



VOLUNTEER HANDBOOK

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## PURPOSE

The IHSA maintains rules for how athletic boosters are to conduct themselves on the field and off. As a supporting member of Marian Central Catholic High School, we are responsible to agree with these standards. The communication written in this handbook is extremely important.

## VOLUNTEER GUIDELINES

Thank you for your support of the Marian Central Catholic High School Hurricanes. The success of our Booster depends on you. Without you we cannot exist. We want this experience to be one the most gratifying experience you have ever had.

You can help the Hurricanes Booster by being familiar with the IHSA rules.

[Expectations of Parents](#) Coaching High School Sports is an extremely difficult vocation. Being a Parent of a High School Athlete is also extremely difficult. If we understand where each position begins and the other ends we are better able to accept the actions of one another and provide a great experience for everyone.

Please;

- Consider the things that you hear or see at the Marian Central Catholic High School as confidential. Do not publicly criticize Marian Central Catholic High School coaches or their athletes.
- Maintain a consistent attendance. Notify the Director of Volunteering if you must be absent from your volunteering duty and who you have for your replacement.
- Never forget that these are games, and games are meant to be fun.
- Always compliment athletes no matter what their level of play.
- Remember, you only get one chance to make a first impression. Someone attending an athletic event for the first time here may leave with an unfavorable impression of who we are if at that game we were unsportsmanlike.
- Never embarrass your athlete or our Marian Central Catholic High School.
- Respect officials and how difficult your job is.
- Remain calm always.
- Do not put pressure on the participating athletes. Pressure eliminates the fun and can lead to non-involvement.
- Understand that not everyone can play all the time. Accept that each athlete has a role in the development of the whole team. Sometimes that role is not on the court or the field but helping on the sidelines.

- As an adult, let your behavior be an example. Let our athletes see how they should conduct themselves when they are adults and keep in mind that they are observing all of us for what is acceptable behavior.

### **We all want a great experience for our student athletes.**

Being a Hurricanes Booster Volunteer Parent is an important position with the Marian Central Catholic High School and with it comes these responsibilities and expectations.

**Communicating with Coaches** As a Hurricanes Booster Volunteer Parent you will communicate fairly and openly with our Coaches with honesty and with respect.

You will communicate issues and concerns in an appropriate and timely manner, including those of physical and emotional wellbeing on behalf of your athlete.

**Chain of Communication** Following is the appropriate chain of communication while expressing your concerns;

1. First communicate with the Assistant Coach
2. Next the Head Coach
3. Then the Athletic Director
4. Finally, the Marian Central Catholic High School Principal

**Appropriate concerns to discuss with Coaches** It is important to understand that there are times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged. Such concerns include:

- The treatment of your child mentally and physically
- Ways you may be able to help your child improve
- Concerns about your child's behavior

Our Coaches are professionals. They make judgement decisions based on what they believe to be best for all their athlete involved.

**Issues not appropriate to discuss with Coaches**

- Your child's playing time
- Team strategy
- Play calling
- Other their athlete athletes

**Please initial here\_\_\_\_\_**

**Demonstrate Good Sportsmanship** You will reflect good sportsmanship by:

- Support our coaches and officials to foster a positive, enjoyable experience for all our athlete athletes. This is not the NFL, NBA or the Olympics.
- Understand the game is for our athletes and not for the adults.
- Recognize that your student athlete's participation in the Marian Central Catholic High School athletics program is a privilege.
- Use good sportsmanship as a spectator and conduct yourself in a manner that reflects well on both the team, the Marian Central Catholic High School and The Hurricanes Booster.
- Promote our team by being supportive and helpful of the Marian Central Catholic High School program.
- Refrain from coaching your own athlete from the stands or the sidelines.
- Keep consistence with your athlete's attendance at practices and games.

**Creating a Supportive Environment** You will create a positive and supportive environment by:

- Supporting good conditioning and healthy lifestyle habits.
- Placing the emotional and physical wellbeing of your athlete ahead of any personal desire to win.
- Expecting your athlete to play in a safe and healthy environment.
- Supporting your athlete in planning how to meet your academic responsibilities given the demands of training and practice.
- Being a role model for other parents by remaining positive at sporting events.

