

Independence High School Baseball Booster Club Addendum

(IHS Knights Baseball BC)

2014-2015 – 9/16/2014

2015-2016 – 8/22/2015 review by Robert Baughman then emailed to Coach Largent

2016-2017 – 12/3/2016 updated and transferred to new Executive Board

2017-2018 – 4/1/2018 upon review from BC President Blake Peden

2018-2019 – 9/11/2018 updated by Blake Peden and then transferred to new Executive Board

2018-2019- 01/27/2019 updated by Michael Butler

2019-2020-1/12/2020 updated by Stacia Butler and transferred to Executive Board for Approval

2020-2021-1/12/2021 updated by Stacia Butler and transferred to Executive Board for Approval

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Overview

This is the **Club's Addendum** for the IHS Baseball Booster Club per the Independence Booster Club Bylaws governing document.

Our official name is IHS Knights Baseball BC, EIN#: 47-1516065.

This document holds all pertinent information for the operations of the Independence High School Knights Baseball Booster Club. Each of the events run or participated in by the Booster Club will have its own section with the details outlined.

The IHS Knights Baseball Booster Club operates on a fiscal year calendar that starts in July (October for the inaugural year) and runs through the following June.

Board Elections will take place the first Booster Club Meeting each September as needed or on an as-needed basis.

Executive Board will consist of President, Vice President, Treasurer, and Secretary

Executive Board position terms will be for 2 years.

This document will be ordered the date of events and chairperson/coordinator.

Officers and Board Meetings

All board meetings must have Coach Largent present.

Executive Board Positions: (2020-2021 Members)

- Head Coach - Stacy Largent
- President – Michael Butler
- Vice President –John Maroney
- 2nd Vice President-Jeff Cardile
- Treasurer – Scott Noack
- Secretary – Julie Liscano

Chairperson & Coordinator Positions: (2019-2020 Members)

May be requested to attend Board Meetings and are required to attend **all** General Body Meetings

- Membership Chairperson – Stacia Butler
- Communications Chairperson – Stacia Butler
- Fundraising Chairperson – Stacia Butler
- Scholarship Chairperson – Michael Butler
- Sponsorship Coordinator –Jeff Cardile
- Program Coordinator – Stacia Butler and Jeff Cardile
- Game Day and Events Coordinator – Stacia Butler and Julie Liscano
- Concessions Coordinator –Julie Liscano
- Field Enhancements Coordinator – Executive Board and Coach
- Banquet Coordinator – Executive Board
- Social Media Chairperson-Stacia Butler
- Rumble and Homecoming Parade Coordinator-Julie Liscano and Stacia Butler

Membership:

The IHS Knights Baseball BC will have paid membership in four levels: Single (required level), and 3 optional levels: Double, Triple, Home Run See the Membership Chairperson section in this document for details.

The Rumble and Homecoming Parade

The Rumble is an event hosted by the school. It is a school wide event celebrating the kickoff of a new year. It is normally held on the 2nd Saturday in August.

All we need to do is show up, set the booth (tent space) up, sell our fundraising items (spirit bands, shirts, tumblers, etc.) and support Coach Largent in any activities promoting the baseball program at this event.

Spirit Bands have been for sale or given out in the past at this event.

Homecoming Parade is a tailgate event. The booster club supports the needs of the coach for this event including, candy for the players to pass out to the kids who attend, pizza for the players who attend, and any decorations for the event needed.

*2020-2021 Due to covid these events did not occur

Membership Chairperson

Responsible for:

- Updating the membership form each year and soliciting dues
- Working with the Spirit Wear Coordinator on Membership items availability and delivery
- Working with the Treasurer on collection/tracking of paid memberships
- Reporting paid members/levels to the Communications Chairperson for inclusion in the program book and website

Membership Levels:

- Home Run \$150.00 – Optional level
- Triple \$ 100.00 – Optional level
- Double \$ 75.00 – Optional level
- Single \$ 50.00 – Suggested level (1) Parent per player

Communications Chairperson

Responsible for:

- Website maintenance and updates
- Timely announcements of all club activities, meetings and events
- Oversee Communications Sub-Committee Chairpersons to include but not be limited to:
 - Program Coordinator
 - Photographer/Videographer Coordinator
 - Other

Fundraising Chairperson

Responsible for:

- Working with a fundraising committee and the membership to solicit corporate sponsorships (can delegate this responsibility to a Sponsorship Chairperson within the committee)
- Working with the committee to determine events/activities for the year (6 allowed)
- Oversee Fundraising Sub-Committee Chairpersons to include but not be limited to:
 - Sponsorship (work with Program Coordinator)
 - Spirit Nights (work with the Spirit Wear Coordinator)
 - Concessions
 - Golf Tournament
 - Others (as needed/determined by the Fundraising Committee)
- Requesting/receiving bids from vendors
- Reviewing bids with board for vendor selection
- Finalizing contracts
- Execution of fundraising events/activities
- Working with the Communications Chairperson on timely announcements of events/activities
- Working with the Treasurer to maintain accurate accounting from fundraising events/activities
- Report all Fundraising efforts at Board and General Membership meetings

Scholarship Chairperson

Responsible for:

- Understanding and communication of FISD FEF scholarship regulations and requirements to the board and membership
- Working with a committee to develop and execute the scholarship application and award process
- Reporting progress/status at all board and membership meetings
- Working with the Treasurer on deposit requirements and schedule to FEF
- Present at FISD FEF meetings and award presentation as/if required

Program Coordinator

Responsible for:

- Requesting/receiving bids from vendors for printing
- Reviewing bids with board for vendor selection
- Finalizing contracts
- Working with the Sponsorship Chairperson on sponsor ads for the program book
- Providing timely announcement of Player Spirit Ad solicitation for program book
- Establishing and tracking project schedule for program book execution
- Forming a committee to help install varsity banners at field

Sponsor Ad Costs for 2020-2021 are as follows:

“BASE HIT” Sponsor: Includes Full Color Advertisement in Program, Logo/Link on Booster Club Website, and Logo on 2019 Schedule Poster

Business Card Size (3.5” x 2” horizontal)	\$75
Quarter Page (2.375” x 3.875” vertical)	\$100
Half Page	\$150
Full Page	\$250
Full Page Inside Cover (Front or Back)	\$350
Full Page Outside Back Cover	\$500

“HOME RUN” Sponsor:

Includes all “Base Hit” Assets Plus:	\$750
Full Page Ad in Program	
Logo on Sponsor Banner at IHS Stadium	
Sponsorship Recognition for Little League night with the Knights	

“MVP” Sponsor:

Includes all “Base Hit” Assets Plus:	\$1,000
Full Page Ad in Program	
Logo on Sponsor Banner at IHS Stadium	
Sponsorship Recognition for Little League night with the Knights	
Public Address Recognition at all 2019 Home Games	
Title Sponsor and PR Table at IHS 2019 Kickoff Event	
Title Sponsor of 2019 Pocket Schedule (150 for your business)	

Game Day Meals and Special Events Coordinator

Responsible for Game Day Meals and Game Day Events:

Game Day Meals:

- Contact Coach to discuss plan for season.

If needed meal coordinator will:

- Requesting/receiving bids from vendors
- Reviewing bids with board for vendor selection
- Finalizing contracts
- Pick-up/Delivery of meals

Game Day Special Events to include but not be limited to:

- Teacher Appreciation Night (working with Coach Largent)
- Parent Appreciation Night (working with Coach Largent)
- Spirit Nights (working with Spirit Night and Spirit Wear Coordinators)
- Senior Night

Concessions Coordinator

Responsible for:

- Keys (deposit must be made to the FISD Athletic office to obtain keys)
- Certification
- Concession Buyer
- Concession – Opening (FR/JV/Varsity)
- Concession – Closing (FR/JV/Varsity)
- Setting up and providing volunteer sign-ups for all games and events, including any non-baseball event concessions that the booster club has the opportunity to work
- Sending links for signups to Communications Chairperson for announcements to membership and/or inclusion on website
- Receipt and delivery of cash box receipts and funds from/to Treasurer
- Recording history of volunteers for permanent recordkeeping

Field Enhancements Coordinator

Responsible for:

- Coach will communicate with the President any enhancements needed.
- President will communicate to the board the desired request.
- If board IHS Booster will follow the FISD policy prior to any field enhancements.
(see FISD Booster Guidelines for process)

Banquet Coordinator

Responsible for:

- Requesting/receiving bids from vendors
- Reviewing bids with board for vendor selection
- Finalizing contracts
- Finalize budget with the executive board for approval prior to expenses.
- Forming a committee to help in executing needed activities (invitations, decorations, program (with Coach Largent), set-up, break-down, etc.)
- Working with Communications Chairperson or designated Photographer/Videographer Coordinator for Banquet video presentation

Social Media Chairperson

Responsible for:

- Connect with upcoming Chairperson to pass on passwords
- Keep the IHS Knights Facebook and Twitter pages up to date
 - Facebook page:
https://www.facebook.com/IHSknightbaseball/?modal=admin_todo_tour
 - Twitter Feed: @IHS_knightsbb
- Communicating events of booster club
- Coordinating with the coach on any communication he needs to post on these pages.
- Post pictures of various events once approved by Coach Largent