

RED LION AREA SCHOOL DISTRICT

2023—2024

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EXTRACURRICULAR BOOSTER CLUB/SAO HANDBOOK



TABLE OF CONTENTS

Extracurricular Mission Statement	2
Booster Club/SAO Purpose	2
Booster Club/SAO Authority	2-3
Employer Identification Number	3
General Information	3
Under Armour Agreement	4
PepsiCo Agreement	4
Concession Stand	4-5
Kitchen Area	5-6
References	6

Extracurricular Mission Statement

Mission Statement:

“The mission of the Red Lion Area School District, in partnership with our communities, is to prepare all students to reach their greatest potential, thus becoming responsible and productive citizens.”

Philosophy:

The extracurricular program is an integral part of the educational process of the District. The goal is to promote a greater desire in our student body and community to take an active part in our extracurricular programs either as participants or as spectators. As individuals continue through the maturation process of the activities, it is important to remember that participation in extracurricular activities is a privilege.

The focus of the extracurricular program is to develop highly competent students by concentrating on educational values such as citizenship, sportsmanship, health and especially scholastic achievement. The extracurricular program is to occupy a position in the curriculum comparable to that of other subjects or activities and to aid in promoting school morale.

Booster Club/School Affiliated Organization (SAO) Purpose

The Board of School Directors recognizes the existence and appreciates the efforts of the various community-based Booster Clubs/SAOs at work in the school community. The Board and administration are also fully aware that without the countless hours members of these groups give to their respective organizations, District programs would suffer.

Booster Club/SAO Authority

The Board recognizes and declares that the role of an approved Booster Club/SAO is to assist and support but not to direct, interfere with, nor supplant the staff, existing facilities or extracurricular programs of the District. It must be clearly understood by all Booster Club/SAO members that all District-sponsored activities are under the control, direction and supervision of the Board of School Directors through school principals and their designee, and the Athletic Director. Booster Clubs/SAOs do not have the authority to direct the duties of a District employee and/or approved volunteers. The schedule of contests, rules for participation, methods for earning letters and all other criteria dealing with extracurricular programs are under the jurisdiction of the District administration.

Fundraising and contributions to Booster Clubs/SAO's are not mandatory. Families may choose not to participate in benefits derived by any fundraising activities.

Fundraising opportunities are available for all Booster Clubs/SAOs through the Marketing and Communications Manager. Booster Clubs/SAO's shall not mandate a payment from any participant in lieu of fundraising. Should the Board of School Directors deem that the efforts or activities of any Booster Club/SAO are not in the best interest of the District and its students, the authorization to operate the Booster Club/SAO may be terminated.

Employer Identification Number (EIN)

Be aware that if your organization is soliciting donations from outside organizations or individuals, the donor may request an employer identification number from your organization to substantiate the gift that was made. It is strongly recommended that Booster Clubs/SAOs establish an employer identification number to eliminate any confusion.

Booster Clubs/SAOs shall not use the tax-free number for purchases. Booster Clubs/SAOs should consider filing with the Commission of Charitable Organizations, Department of State, as a charitable nonprofit organization.

General Information

The following are some highlights from Board Policy [#915](#) – School-Affiliated Organizations:

- All Booster Clubs/SAOs need to submit their bylaws, officers, contact information, budget, financial report, and other important information by October 31st to the school principal or designee.
- All fundraising activities must be pre-approved by the Marketing and Communications Manager. A fundraising [form](#) is available on the District [website](#).
- Gifts or monetary awards shall not be given to students, coaches or volunteers without approval of the Superintendent and/or designee. Such gifts include, but are not limited to, gifts of cash, gift cards, or gift certificates. (See Board Policy #702)
- Booster Clubs/SAOs wanting to use District facilities for meetings or events must complete the appropriate facility usage forms a minimum of thirty (30) days prior to the meeting or event. Requesting the use of a concession stand follows the same process. Facility requests and usage must comply with Board Policy #707 and may be completed by following this [link](#).
- Any Booster Club/SAO member who will be working with students, are required to have all appropriate clearances on file in the Human Resources department as outlined in Board Policy [#916](#) - Volunteers.

Under Armour Agreement

Background

The District maintains an agreement with Under Armour that grants Under Armour the right to be the exclusive supplier of uniforms and team supplies for the District.

