

HERITAGE HIGH SCHOOL ACTIVITIES HANDBOOK

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Athletic Director**

Preface

This handbook has been written in order to provide parents with valuable information concerning the various phases, activities and policies of the Activity Organizations at ***Heritage High School***. All parents are urged to read this booklet carefully.

School rules and policies are enforced at all times when students and parents are directly or indirectly involved in any activity sponsored by or in the name of Heritage ***High School***.

The Athletic Director shall have the authority to suspend or amend any policy at any time deemed necessary which will be in the best interest of the overall Activity program. He will also have the authority to remove anyone from an Activity association who is not following the policies set forth with this document as well as the policies of Heritage High School and the Brevard County Board of Education.

Welcome!

You are about to become a member of the Activity Program at ***Heritage High School***. As a member, it is your responsibility to conduct yourselves in such a manner as to enhance the reputation and become an ambassador for the school. All Activities within Heritage High will have the same by-laws. This enables parents who are in multiple Activity organizations at Heritage to have the same rules and regulations.

ARTICLE I – NAME

The name of this association shall be the Heritage High School _____ Activities; the blank will be unique per organization, i.e. Heritage High School Football Activities. Herein referred to as the "Association."

ARTICLE II – OBJECTIVES AND GOALS

- Section 1

The objective of this Association shall be to financially support the programs of Heritage High School.

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Section 2

The goals of this Association shall be:

1. To provide assistance to the Coaches/Directors.
2. To provide awards to the students designated by the Coaches/Director
3. To provide individual students assistance in fundraising their required fees as a portion of the Heritage High School Athletic Department's operating budget. (\$50 per student per athletic organization must be raised for the Athletic Department)
4. To provide every parent an equal opportunity to volunteer for their child's organization.

ARTICLE III – MEMBERSHIP

- Section 1

Any adult who is a registered volunteer and is interested in supporting the Heritage High School _____ Activities is eligible for membership in the Association.

ARTICLE IV – MEETINGS

- Section 1

The membership meeting of this Association shall be the _____
(be specific i.e. 2nd Tuesday of every month)

-Section 2

Special meetings may be called at the discretion of the President and/or any three members of the Executive Board with at least three days notice.

- Section 3

Any Executive Board member missing two successive meetings without valid cause may be terminated by a majority vote of the board, the coach/director must approve.

- Section 4

The privileges of holding office, introducing motions, seconding motions, and voting questions before the Association shall be limited to registered volunteers.

ARTICLE V – QUORUM

Three members of the Executive Board shall constitute a quorum. Without a quorum no decisions can be made.

ARTICLE VI – OFFICERS

- Section 1

The officers of the Association will be a President, Vice President, Secretary, and Treasurer; this is your Executive Board. The term of office shall be one [1] year.

- Section 2

Nomination of officers shall be made by a Nominating Committee of three [3] members appointed by the President. The Nominating Committee will report their slate of nominees at the April meeting. After the nominating committee has made its report, the President shall call for any nomination from the floor.

- Section 3

A vacancy of office shall be filled by appointment by the President with approval of the board. The coach/director must approve the appointment.

- Section 4

There shall be no proxy or absentee voting.

ARTICLE VII – DUTIES OF OFFICERS AND EXECUTIVE BOARD

- Section 1

President: The President shall preside at all regular and special meetings of the Association, preserve order, enforce the bylaws and discharge all duties customary to the office. He/She shall be ex-officio member of all committees, with the exception of the nominating committee, and shall be informed of all committee meetings. The President shall not vote except in the event of a tie. The President will attend the monthly Association Activity Meeting and submit the minutes and treasurers report and an updated by-law with all sections appropriately filled out.

- Section 2

Vice President: The Vice President shall preside in the absence of the President and assist him/her with the committees as designated by the President. The Vice President shall oversee all fundraisers.

- Section 3

Secretary: The Secretary shall keep a faithful record of all proceedings of the Association. An agenda will be made for every meeting. All records are to be typed and kept in an official minute book, read and approved at the next regular meeting and signed by the Secretary and the President. The Secretary shall keep an up-to-date copy of bylaws and current list of the members of the Association. The secretary will give a copy of the approved minutes to the President to be submitted to the monthly Activity Association Meetings held _____ . The minutes, once approved will be put on the Activities individual website.

- Section 4

Treasurer: The Treasurer shall:

- Keep all moneys in the proper accounts, through the Heritage High School Bookkeeper.
- Make deposits according to the Brevard County Schools Financial Procedures Manual.
- Make disbursements as authorized by the Executive Board according to the Brevard County Schools Financial Procedures Manual...
- Maintain records for Student Accounts.
- Verify all statements for accuracy and present statement of account at each meeting.
- Collect all Fees.
- Ensure all moneys distributed have proper receipts to validate the distribution of money. Do not distribute money without a receipt.
- Inventory Gift Cards periodically and any other asset items deemed appropriate by the Executive Board.
- All documents will be maintained in an orderly fashion and be kept in an official treasurer's book.