**Please initial here** \_\_\_\_\_

**Dress Code:** Wear your volunteer shirt that is provided to you so that you will be recognized as a volunteer by Marian Central Catholic High School personnel. If you have not received a volunteer shirt, please wear Marian Athletic Spirit Wear.

Volunteers should dress neat and in accordance to the dress policy for the Marian Central Catholic High School. Please keep in mind that our athletes are watching you and your behavior.

## SOCIAL MEDIA

### Facebook

The Hurricanes Booster must not initiate or “accept” friend requests from their athlete athletes on Facebook.

The Hurricanes Booster must never post on their athlete athlete’s “wall”.

The Hurricanes Booster must never send their athlete athlete’s any kind of direct message or take any other action that would constitute contact with their athlete.

### Twitter

The Hurricanes Booster must not initiate “following” their athlete athletes or allow their athlete athletes to follow them on Twitter.

The Hurricanes Booster should never reply to their athlete athlete’s “tweet”.

The Hurricanes Booster should never send their athlete athlete’s any kind of direct message or take any other action that would constitute contact with their athlete.

### Snap Chat

The Hurricanes Booster may add a snap (content) to the Snap|Chat “My Story”.

The Hurricanes Booster may snap|chat with other adult members of the Hurricanes Booster.

The Hurricanes Booster must never snap|tap with student athletes.

The Hurricanes Booster must never send their athlete athlete’s any kind of direct message or take any other action that would constitute contact with their athlete.

## ACCOUNTING GUIDANCE

### Sales Tax Exemption

The Hurricanes Booster must obtain its own exemption identification number, also known as an “E” number, from the Illinois Department of Revenue to be exempt from sales tax. The Marian Central Catholic High School’s E number cannot be used.

### Use of the E-Number

There are some limitations and exceptions governing the exemption:

- Purchases are exempt. You must provide a copy of the letter to suppliers when claiming the exemption on purchases.
- Sales are exempt when The Hurricanes Booster is not competing with taxable business establishments such as when sales are made by members of The Hurricanes Booster or all proceeds go to The Hurricanes Booster.
- Sales of food or beverages are exempt if sales are not regularly made but are sold at occasional events and no more than twice a year. Sales from operating concession stands of an ongoing nature such as during basketball games are still taxable.
- Exempt purchases and sales must be for the benefit of The Hurricanes Booster and not for personal use.
- Exempt purchases and sales may only be made by authorized members of The Hurricanes Booster -- on behalf of The Hurricanes Booster.
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### Misuse of the E-Number

If someone misuses the E-number, The Hurricanes Booster could lose its exemption. The individual misusing the E-number could be liable for unpaid Illinois sales taxes as well as interest and penalties. The individual could be subject to criminal penalties.

## CHECKING ACCOUNT PROCEDURES

1. Checks should be endorsed by no less than two members of the Hurricanes Booster.
2. There should be periodic meetings of The Hurricanes Booster with minutes supporting these meetings. A financial report should be presented by the treasurer. All requests for payments of invoices or donations to the Marian Central Catholic High School Athletic Department should be approved by Board of Directors. The President of the Hurricanes Booster not the Treasurer, should initial and/or sign each invoice as approval for payment.

## RECEIPTS

1. Scraps of paper, notes or price tags cannot be substituted for receipts, invoices or order forms.
2. Expenses will not be reimbursed without receipts.



3. Receipts must be taped to an eight and one half by eleven pieces of paper, and then will be scanned by the treasure for recording purposes to keep on file for many years.

## FINANCIAL CHECKLIST

1. A blank check is never signed.
2. All checks are required to have two signatures.
3. Funds are always deposited into the authorized bank account.
4. Funds are always kept separate from personal funds or Marian Central Catholic High School funds. (i.e. do not purchase items at the same time as purchasing personal items at the grocery store, have a separate receipt.)
5. Two people count the money and provide the treasurer with a signed cash box reconciliation form.
6. Sales slips, receipts or invoices are provided for every expenditure. No payment will be made unless all supporting documentation is attached.
7. A check request form is required to receive reimbursement.
8. The monthly bank statement is reviewed and initialed by the President.
9. The monthly bank statement is reconciled by the Treasurer within 5 days of the end of the month.

