



Welcome!

Welcome to the Liberty Booster Club! Whether you are a coach, adviser, program parent representative or general member, we thank you for the time and energy you spend to ensure that our students continue to be enriched by the many programs offered at Liberty High School. These experiences not only provide a fun and healthy outlet for students, but they also help keep students connected and engaged as they face the challenges of their high school years.

The Booster Club is a volunteer organization whose purpose is best exemplified by our mission statement:

The Liberty Booster Club is a volunteer organization committed to enriching athletic programs, clubs and co-curricular activities at Liberty High School. We are composed of parents, staff, alumni and friends that support Liberty programs through volunteering, fundraising and financial support. We fund equipment, supplies, uniforms and other capital items to enhance the Liberty experience for our students. We are dedicated to promoting school spirit and supporting the students, coaches and advisers of Liberty programs.

We have prepared this handbook to help explain how the Booster Club operates. Topics include:

- § Who is eligible for Booster Club benefits
- § How the Booster Club raises money
- § Information on concessions
- § How programs can request Booster Club funds
- § Responsibilities of the program parent representative
- § Coach/Advisor role within Booster Club

All of this information, executive board members and more can be found on our website:

<http://www.libertyhighboosters.org/>.

On behalf of the entire Booster Board, I thank you again for your time and commitment to our programs. If you have additional questions, please don't hesitate to contact us at libertyhighboosters1@gmail.com.

Warmest regards,

Niel Archibald,
LHS Booster President
nfarchibald@comcast.net

Booster Club Operations

Eligibility: All Liberty programs (e.g. sports, co-curricular activities, and clubs) are eligible to participate in the Liberty Booster Club. Clubs must be an official ASB club. Please refer to the ASB website for more information about becoming an official ASB club:

http://connect.issaquah.wednet.edu/high/liberty/lhs_asb_general_information/clubs_and_activities/default.aspx.

Booster Club Funds: One of the main goals of the Booster Club is to raise money in order to enhance the many Liberty programs. The Booster Club maintains monies in two types of accounts: the General Fund and Program Individual Accounts. Monies in the Program Individual Accounts are used as agreed to by the program coach/adviser and the program parent representative (provided Booster Club guidelines are followed). Monies in the General Fund are used to fund Senior Awards and are granted to individual programs with an approved General Fund Request.

The Booster Club raises money for the General Fund by:

- § Selling concessions at Liberty Varsity football games
- § Selling Liberty High School merchandise
- § Collecting membership fees
- § Accepting tax deductible donations

The Booster Club raises money for the Program Individual Accounts by:

- § Providing opportunities for the parents of students in Liberty programs to work the concession stands and donate the profits to that program
- § Allocating Booster Club General Funds to Liberty programs (upon approved General Fund request)
- § Accepting tax-deductible donations into Booster Club program individual accounts. Note to Coaches and Advisors: If your team/group is raising money for a particular goal, ask your parent support group to make donations to the team/group's individual account through Boosters. This is an easy way to raise funds and you might just be surprised by the response.

More information about the Booster Club General Fund and Individual Accounts is provided in the following pages.

Program Parent Representative: Before participating in the Booster Club for the current school year, the program coach or adviser must select a Booster Club parent representative. The parent representative must be (or plan to be) a Booster Club member. The parent representative's role is to:

- § Act as a liaison between the Liberty program and the Booster Club
- § Encourage parents of students in the Liberty program to become Booster Club members
- § Review the financial needs/budget with the program coach/adviser and agree on how the Booster Club program funds will be spent
- § Attend the concession draw and organize concession stand workers if the program participates in concession sales.

For more information about the role of the Booster Club Parent, refer to the document "Parent Rep-Advisor Roles and Planning Worksheet".

Website: The Booster Club maintains a website at www.libertyhighboosters.org.

Membership: We encourage all Liberty parents, coaches and advisers to become Booster Club members. Booster Club Membership registration is available online at www.libertyhighboosters.org. Donations to the General Fund or to an Individual Program accounts can be made on the same webpage.

