

Fire and Ice Boosters



Membership packet

Welcome to the Fire and Ice Boosters!

Mission Statement

Our tax-exempt organization has been formed to help all athletes of the Fire and Ice All-star Program raise funds to assist in the payment of cheer costs. Fire & Ice has built an excellent program for children to socialize, build self-esteem, and learn to work in groups as well as stay physically fit and healthy. With the increasing costs of this sport, it is important to us that we assist giving every child in the surrounding communities the opportunity to participate without worrying about the financial obligation that this sport can result in. We will offer and organize multiple fundraising opportunities each month throughout the season to include working at local sports venues, food/snack sales, lottery and raffles. No member of our board will be compensated for their position and is all on a 100% volunteer basis.

2020-21 Membership Fees

➤ **Membership Fee (Non-refundable) - \$25**

Provides ability to fundraise through Fire and Ice and liability insurance while working through Aramark as well as bank and administrative fees and tax preparation/filing fees. *Fundraising fee check payable to Fire and Ice Boosters and is due at the start of the season. Fee can be deducted from escrow if member holds a balance with sufficient funds.*

Fire and Ice Booster Board Positions

President

The President will perform all duties incident to the office and any other duties that may be required by by-laws.

Duties: Oversees all board activities; conducts all board meetings, approves all Communications, monitors booster emails, manages NPO contracts with PNC and Heinz Field, works with Vice-President on member scheduling and coordination with booster members and venues.

Vice President

The Vice President performs all duties and may act on behalf of the booster organization when President is absent or is otherwise unable to act.

Duties: Assists President with board activities as needed; works with President on member scheduling and all coordination with booster members and venues.

Treasurer

The Treasurer has charge and custody of funds of the boosters, will keep and maintain adequate and correct accounts of the booster's properties and business transactions, render written reports and accounting to the Board of Directors. The Treasurer will perform in general all duties incident to the office of Treasurer and any other duties as may be required bylaws. The Treasurer will develop and present a written budget to the Board of Directors at the start of the season and assure booster is compliant with all tax regulations/files tax forms. Duties: Handles booster member accounts and monies, deposits and writes all checks requested in writing from members; provides all booster members escrow statements on scheduled monthly basis; works with gym owners/manager to assure all

requested funds are sent to gym each month. Responsible for providing the Board of Directors a financial balance sheet each month detailing the booster's financial status

Secretary

The secretary keeps minutes of all meetings of the Board of Directors and maintain correspondence and forms.

Duties: Creates meeting agendas and takes meeting minutes; posts meeting minutes; serves as administrator on Booster Facebook page and posts member communications; assists with administrative tasks and fundraising as needed.

Fundraising Manger

Oversees all fundraisers, coordinates any fundraisers across gym locations, brings fundraising ideas to the board for discussion.

*The Board may enlist a committee to assist fundraising manager with duties.

Explores and decides (with board approval) Fundraiser options to offer to members; Creates Fundraiser Calendar and determines time and length for each fundraiser; Contacts vendors and coordinates timeframe and delivery date of fundraiser; Posts all fundraiser descriptions and pertinent information on Facebook page and Booster website; Makes order sheets available and/or creates order sheet for member use; Collects all payments for all fundraisers; Prepares Master Order and provides to vendor; Keeps track of fundraisers for each member via spreadsheet and sends to Treasurer to apply to escrow accounts; Provides payment to vendor via Treasurer; Coordinates Delivery date, time and place with vendor; Separates orders for each member for some fundraisers; Coordinates delivery to Wheeling gym and or Mars gym if necessary.

Non-Voting Board Members (2) – Members appointed yearly by Board of Directors

Assist with fundraising & administrative tasks as needed.

Member Guidelines

1. To be eligible to fundraise with Fire and Ice Boosters, you must be affiliated with an athlete currently on a Fire and Ice all-star team, a rec tumbling class and/or hold a position within Fire and Ice that accumulates cheerleading related travel expenses. You must be a member of the booster organization, and will be required to pay the yearly fee.
2. All fundraisers **MUST** go through the Fire and Ice Boosters Organization. NO outside fundraising is allowed. (No fundraising can be done using the Fire & Ice name or Tax ID number).
3. General booster questions and communication should be sent to fireandiceboosters@gmail.com. Please allow up to 72 hours to respond.
4. Checks and Money Orders will only be accepted from members of the Fire & Ice Booster Organization. We will not accept 3rd party checks. (If someone wants to pay you with a check they should make it payable to you and you will submit one check to the boosters). If for any reason a check is returned for non-sufficient funds, there will be a \$20.00 fee charged along with the full payment of the amount of the check and any other bank fees that may be accessed. No other checks will be accepted from that member.
5. All booster payments must be made by check, money order, or Venmo. **Cash is not accepted.** Payments should be placed in the white booster mailbox located in the Pittsburgh gym or sent via Venmo to @Fireandice-16. If using Venmo, please include your athletes name in notes along with what the payment is for so that funds are credited properly.

