

Chiles High School Booster Meeting

Speaker: Coach Paul Lambert

September 28, 2009

Overview:

The purpose of the meeting was to inform volunteers in any Chiles High School Sports Programs the procedures and inter-workings of the Chiles High School Booster Club and explain in further detail the difference between The Chiles High School Booster and the Individual Sports Booster accounts.

Introduction:

Coach Lambert stated he likes to have two Booster meetings each year. One in the fall and another in the spring to help insure that he have a chance to speak with all Sports Programs and Clubs. The goal of the Boosters is to Have Fun/ Learn/ Win. The sports program at Chiles has the same high expectations for its programs as it does in everything Chiles does.

Coach Lambert stated there were approximately 800 kids participating in sports at Chiles; this number does not include the club sports. He continued that twenty-four teams ranked in the top ten academically in the state of Florida.

Coach Lambert said the success of our sports programs would not be the level in which we were at if it was not for the parents and their willingness to help with these programs, whither it is through working, donations, or serving on the board. He continued with parents need to continue to be positive role models for their children. Being supportive of the coach, even if you do not agree with, or like the coach, helps your child to enjoy their experience more. He stated, "Find a way to make it positive."

A slide was shown that had ten different questions on it why students played sports in high school. He periodically gives this questioner to the athletes, parents, and coaches. Coach Lambert explained that all three want different things from their experience. The athletes are playing to be with their friends and to have fun. Parents' views are scholarships and health benefits; coaches want to win games and state titles. He explained that the school tries to hire coaches that can balance all three goals.

Explanations of the Different Accounts:

- ***County Fund:*** The County donated \$15,000 to the Chiles High School Athletic Fund this year. (This is down from past years due to budget cuts.) The funds are divided and are rotated to different programs each year, this rotation of funds voted on by coaches when the school opened. The theory is teams receive a larger share of money at one time to make big purchases once every three years (approx.) for uniforms and equipment instead of small sums each year.
- ***Internal Accounts:*** Ms. Kimbrow handles Internal Accounts the Chiles High School Bookkeeper.
 - Each Sport has it's own Internal Account
 - All Ticket Sales (Gate Charges) must go into this account

- All Fundraising generated by students/ school must go into this account
- Donations may go into this account
- Purchase Orders must be submitted by the Coach for payment from this account.
- ***Rules for Internal Account:***
 - Internal Accounts CANNOT go into debt
 - Extra Assistant Coaches (additional to ones hired by the school) cannot be paid for from Internal Accounts. Coaches cannot receive “extra” pay from Internal Account.
 - Funds must be utilized “drained” each year. (It is the expectation that funds allotted for this year’s team, are to be used for this year’s team.)
- ***Individual Booster Accounts:***
 - Donations may be placed in this account
 - Fundraising generated by parents may go into this account
- ***Rules for Booster Accounts:***
 - Treasurer for Booster Accounts must have receipts for reimbursement for purchases.
 - Coaches do not have to complete purchase orders from this account
 - Pay for extra assistant coaches can be drawn from Booster Accounts
- **All Booster Accounts MUST complete the IRS, Sales Tax, and any Incorporation paperwork annually.**
- **The need for *Chiles Sports Boosters Inc.* is being phased out:**
 - There is no longer a need for a central booster account, as it was when the school first opened.
 - All programs/ clubs now have an Internal Account and most use their own Individual Booster Account to run their program.
 - All County Funds will be done internally through the Internal Account.
 - If not already doing so, all sports teams must become Incorporated or run all monies through the Internal Account.

Important Board Member Information:

President:

- Written permission must be obtained from Principal (Alan Cox) prior to any type of fundraiser examples are:
 - Apparel Sales
 - Discount Cards
 - Share Nights
 - Auctions
 - Etc...
- Start a budget / figures should be based on cost per athlete.
- Set an agreement between Coach and Parent Leadership for the amount of money projected to be raised.

- Set up a plan to meet financial needs/ wants of athletes. (Fundraising, work days, donations.)
- Family Fund raising goals may be put in place if programs needs are not covered via other options. (These Family Funds are not to be addressed as assessments, fees, or families are not to be given bills for what they owe.)
- Coaches are to stay removed from balance information obtained by Family Funds.
- All Players get All things.
- Reminder that coaches/ board members should have permission to raise money and permission to spend money. (This spending should be passed on the budget and agreement decided on prior to the season.)
- Make sure that Treasurer's/ or others dealing with money spreadsheets match Bank Statements.

Concessions:

- Concessions stands **and venues** are expected to be cleaned after each game.
- Pepsi is the school's provider and therefore Pepsi Product should only be used in the Pepsi equipment.
 - It's okay to sell other brands, just do not use in the Pepsi coolers, or such.
- Count delivery of stock twice (Once by you and once by another person.)
- Count Proceeds twice (Once by you and then by another person)
- Products for Concession Sales should be purchased through the Individual Booster Account.
- Receipts must be submitted to Treasurer for reimbursement.
- A hot dog roller is available if teams need it for selling purposes. It is a shared piece of equipment for all sports and use must be requested. (The soccer team has been loaned a grill so it should not need use of this item.)

Web Information:

- Expect website usage changes in the next year.
 - Due to inappropriate or illegal content, or just mismanaged individual websites state wide, it is expected that the school board will pass legislation prohibiting individual websites to be linked directly to schools.
 - This years individual sites should be okay, but Coach Lambert suggests if you have not renewed your contracts do not do so.
 - C2C.com (County to County) is the direction that Chiles will be going for individual websites next year.
 - Teams can still submit rosters, states, photos, articles, and standing, through C2C.com, but a school administrator would be review material before it is sent live.
 - There is also a chance for advertising on the site that could go back to each organization.
- Chiles High School is currently looking at using a web "Athletic Department Store" vendor to sell apparel and other school items via a website. This would be open to any team or club to be able to see items from this site.
 - Teams would be able to select what apparel or items to sell and set their own price on each item.
 - Teams would submit logo(s) and styles for the customer to choose from.
 - Customers would select their style, color, and logo placement.

- Customers would order and pay over the Internet then items would be shipped directly to them.
- The Pros of this type of vendor is teams can make a profit without ordering a preset number of items or storing excess inventory. There will also be a greater variety of styles and colors for the consumer to purchase.
- The logistics are still being worked out, but information should be coming forth in the near future.

Scholarship Information:

- **WWW.clearinghouse calculator.org** will calculate core GPA's.
- Have Student Athletes register at NCAA Clearing house if a visit by a college recruiter is paid for.
- Contact Coach Lambert with any additional questions about recruiting and/ or websites for scholarships.