Booster Club Concessions Information

Concession Draw: Prior to each sports season there will be a concession draw. Each Booster Parent Rep will be advised as to when the draw will be. It is mandatory to attend the draw if you wish to work in the booster concession stand. The draw works similar to a lottery. The first team drawn gets first choice of dates and so on. If the Booster Rep cannot attend the draw he/she must send someone in their place to participate. Programs without a representative at the draw will not be assigned any concession shifts. Draws occur three times per school year:

- § Fall Events: This is the hardest draw, due to the schedule not being available until the end of summer. Fall draw usually takes place sometime towards the end of August in a more informal setting. At the fall draw, the draw for Liberty football games occurs first. Each program must work a minimum of ½ of a football game in order to participate in concession sales for the rest of the year. After the Liberty football game draw, the draw for the other events for that season takes place.
- § Winter Events: The winter draw usually takes place 45 minutes before the start of the November Booster meeting.
- § Spring Events: The spring draw usually takes place 45 minutes prior to the start of the February Booster meeting.

Disbursements: The monies made in the Booster Concession stands are split into two portions. The first portion is 60% of the total and is deposited into the Booster Club General fund. This 60% is used to cover the cost of supplies sold (e.g. food, beverages) and other expenses related to running the concession stands. The second portion is 40% of the total and is referred to as "profits" in the bullet items below. Profits are distributed at the end of each season. This 40% is distributed based on the event type as follows:

- § Liberty Varsity Football Games: Profits are deposited into the Booster Club General Fund
- § Standard Liberty High School Events: The profits from standard events (e.g. volleyball, basketball, drama, dances) are distributed equally to those programs who work those events that season. The percentage of profits a program receives is equivalent to the percentage of total shifts worked by that program. For example, if there are 10 concession shifts in the fall season and Girls Soccer works 2 of these shifts, 20% of the profits for the fall season are deposited into the Girls Soccer Program individual account. For a more detailed example, if \$2,000.00 is made in 10 concession shifts during the fall season, the profit (40%) is \$800.00 and Girls Soccer receives 20% of that \$800.00 for a total of \$160.00.
- § Non- Liberty High School Events: Concession stands are also run during Liberty Youth Football, Lacrosse and Liberty Select Basketball. The profits from these events and any other non-Liberty High School sport/event are distributed to the group that works the event. For example, if Band works one shift of a Liberty Youth football game, 40% of the monies taken in during that shift are deposited into the Band individual account.

§ Special Liberty High School Events: Some all day events are worked completely by the associated Booster parents (e.g. Wrestling Tourney, Track and Field Invitational, Solo and Ensemble Music Festival). For these events, 40% of the monies taken in during that event are deposited into the program individual account.

Food Handlers Permit: The Health Department requires that at least 1 person working in the concession stand have a food handler's permit. This helps to ensure that food is being handled properly, cooked to correct temperatures and all cooking utensils are being washed and sanitized correctly. It is the responsibility of the parent rep to make sure parents are aware of this and remind them at the beginning of the year to get a food handler's permit. The food handler's class and test can be taken online at

<http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodWorker.aspx>

Membership: The Booster Club requests that only members work in stands. Please encourage your parents to join the Booster Club.

Student Workers: The Booster Club is a parent run organization. Students are not allowed to work in the concession stands.

Parent Representative Role

Thank you for volunteering your time to represent your program at Liberty's Booster Club. We're here to help provide an enriching extra-curricular experience for all Liberty students. These are topics to cover as you start conversations with your program coach or adviser regarding Boosters:

- § Meet with Coach/Adviser of program and share the Booster Rep role information and what it means to you in the context of your program.
- § Request latest Booster Club Individual Account balance from Treasurer.
- § Review the Booster budget for your program.
- § Ask the Coach/Adviser what are the immediate needs for the program, what might be addressed through Boosters and prioritize those needs.
- § Ask about what goals the Coach/Adviser has for the program both short term (this season) and long term (over the next 3-4 years) and prioritize these.
- § Consider this information as the parent voice of your program. You may need other parent input to determine whether certain needs are the best use of the available funds or are of importance to the parent community.
- § Make a plan that includes the timing and amounts of any funding requests needed (both general and individual group requests). Please refer to the planning worksheet example on the next page.
- § Be mindful of when funding is needed. Due to the volunteer nature of our program and the types of approvals that may be needed, it may take several weeks or more to get funds. Funds can only be requested during the period September 1 through the first Monday in June.
- § Request that the Coach/Adviser also encourage parents to join and be involved in Boosters.
- § Communicate your plans to the parent community, educate and encourage them to participate in Boosters as members, in concessions events, and any fundraisers required.
- § As the Booster Rep, try to attend as many Booster meetings as you can and voice your program's ideas and concerns.
- § Attend concession draw meetings, in order to sign-up your program to work the concession stands. Draws are held in August, November and February.
- § When submitting individual fund requests, retain and include all receipts. Attain the needed signatures before submitting Individual or General Fund requests.
- § Work with the Coach/Advisor in selecting and training the new parent rep. Consider sharing the position in your last year.

Coach/Advisor Role in Boosters

Thank you for working with Liberty's students and helping them succeed in their chosen extra-curricular activity. The Booster Club is here to support you and to help provide an enriching extra-curricular experience for all Liberty students. We appreciate your support and ask that you do the following:

Strongly encourage parents to join and be involved in Boosters.

Appoint a Booster Parent Representative each season ideally by the end of the June for the following year or as soon as possible in September of the current school year.

Work with your Booster Parent Rep to determine immediate as well as long term needs for your program, what might be addressed through Boosters and prioritize those needs. Create and review a Booster budget for your program. Please refer to Planning Worksheet Example.

Be mindful of when funding is needed. Due to the volunteer nature of our program and the types of approvals that may be needed, it may take several weeks or more to get funds. Funds can only be requested during the period September 1 through the first Monday in June.

If your team/group is raising money for a particular goal, ask your parent support group to make donations to the team/group's Booster Individual Account. This is an easy way to raise funds and you might just be surprised by the response.

Attend a Booster meeting, if you can, or send your parent representative to voice your program's ideas and concerns.

When submitting individual fund requests, retain and include all receipts. Attain the needed signatures before submitting Individual or General Fund requests.

Planning Worksheet Example

Need	2015/2016	2016/2017	2017/2018	Booster Fund Request Needed?
Transportation	\$400	\$400	\$400	Request needed from Individual Fund acct by June of the prior school year (e.g. 2015/2016 req needed by 6/2015)
Uniforms			\$2,100	Possible supplemental General Fund request needed by 6/2017
Balls	\$450		\$450	No – Will use ASB account funding instead of Booster
Nets for goals		\$220		If not covered by ASB account, may need General Fund request by 6/2016
Coach Clinic		\$150		Individual Fund request by Sept 2016
Tournament fees	\$300	\$300	\$300	If individual group funds available at end of each year, otherwise, fundraiser?
Totals	\$1,150 \$700 from individual Booster funds	\$1,070 \$850 - \$1070 from individual Booster funds	\$3,250 \$700 from individual Booster funds	

Booster Club Individual Group Fund Request Spending Guidelines

Requests can only be submitted during the school year
between September 1st and the 1st Monday in June.

These guidelines apply to Individual Groups Booster Club Fund (Girls Soccer, Football, Cheer, NJROTC, etc.). For requests against the general Booster Club fund, please see the Booster General Fund Requests. The intent of the guidelines is to assist the Liberty Booster Club, Coaches, Directors and Booster Representatives to be good stewards of the individual group funds within Booster Club. The money in the individual group funds comes primarily from working concession events and/or from team fundraisers.