## REVIEW COMMITTEE

Suggested steps for the Review Committee:

- Review reconciled bank statements and canceled checks to determine that:
  - Disbursements have been properly documented with an invoice or receipt.
  - Disbursements have been properly approved.
  - Checks have been properly signed.
  - Checks have been deposited or cashed by the payee indicated.
  - Checks have been accounted for in the proper sequence (no missing checks).
- Check addition and subtraction on cash receipts and deposits.
- Compare cash receipts and deposits to the bank statement.
- Verify that receipts and disbursements were allocated to the correct account or budget category.
- Verify that income from sales, dues, or any other sources have appropriate backup. The total amount collected should match the amount deposited into the bank account.

- ❑ Review the Treasurer's monthly reports and check them for accuracy. Review the beginning and ending balances on reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.
- ❑ Determine that only applicable Hurricanes Booster Inc. officers are authorized signers on bank account(s). Former officers should not remain on the account(s) as authorized signers.
- ❑ Obtain proof that all applicable sales taxes were paid.
- ❑ The audited financial report should be signed by all members of the review committee and submitted to the principal or designee no later than August 1 following the end of the fiscal year.
- ❑ Verify that 1099's were issued if applicable.

## RULES FOR SOUND FINANCIAL MANAGEMENT

Always remember these simple DOs and DON'Ts for sound financial management:

### **DOs**

1. Save records for three years. (Minutes, financial statements, budgets, bank statements, check request forms, receipt register, check register, returned checks, original receipts) Keep these in a safe place at the Marian Central Catholic High School.
2. Always pay with a check.
3. Always have a receipt and a check request form to reimburse.
4. Have the bank statement addressed and mailed to the Marian Central Catholic High School. The president should look over the statement, initial it and give it to the treasurer.
5. Meet with the outgoing treasurer to go over the books.
6. Raise money for a purpose and spend it for that purpose.
7. Prepare a financial statement for each executive, board and general meeting. A copy of the reconciled bank statement must be attached to the financial statement and shared at these meetings. A copy of the monthly-reconciled bank statement and the financial statement must also be sent to the Superintendent via inter-office mail.
8. Have books audited at close of fiscal year by the review committee.
9. Use funds wisely.

### **DON'Ts**

1. NEVER give a blank check with signatures.

2. NEVER have petty cash. This does not include change in a cash box needed for a fund-raising event.
3. Do not accept financial records without having them audited.
4. Do not deposit funds in a personal account.
5. Do not take funds home overnight.
6. Do not co-mingle funds.
7. NEVER have an ATM card for any account.
8. NEVER have a credit card.
9. Do not leave funds at the Marian Central Catholic High School for safekeeping.
10. No cash will be given to any Marian Central Catholic High School employee to use at his/her discretion.

## FUND RAISING

When cash is involved in fund raising, it is the responsibility of the treasurer to ensure proper controls are in place. More than one person should always count money. Activities involving ticket, product or service sales, must be reconciled. (See attached sample forms that should be used for this purpose).

**Fundraiser Reconciliations** At the end of each fundraiser, a reconciliation must be completed and sent to the Marian Central Catholic High School Administration to be reviewed for approval. Fundraisers can involve ticket, coupon, service and product sales. Each will require a separate reconciliation form. Listed below is a brief description of each type of sale and reconciliation necessary.

**Ticket Sales** Any time tickets are used they should be pre-numbered. A record must be kept of all tickets issued and used. Upon completion of the event, the ticket sales and reconciliation form should be used.

**Coupon Sales** If the coupons or coupon books are sold and are numbered, the ticket sales reconciliation form can be used. If not, the product sales reconciliation form should be used. It is important that a record be kept of whom and how many coupons or coupon books were issued to.

**Service Sales** Service sales involve providing labor effort only. Examples are car washes, lawn care, waiter services, etc. The service sales reconciliation form should be used in these instances.

**Product Sales** Product sales involving a limited number of products should use the product sales reconciliation form. It will be important to count the beginning and ending inventories. For product sales involving many products (concession, bakes sales, etc.), the service sales reconciliation form should be used.