- Record all transactions in a manner necessary to produce financial statements and prepare any documents required by the bookkeeper or Athletic Director.
- Reconcile all financial statements monthly.
- Financial statements will consist of an income statement and a balance sheet. These statements will be produced on a monthly basis. Each fundraiser will have an itemized statement accompanying the treasurer's statement.
- All fundraisers will abide by the rules of Heritage High School

Purchase Orders must be requested for all purchases.

Reconciliation of fundraisers must be completed and signed off by the President, Chairperson of the event and then submitted to Athletic Director no later than 10 days after event.

- The fiscal year for all Activities will be June 1st through May 31st. Final statements must be submitted accordingly.

- Section 5

Executive Board: The Executive Board shall be the governing body of the Association. As necessary, it shall have additional meetings when called by the President to the Executive Board to set policies and manage the business of the Association. It shall approve the plans of work of the standing committees. It shall appoint an audit committee at least two weeks before the last regular membership meeting to audit the Treasurer's accounts.

ARTICLE VIII – COMMITTEES

- Each Activity Association will have specific committees according to their organization. Each Committee must be identified and be documented with responsibilities in the by-laws and submitted within the monthly minutes.

The following committees must be in each Activity:

- Fundraising Committee. The fundraising committee will be responsible for not only running the fundraiser but to generate appropriate records to be submitted to the treasurer. These records must include a balance sheet with the cost and profits of each fundraiser. All documents must adhere to the Brevard County Schools Foundation policy. All fundraising must be approved 30 days prior to the event.
- Concession (if your Activity runs any concession during the year) must adhere to the Concession Handbook.
- Membership. This committee is responsible for ensuring every member is a registered volunteer and that all hours of volunteering is captured in the appropriate form and submitted to the volunteer coordinator of Heritage on a monthly basis.

ARTICLE IX – Monthly Activity Council Meeting

- A monthly Activity Association Meeting will be held _____ of every month. The president of the Activity association must be present. If

- a conflict of schedule, then the vice president may attend. If both are unavailable the coach/director of the organization must attend.
- The representative of the organization must submit the agenda, minutes, and financial report from the previous month.
 - All fundraising needs to be approved prior to the event.
 - All fundraisers must have a financial statement submitted the month following the event.
 - Student Government will run the meeting with the assistance of the Athletic Director and School Liason.

Heritage High School Expectations

Every parent and/or volunteer is expected to act professionally and responsibly at all times. Remember you are representing **Heritage High School**. People are always watching. Be careful what you say and how you act. Treat everyone with the respect you expect to be treated with.

As a member of the Activity Association, you are expected to assist all students, not just your own. Being a member does not influence the Coaches/Directors to give special priveledges to you or your child.

As a volunteer you may find yourself admitted into an event free of charge because you are working with that group. Please do not bring others in with you who should be paying for entry.

Abraham Lincoln said "You have the right to criticize if you have the heart to help!" That means that you have every right to complain about an issue, but you need to also try to find a solution and spend the time implementing it.

HERITAGE HIGH SCHOOL
ACTIVITY

Executive Board and Committees

Position	Name	Phone	Email	Student's Name	Reg Vol YN
President					
Vice President					
Treasurer					
Secretary					
Fundraiser Chairperson					
Membership Chairperson					
Concession Chairperson					

This must be filled out and submitted at the May Activity Association meeting.

Approved by

Organization

Coach/Director -

Date _____

HERITAGE HIGH SCHOOL
ACTIVITY

Meeting Agenda

Date _____

- I Call to order at _____pm/am
- II Roll call of Executive Board
 - President
 - Vice President
 - Treasurer
 - Secretary

(minimum of 3 board members constitutes a quorum)
- III Approval of last meetings minutes
- IV Treasurer's Report
- V Committees Report
 - Fund Raising
 - Concession (if applicable)
 - Membership
 - _____
 - _____
 - _____
- VI Old Business
 - _____
 - _____
 - _____
- VII New Business
 - _____
 - _____
 - _____
- VIII Calendar
- IX Adjournment

HERITAGE HIGH SCHOOL
ACTIVITY

Meeting Minutes

Date _____

Transcriber _____

Attendees: (Attach list if needed)

Was a quorum met? _____

Meeting was called to to order at _____pm/am

Approval of last meetings minutes

◦

Moved to approve _____ 2nd _____

◦

Treasurer's Report (attach copy)

-
- Committees Report
- Fund Raising
 - Concession (if applicable)
 - Membership
 - _____
 - _____

Old Business

New Business

Action Items

Next meeting scheduled for _____

Meeting adjourned at _____pm/am.

Version Control

Version	Date	Author	Remarks
1.0	3/2010`	Teresa Torsiello	Initial Version
2.0	8/19/2010	Teresa Torsiello	Principal Updates
3.0	1/1/2011	Teresa Torsiello	Principal Updates