- Each Booster group is required to have a Parent/guardian Representative who will co-sign all funding requests along with the coach/advisor of the group. The Parent Representative must be a current member of Booster Club and cannot also be the Coach or Advisor. Groups who do not have a Booster Rep with a current membership will not be able to withdraw funds from their account.
- **EQUIPMENT:** The Booster Individual Group funds may be used to purchase resources that stay with the program or school from year to year such as equipment (basketballs, helmets, props, flags, etc.) similar to the general funds.
- **UNIFORMS:** Individual group funds may be used to purchase uniforms including required consumable uniform items such as socks or swimsuits.
- **TOURNAMENTS, CAMPS & TEAM BONDING:** Individual Group funds may be used to fund tournaments and camps and team bonding activities (including team meals).
- **TRANSPORTATION AND TEAM TRAVEL:** There are liability issues and procedures inherent in requests covering transportation. Granted requests must be gifted to ASB for dispersal and must be approved through ASB, as well. Funds may be used for team meals during required team/club travel. Spending guideline is \$15 per person/meal or \$45/person for all day events.
- **PERSONAL APPAREL:** Booster Club funds in the individual group fund are raised by families of all class years and team levels and therefore should be used to the benefit of all members of the group. Personal apparel that does not stay with the program, has a spending limit of \$15.00 per student. Fund requests for personal items will require an additional Booster Club parent member signature.
- **END OF SEASON BANQUETS:** Booster Club funds in the individual account are raised by families of all class years and team levels. Spending on the end of season banquet should benefit all members of the group. Plaques and trophies awarded should consider, and include, all class years and team levels. Spending limit for recognition plaques or other end of season banquet items are set at \$15 total per student. Fund requests for end of season banquets will require an additional Booster Club parent member signature. We suggest these amounts be requested early in the season so funds are available for event.
- **SENIOR RECOGNITION:** Booster Club funds can be used to honor seniors as it is expected that senior recognition will benefit every member participating in the program through their senior year. Spending limit for senior recognition plaques or other items are set at \$15 total per senior. Fund requests for senior recognition will require an additional Booster Club parent member signature. We suggest these amounts be requested early in the season so funds are available for event.
- **COACH/DIRECTOR ITEMS:** Booster Club funds can be used for training and development of coaches or directors of Booster groups. Booster Club funds cannot be used as pay or to supplement pay for coaches or directors.
- Any activities including food will require an additional Booster Club parent member signature.

Booster Club Individual Group Fund Request Check Request

Submit this completed form along with receipts to the Booster Treasurer, Ed Flash, at edwardflash65@yahoo.com and retain a copy for your records. Spending on certain items named below may not exceed \$15 (\$45 all day events) per student member. If this request is for an amount of \$1,000 or larger, please submit a copy to the Liberty High School Principal, as well. Requests can only be submitted during the school year between September 1st and the 1st Monday in June.

Sport/Activity: _____

Requested by: _____

Parent Rep: _____

Amount requested (attach receipts): _____ If over \$1,000, Principal approval required.
Explanation of expense:

Is this for personal apparel? ___ End of season banquet? ___ Senior recognition? ___ Food? ___
If yes to any of the above, please complete the following:

- Number of student members benefiting? _____
- Calculated spending limit: \$15 (\$45 for all day event) x number benefiting _____

Additional Parent Signature (required for personal apparel, food, end of season banquets and/or senior recognition): I have read the spending guidelines on page 1 of request and confirm that the team/group would like to use funds for above use. I am a current member of Booster Club.

Signature: _____ *Date:* _____

Payee Name and address: _____ *Address to send check (if different from Payee)*

Coach/Director: I have read the spending guidelines on page 1 of request and confirm that the above request is in accordance with these guidelines.

Signature: _____ *Date:* _____

Parent Rep: I have read the spending guidelines on page 1 of request and confirm that the above request is in accordance with these guidelines. I am a current member of Booster Club.

Signature: _____ *Date:* _____

Treasurer Signature: _____ *Date:* _____

Principal Signature (if needed): _____ *Date:* _____

Booster Club General Fund Request

Spending Guidelines

Requests can only be submitted during the school year between September 1st and the 1st Monday in June.

Purpose

These guidelines apply to requests against the Booster Club General Fund. For requests against an individual group fund please see the Booster Club Individual Group Spending Guidelines and Fund Request. The intent of the guidelines is to assist the Liberty Booster Club, coaches, directors and Booster Representatives to be good stewards of the General Funds within Booster Club.

