



## HANDBOOK FOR COACHES/CLUB ADVISORS/TEACHERS

We would like to introduce the Troy Booster Club, Inc., and how partnering with TBC would benefit your team, club, extracurricular and co-curricular activities, and/or students, as well as forms for navigating requests for funds, deposits, and providing notices of a fundraiser.

In this packet you will find:

- Introduction with Troy Booster Club's mission, focus and vision
- Benefit of partnering with TBC for your club/team
- Explanation of how to access **your** club/team's funds with the check request form
- Request to receive or borrow funds from TBC's undesignated funds [TBC's funds]
- Notice of fundraising events helps us promote your event
- Concession stand fundraising program at THS home basketball games for both boys and girls teams and 50/50 raffle opportunities at home Varsity Football games

We are **#StrongerTogether!**

### Troy Booster Club, Inc.

Kim Meyer, Acting President and Treasurer

Amy Fraser, Acting President and Secretary

Jessica Short, Secretary

Sarah Legnard, President for TMS PTO

Heather Emory, Vice President for TMS PTO

About TBC:

### **Our Mission Statement**

The Troy Booster Club ("TBC") supports the extra-curricular and co-curricular activities which enrich the educational experience of Troy High School and Troy Middle School students. TBC members are parents and concerned citizens who value a well-rounded educational experience and raises money to enrich the activities which engage Troy youth in visual and performing arts, sports, cultural diversity and citizenship. TBC believes all of these activities are essential to fostering leadership qualities in today's youth.

### **Our Focus**

TBC is focused on clear communication and transparency with our parents, guardians and students, and the promotion of the community representing all of our students.

### **Our Vision**

TBC's vision is to create leadership opportunities through committee experiences with students, parents and club leadership to gain a feeling of community within TMS and THS.

### **What Can The Booster Club Do For Your Team/Club/Organization?**

Benefit of teaming up with the Booster Club:

- ★ TBC is a 501(c)(3) not-for-profit corporation, which means we are NYS sales tax exempt.
- ★ If you elect to have your funds held with TBC, your organization may utilize our tax exempt status for purchases.
- ★ Fundraising may be accomplished with the benefit of TBC's tax-exempt status. This means that if individuals and area businesses make a donation to a specific team or club, whether in-kind or monetary, we can issue a donation letter for their tax benefit.
- ★ If you elect to have your funds held with TBC, those monies belong to said team/club. These funds are considered "designated" and can be accessed by your team/club only. To request a check, complete our TCB fund request form found [here](#). Please complete as much information as you have – some areas may not be applicable and that is OK. Once submitted, this form is automatically routed to our treasurer.
- ★ If your team/club/organization/student wants to borrow or receive funds from TBC's general fund (known as undesignated funds), please complete this [form](#) and select the "undesignated funds" box. Please note that this type of request requires a vote by TBC's board of directors under the guise of the Mission Statement; therefore please be sure to provide a minimum of two week's lead time for this type of request. Monies to fulfill this request are from TBC's own funds. Once submitted, this form is automatically routed to our treasurer.
- ★ If funds are being requested on behalf of TMS students, please complete this [form](#) and be sure to check "PTO Fund for Co-Curricular Activities." Once submitted, this form is automatically routed to our treasurer.
- ★ Deposits into your team's/club's account - completion of this [form](#) provides us with notification that a check/deposit is ready.

- ★ All forms can be accessed via the Troy Booster Club page on the District's website found [here](#)
- ★ Troy High School: Any questions can be directed to [troyboosterclub@troycsd.org](mailto:troyboosterclub@troycsd.org)
- ★ Troy Middle School: Any questions can be directed to [tmspto@troycsd.org](mailto:tmspto@troycsd.org)

**Definition of Undesignated Funds:** Undesignated funds balance means the unreserved portion of fund balance that has not been designated for specific purposes and is available for appropriation.

### **Your Fundraising Event:**

Please send us details of your club/team's fundraising event, including any flyers generated for the event. This allows us to promote your event on our socials, and also helps keep track for similar or competing fundraisers. Please email details and any flyers to [troyboosterclub@troycsd.org](mailto:troyboosterclub@troycsd.org) for THS and [tmspto@troycsd.org](mailto:tmspto@troycsd.org) for TMS.

### **50/50 Raffle Opportunity - Football:**

TBC has been invited to handle concessions at Varsity Football home games! This is very exciting and we hope to make our school and fans proud! As a way to earn some quick funds, we offer 50/50 raffle opportunities to our clubs and teams at Varsity Football home games. Going forward, once the football schedule is finalized, we will communicate the dates. This will be on a first to commit / first served basis. Requirements: (1) the club/team provides student volunteers and a minimum of one adult to attend the home game and sell raffle tickets up to and including half-time; (2) we would encourage school spirit wear and/or team jersey for donation solicitations; (3) all money received is to be counted with the adult before the end of the third quarter and winning amount calculated; (4) the raffle drawing will take place just prior to the start of the 4th quarter and the winning ticket and amount of winnings announced; (5) the Booster Club will provide the buckets and raffle tickets and envelopes for the monies; and (6) the club/team will keep their share of the raffle proceeds. We will ask the announcer to promote the raffle during the game and drawing will be announced.

### **Basketball Concessions Fundraising Program:**

The Booster Club was also invited to manage the concession stand for the girls and boys' basketball home games and we are very excited to share this with our clubs/teams to allow an opportunity to earn some money. Very briefly, here's how it works:

TBC will provide all product for sale (candy, chips, beverages and set pricing | pizza will be ordered by TBC and the cost split between TBC and the club/team); TBC will provide the cash box with start-up cash; a TBC officer will be available to aid in setup and cleanup; and calculation of deposit at end of concession; full operation protocol, minimum volunteer student/adult staffing requirements, and how the profit is split with the reasoning behind this split can be found in our contract; the club/team will have the option to run a 50/50 raffle (keeping 100% of the 50% profit) and TBC will provide the buckets and raffle tickets (details in attached agreement); per the Athletic Department, the concession stand is located on the 2nd floor of the gym (in the corner with the plexiglass windows that are removable during the game) with

electricity capabilities. This is great news, as volunteers will be able to see the game and hear the excitement! Sign-up is on a first come/first served basis with priority for scheduling given to those clubs/teams with a booster club account. Email with opportunities will be sent late November.

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\*The Booster Club will not limit any team/club on using the funds as they see fit, as long as they are for the interest of the students, i.e. no funds are being used for personal use. In the event the Booster Club receives a grant, there are cases where a funder could ask for a report of how the funds are used, and large grants almost always have this requirement. Donations can be designated for specific uses, and if this is not complied with, it can be grounds for termination of our tax-exempt status as a nonprofit. Funds are not restricted by any means unless the funder designates them this way. For example, if someone donates to the volleyball team, it has to be used for the volleyball team, but can be used for anything they need. If the funder donates money for equipment, it is supposed to be only used for equipment, technically with grants it's strict, we have to ask the funder to use the funds for other items if we already used them for the equipment but have money left over. Grants in many cases have a clause that states if the funds are not used for specific purposes, they can ask for the money back, or the balance back after funds were used for the designated purpose.