6. All escrow account transfers to Fire and Ice from the booster will **ONLY** be accepted through email - fireandicetreasurer@gmail.com. No text or emails to other email accounts will be accepted. Automatic Escrow pulls for monies owed to the gym will occur monthly. If you owe a balance to the gym and there is money in your escrow, the money will be transferred to the gym on that date.
7. To request funds from a booster escrow account, an escrow request form must be submitted with receipts. All requests should be placed in the booster mailbox at the Pittsburgh gym. Email requests are accepted only if the escrow request form along with accompanying receipts are attached to the email. Texts and FB DM's will NOT be accepted. Also, please note that live checks are not provided. Escrow reimbursement requests are processed through PNC on-line banking and take about a week after processing to be delivered directly to the address provided.
8. If you request funds from your escrow account for cheer related expenses, the Fire and Ice Booster Treasurer will contact the gym for inquiry on your outstanding balance owed. The balance owed to the gym will be fulfilled before your request for reimbursement.
9. If an athlete leaves Fire and Ice and there is money in an escrow fundraising account, the money may be transferred to **ONLY** another non-profit organization if there are **NO** outstanding fees owed to Fire and Ice. If there is a Fire and Ice balance, escrow money will be transferred to the gym. If money is not transferred, it will remain in the account. If the money is not removed by the end of the following season, it will be forfeited and put in the Fire and Ice Boosters general account.
10. All fundraising deliveries will be made to the Pittsburgh gym. Members must arrange to pick up deliveries during the set pick up time.

Rules for Working Venue Events

1. To work events, workers must be a member of the Fire and Ice Boosters and affiliated with an athlete currently on an all-star team; rec tumbling class, and/or hold a position within Fire and Ice that accumulates cheerleading related travel expenses. If a former member of the fire and ice boosters has left the organization but has outstanding cheer related expenses and/ or owes money to the gym, they may be able to work under the approval of the Board (up to six months past leaving the gym). However, if your athlete leaves the Fire and Ice Program to attend another Allstar Cheerleading Program, you will be ineligible to fundraise under our organization.
2. Training is provided by venues and workers must be properly trained prior to working. If unable to attend the requested training, the worker must contact the Fire and Ice venue coordinator immediately.
3. If the Board is unable to fulfill the minimum amount of workers requested by Aramark/The Peterson Event Center with trained workers, the Board reserves the right to reach out to another organization affiliated with a 501(c)3 to back-fill working spots.
4. Workers must wear appropriate uniforms for the venue. If the worker is not dressed in uniform and sent home, payment will not be received for that event.
5. All venue questions should be sent to the Fire and Ice venue coordinator: fireandicesignups@gmail.com or fireandiceboosters@gmail.com. **At no time should workers directly contact the venue.** All communication must go through the Fire and Ice coordinator.

6. All workers MUST sign in for each game to receive payment. If workers DO NOT sign in, they will not be PAID. No exceptions.
7. All workers MUST report no later than the designated report time.
8. Workers are required to provide their own transportation to and from the events. Workers are responsible for any parking fees.
9. Athletes may have more than one family member train to work events. In the event the venue reduces number of workers, only one worker per athlete family will be permitted to work.
10. The Booster member is responsible for anyone working on behalf of their athlete.
11. Workers must follow the direction of the stand leader and supervisor when working events. The stand leader is responsible for work assignments for each event. Unless a medical condition exists, all workers must be willing to fulfill any assignment they are given (cashier, utility, portable, etc.). Positions and booth locations may not be requested.
12. Poor worker behavior (negativity towards co-workers, refusal to accept assignments, negative social media posts regarding Fire & Ice Boosters, Aramark, PNC, Heinz Field, & Peterson Event Center) will result in 1. a warning; 2. suspension; and finally 3. removal from working venues to fundraise.
13. Do not discuss our pay rate with Aramark hourly employees.
14. In the event of an illness or emergency and worker is unable to work an assigned event, please contact the Fire and Ice coordinator immediately. **If worker has been scheduled for the event, it is the worker/member's responsibility to find a work replacement.** If a replacement is not found and worker does not show up to work, a warning will be given. If this happens again, worker/member will be removed from the schedule and will no longer be able to work events the remainder of the season.

Please remember, when you train and sign up to work these games, you are working a job. And it should be treated as such. This type of fundraising is not for everyone, please do not sign up for training if you feel that you cannot comply with the above guidelines. Thank you!