Process

All requests must be e-mailed to the Booster Club President (nfarchibald@comcast.net) and the Booster Club General e-mail (libertyhighboosters1@gmail.com) for review at least one week prior to the Booster Club monthly meeting when the formal request is going to be made. Requests over \$1,000 must also be approved by the Liberty High Principal. These requests must be sent to the Principal along with the Booster Club President and Booster Club General e-mail for review at least two weeks prior to the Booster Club monthly meeting when the formal request is going to be made. Each proposal for funding must be presented, by the program Coach/Director and/or Booster Rep, at a general meeting for approval. Plan on requesting funds before you need them.

Each Booster group is required to have a Parent/guardian Representative who will co-sign all funding requests along with the coach/advisor of the group. The Parent Representative must be a current member of Booster Club and cannot also be the Coach or Advisor. Groups who do not have a Booster Rep with a current membership will not be able to request general funds.

Use of General Funds

General Funds may be used for the following:

- EQUIPMENT – General Funds may be used for resources staying with the program or school from year to year such as equipment (basketballs, helmets, props, flags, etc).
- UNIFORMS – General Funds may be used for uniforms staying with the program. Exceptions to this rule may include supplemental assistance when needed for sports/activities that have consumable uniforms each year (drill, cheer, swim/dive, dance).
- TOURNAMENTS AND CAMPS - General Funds may be used to fund tournaments and camps and will be evaluated on a case by case basis.
- COACH/DIRECTOR ITEMS – General Funds can be used for licensing, training and development of coaches or directors of Booster groups. These types of requests are encouraged as they help improve our programs. Booster Club funds cannot be used as pay or to supplement pay for coaches or directors.
- TRANSPORTATION - There are liability issues and procedures inherent in requests covering transportation. Granted requests must be gifted to ASB for dispersal and must be approved through ASB, as well.

General Funds may not be used for the following:

- APPAREL – General Funds may not be used for personal apparel (i.e. items with name or number or items students will keep).
- FOOD - General funds cannot be used for food at banquets, practices, tournaments, etc.
- RECOGNITION AWARDS - General funds may not be used for end of season recognition plaques or awards.

Any questions about these guidelines can be directed toward a Booster Club Board Member.

Booster Club General Fund Request Form

All requests must be e-mailed to the Booster Club President (nfarchibald@comcast.net) and the Booster Club General e-mail (libertyhighboosters1@gmail.com) for review at least one week prior to the Booster Club monthly meeting when the formal request is going to be made. Requests over \$1,000 must also be approved by the Liberty High Principal. These requests must be sent to the Principal along with the Booster Club President and Booster Club General e-mail for review at least two weeks prior to the Booster Club monthly meeting when the formal request is going to be made. Each proposal for funding must be presented, by the program Coach/Advisor and/or Booster Rep, at a general meeting for approval. Please bring copies of the request to the meeting to share with membership. In most cases, a response will be given the same evening. Requests can only be submitted during the school year between September 1st and the 1st Monday in June.

Sport/Activity: _____ Requested by: _____

Amount requested: _____ Timeframe when funds are needed: _____

Requesting funds for:

Explanation of expense: Things to consider: How many people do the funds benefit? Why is this important to your program? What impact will this have on the continuation of your program at Liberty? Please add additional pages as needed.

If additional fundraising efforts have been made, please describe them:

Booster Club Individual Fund balance: _____ Will these fund be used along with above request? If no, explain. Individual Fund balances can be obtained from the Booster Treasurer.

Payee Name and address:

Address to send check (if different from Payee)

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Coach/Director: I have read the spending guidelines on page 1 of request and would like to apply for funding as describe above.

Signature: _____ *Date:* _____

Parent Rep: I have read the spending guidelines on page 1 of request and would like to apply for funding as describe above. I am a current member of Booster Club.

Signature: _____ *Date:* _____

President Signature: _____ *Date:* _____

Principal Signature (if required): _____ *Date:* _____

Approved? _____ *Date Approved/Rejected:* _____