Contract Highlights

The District has granted Under Armour the exclusive right to make the products available for uniforms, team gear and associated products. The District agrees the Under Armour products shall be the exclusive product worn or displayed for Varsity and Junior Varsity competitions. The District requires that all PTO's, Booster Clubs, and SAOs purchase all products through the Under Armour exclusive contract agent, H&L Team Sales.

To obtain products and supplies, contact Don Dimoff at the senior high school office (717) 246-1611 for the most up-to-date Under Armour information.

PepsiCo Agreement

Background

The District maintains an agreement with PepsiCo that grants PepsiCo the right to be the exclusive supplier of beverage products for the District.

Contract Highlights

The District has granted PepsiCo the exclusive right to make the beverage products available for sale and distribution at the District facilities, including the right to provide all beverages sold at "Special Events". The District agrees the PepsiCo products shall be the exclusive beverages sold, dispensed, served or available at the District facilities. The District shall purchase and shall require that all concessionaires, PTO's and Booster Clubs/SAOs selling beverages at the District facilities purchase all products through PepsiCo contracted prices.

To obtain beverages and supplies, contact Don Dimoff at the senior high school office (717) 246-1611 for the most up-to-date PepsiCo information.

Concession Stand

Booster Club/SAO activity and expectations have increased. This has increased the difficulty for the District to meet expectations as far as the District concession stands are concerned. The District concession stands were not designed to handle multiple appliances such as deep fryers, crock-pots, microwave ovens, freezers, refrigerators, etc. The District's insurance coverage does not include certain appliances. Please reference the following guidance regarding commercial cooking equipment. District concession stands do not have all the necessary exhaust and ventilation devices. Additionally, ranges and deep fryers are not permitted in the concession stand without permission from the Director of Building and Grounds.

Concession stand electrical capacities have been exceeded by multiple freezers and refrigerators in addition to the District provided coolers. Concession stands are to be limited to one (1) refrigerator and one (1) freezer per concession stand. These units are to be cleaned, emptied, and unplugged at the conclusion of each season.

Please consider these limitations as you prepare to use the concession stands for the upcoming seasons and plan your vending menus accordingly.

The recommendations in this guide can help reduce the risk of fire associated with commercial cooking equipment and help reduce associated property damage and business interruption should a fire occur. Commercial cooking is one of the most common fire hazards. Cooking with fat or vegetable oils produces grease-laden vapors that can be ignited due to overheating or contact with open flames, heating elements, or other hot surfaces.

Examples of cooking equipment that produce grease-laden vapors include, but are not limited to:

- Grills
- Broilers
- Braising Pans
- Deep fryers
- Broasters
- Ranges
- Griddles
- Woks
- Tilting skillets

Kitchen Area

To prevent fires in the general kitchen area, train employees in the safe operation of deep fryers. (Fryer usage will require permission through a written waiver.)

- Establish maximum acceptable temperature settings.
- Establish proper oil levels — allow for expansion due to heating.
- Do not overload the cooking tank with product, which can cause overflow and spilling.
- Do not operate the equipment without the ventilation turned on.
- Do not operate the equipment without the filters in place.
- Do not drop food into the cooking tank, which can cause the oil to splash onto heated elements.
- If the fryer is moveable, do not move it away from the extinguishing system and ventilation hood when it is operating.
- Maintain a distance of at least sixteen (16) inches between a deep fryer and adjacent equipment with surface flames.

Maintain good housekeeping in the kitchen, including:

- Not storing combustible materials within thirty-six (36) inches of any electrical panel.
- Not storing combustible materials near cooking appliances, especially those using open flames.

References

(For Information on any of the following topics, refer to Board policy [#915 – School-Affiliated Organizations](#))
Ventilation Control and Fire Protection of Commercial Cooking Operations, NFPA 96
Wet Chemical Extinguishing Systems, NFPA 17A
Fire Testing of Fire Extinguishing Systems for Protection of Commercial Cooking Equipment, UL 300 Standard.

Fund Raising
Contributions/Donations
General Expectations
Reporting
Use of Facilities
Recognition Functions
Concessions
Compliance

Booster Clubs/SAOs are responsible to place a request using [FMX](#) for any use of District facilities, appliances, and equipment for their organizations.