## RAFFLES

Raffles in which their athletes either buy or sell tickets are prohibited. Consequently, raffles by their athlete clubs are prohibited. Raffles sponsored by The Hurricanes Boosters are allowed if two conditions are met.

1. The Hurricanes Booster must comply with state and local laws and must obtain the necessary permits.
2. All tickets must be sold by and only to adults.

Raffle Licenses Application for a Sangamon County raffle license can be obtained from the Sangamon County Clerk website: [www.sangamoncountyclerk.com](http://www.sangamoncountyclerk.com) The Hurricanes Booster must be 5 years in existence and have the appropriate The Hurricanes Booster structure as a 501(c) (3) nonprofit status. A \$25 license fee is required for each event. Each application for a license shall be accompanied by payment of an initial fee of \$25. A copy of the raffle license should be forwarded to the Marian Central Catholic High School Rockford Diocese, Department of Educational Services, Department of Educational Services, Business Manager at 530 W. Reynolds St. Springfield, IL. 62702. After the drawing an additional amount shall be remitted to the Sangamon County Clerk that will make the total fee equal to one percent of the aggregate retail value of the prizes, if said aggregate value is above twenty-five dollars and is undetermined at the time of application.

## MISCELLANEOUS

1. Donations of property, equipment, supplies, etc. to the Rockford Diocese, Department of Educational Services, Department of Educational Services, shall become the sole property of the Rockford Diocese, Department of Educational Services, Department of Educational Services, of Rockford McHenry Deanery, not the accepting The Hurricanes Booster.
2. Failure to follow policies and procedures of the Rockford Diocese, Department of Educational Services, Department of Educational Services, may result in refusal to allow related activities by The Hurricanes Booster at the associated Marian Central Catholic High School.

3. Any action taken at the meeting will be subject to review and revocation by the building principal.
4. There will be no their athlete activities, parties, meetings, travel or other gatherings in the name of the Hurricanes Booster unless prior permission has been received from the Marian Central Catholic High School principal.

## ADVERTISING POLICY

### Promotional Activities

Marian Central Catholic High School facilities shall not be used to advertise, promote, sell tickets, or collect funds for any non-Marian Central Catholic High School-related purpose.

For purposes of this policy, "advertising" shall mean a form of communication designed to attract attention to or patronage by the public or Marian Central Catholic High School community and communicated through means under the control of the Marian Central Catholic High School in exchange for consideration to the Hurricanes Booster Inc. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the Marian Central Catholic High School or Marian Central Catholic High School supporting organizations.

Advertising shall be accepted solely for the purpose of covering the cost of providing materials, equipment, and services, including support services that are consistent with the mission of the Marian Central Catholic High School, in meeting its needs or to otherwise raise additional funds for use by the Marian Central Catholic High School Athletic Department, and not for the purpose of establishing a forum for communication.

The Hurricanes Booster shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The Marian Central Catholic High School shall retain the authority to determine the size and location of any advertising. The Marian Central Catholic High School, shall also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, Rockford Diocese, Department of Educational Services curriculum, as well as any content the Marian Central Catholic High School and the Rockford Diocese, Department of Educational Services determines has a reasonable likelihood of exposing the Marian Central Catholic High School and the Rockford Diocese, Department of Educational Services to controversy, litigation, or disruption.

Acceptance of advertising shall not constitute Marian Central Catholic High School and, approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the Marian Central Catholic High School, will purchase goods or services from the vendor through the Marian Central Catholic High School formal procurement process.

By allowing advertising, the Marian Central Catholic High School, does not intend to open a forum for indiscriminate use or expressive activity by the public, but instead shall create a limited opportunity for true commercial advertisement by community entities, as well as an opportunity to raise funds for use by the Marian Central Catholic Athletic Department.

By accepting any advertisement, the Marian Central Catholic High, does not intend to, and specifically disavows intent to endorse the entity submitting the advertisement, the entity's products, or any viewpoints associated with that entity.

