

Source	Description	Date	Amount	Level • VAR (11-12) • JV-JH (9-10) • MS (7-8)
TRAVEL	Ex: Charter bus to PIAA playoffs March 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	



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APPENDIX D 2014-15 Fundraising Form

DATE: _____ ORGANIZATION: _____
 PRESIDENT: _____ SPONSOR: _____
 EMAIL ADDRESS: _____
 ADDRESS FOR RETURN MAIL: _____

REQUESTED DATES: PURPOSE:
 Starting Date: _____ Is this for your general account: Yes _____ No _____
 Ending Date: _____ 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:
 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: IF ACTIVITY:
 Item Name: _____ Type of Activity: _____
 Price Per Unit: _____ Date of Activity: _____
 Percent of Profit: _____ Location of Activity: _____
 Supplier: _____

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

Please have the building principal sign form 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: (Athl./Activity Director) _____

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

Comments: _____

DATE SUBMITTED: _____ TIME: _____ SECRETARY: _____

Note: Copy of approval will be kept on file in Athletic/Activities Office, appropriate Principal's Office, and sent to Sponsor.



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APPENDIX E Senior Day Form

Sport: _____

Senior Name: _____

Escorted By: _____

Future Plans Include: _____

*Will be read at all
Senior Nights except
Football Senior Night.*

Please return form to Athletic Office