To avoid any appearance of endorsement, any advertisements on Marian Central Catholic High School property shall be for a limited period of time not to exceed three years under most circumstances. The Superintendent may waive this requirement under unique circumstances. The Hurricanes Booster Inc. may, on behalf of the Marian Central Catholic High School, sell advertising to commercial businesses to appear on or in school property, athletic event programs, athletic field fences, scoreboards, the Hurricanes Booster Inc. website, and other media approved by the Superintendent. The Marian Central Catholic High School shall retain the authority to determine the appropriate size and location of any signage or advertising. Advertising shall be permitted only in locations accessible to the public, unless otherwise approved by the Superintendent. The Marian Central Catholic High School shall retain the authority to discontinue advertising in any specific forum at any time.

The Marian Central Catholic High School has established standards of approval for advertisements that are narrowly tailored to meet the Marian Central Catholic High School's legitimate concerns including, but not limited to, safety, providing instruction, providing education, maintaining discipline, and achieving curricular objectives.

The Marian Central Catholic High School shall have the right to disapprove any advertisements if the Marian Central Catholic High School determines in good faith that the proposed advertisement:

1. Is of substandard technical quality;

2. Does not conform to any specifications set forth by the Marian Central Catholic High School;
3. Does not comply with applicable state or federal law, government standards or regulations, or with the Marian Central Catholic High School's rules, regulations, or policies; or
4. Is in bad taste or otherwise reasonably objectionable. Without limiting the generality of the foregoing, the following types of statements and practices shall not be used in any advertisements displayed on Marian Central Catholic High School property or in any Marian Central Catholic High School publications:
  1. False or unwarranted claims;
  2. Infringements of any other persons' rights through plagiarism, unfair imitation of another person's program, idea, copy, or any other unfair competition;
  3. Disparagement of a competitor or of a competitor's products or services;
  4. Advertisements of lotteries, "drawing contests," or any other contests that do not conform to applicable legal requirements or in which the public is unfairly treated;
  5. Matter that is slanderous, obscene, sexual, profane, vulgar, repulsive, or offensive, either in theme or in treatment;
  6. Advertisements of alcohol, tobacco products, or any product deemed illegal;
  7. Ambiguous statements that may be misleading to the audience;
  8. Advertisements of price, unless first approved in writing by the Marian Central Catholic High School;
  9. Advertisements promoting an organization, entity, or individual that provides services in competition with the Marian Central Catholic High School;
  10. Testimonials that cannot be authenticated;
  11. Advertisements that describe external body enhancements or pharmaceutical products that would not be deemed appropriate for youth;
  12. Advertisements that endorses actions endangering the health or safety of their athletes;
  13. Announcements of programs that are prejudicial to the public interest, to the interest of the Marian Central Catholic High School, or to legitimate advertising or reputable business in general;
  14. Defamatory statements about the Marian Central Catholic High School or any other public or political figure or entity;
  15. Promotions containing alcohol or tobacco products;
  16. Advertisements that are not consistent with the mission of the school health advisory council;
  17. Subjects that would be disruptive to or inconsistent with the educational purpose of the Marian Central Catholic High School;
  18. Political advertisements; or

19. Advertisements that would prevent the Marian Central Catholic High School from maintaining a position of neutrality on political and religious issues or would create an appearance of favoritism on said issues.

As noted above, the Marian Central Catholic High School provides advertisement opportunities to commercial entities for the sole purpose of raising funds for the Marian Central Catholic High School Athletic Department, and not to open a forum for indiscriminate use or expressive activity by the public.

Accordingly, the Marian Central Catholic High School shall also retain the right to reject proposed advertisements if, in good faith, the Marian Central Catholic High School deems it necessary to avoid disruption, controversy, and expensive litigation that might arise from community members seeking to remove the advertisement.

Participation in the Hurricanes Booster commercial advertising program in no way guarantees or influences the client's selection as a Marian Central Catholic High School vendor through the Marian Central Catholic High School's formal procurement process for products and services.

Prior to the placement of any advertisement in or on school property, an agreement shall be executed that states precisely where the advertising may be placed and the period of time it may be displayed.

The Superintendent shall approve the final written form of the advertisement including the content, format, placement, and size of the advertisement. No advertising shall be allowed outside the designated areas specified in the agreement. The decision of the Superintendent is final.

The Hurricanes Booster Inc. shall establish the advertising rate, which shall be agreed to in writing prior to placement of the advertisement.

The Marian Central Catholic High School shall be used to endorse or promote the merit of brand name or trademarked products only with the approval of the Superintendent.