



FIRE AND ICE BOOSTERS HANDBOOK 2022-23

Fire and Ice Boosters is comprised of family members of athletes in our competitive cheerleading program at Fire and Ice All-stars! The information that follows is designed to provide you with an overview of our booster organization and what you can expect from your membership.

Booster Member – Promise

P....PROMOTE unity among our athletes, parents, and teams representing our gym and cheerleading

I will actively encourage my athlete to try to know his/her teammates, to encourage them to achieve his/her personal and team goals. I will remember that every member of our program is part of our gym family and deserves my support.

R....RESPECT coaches, teammates, athletes, other teams and other parents

I will treat coaches, teams, athletes with respect at all times, even if I disagree with others decision or comments.

O....OFFER my ideas or help, as a member, your participation is appreciated and needed!

I will volunteer, whenever possible, to help my program and sport. When I serve as a booster organization volunteer, I will remember that I represent Fire and Ice All-stars, I will conduct myself positively as I represent our program

M....MAKE a difference

I will honor the spirit of competition, remembering and teaching my athlete that all team members add value to our program. I will make sure my actions build our program and does not tear it down.

I....INTERACT in person and online with INTEGRITY

I will not make any negative comments about our program, athletes, coaches, opponents, or family either in person or online. I will use social media to impact our program positively. Interacting with integrity reflect positively, not only on the sport but also my child, our program and myself!

S....SEE the big picture and exercise SELF-CONTROL in difficult situations

I understand that I am responsible for my own behavior and will lead as an example to my child and those around me. I will not use profanity, anger, or disrespect to be part of my interactions either in person or online.

E....EXEMPLIFY and be an EXAMPLE to our athletes

I will be a positive role model and example for my athlete and my program. I will help my athlete to embody the traits of PROMISE for themselves and for the younger athletes.

WHAT DO WE DO?

The Fire and Ice Boosters promotes spirit and unity among our athletes and their families. We also provide fun, unique, and lucrative fundraising opportunities for all families. In addition, the Fire and Ice Boosters plans the end of the year banquet and arranges for team rooms for out-of-town competitions.

We appreciate and encourage your ideas and participation. You can attend group fundraising opportunities, opt to participate in individual fundraising, assist in team spirit activities at competitions, and help us to promote all-star cheerleading.

If you have your own project ideas, the board would love to learn about them. Please feel free to contact any member with your thoughts and ideas:

Board President – Ashley Kanz - fireandiceboosters@gmail.com

Treasurer – Jana Baxter – fireandicetreasurer@gmail.com

Secretary – Kelly Dallmus – fireandiceboosters.secretary@gmail.com

Fundraising Manager – Allison Hacker - fireandicefundraise@gmail.com

Spirit Coordinator – Nancy Kelly – fireandicespirit21@gmail.com

FUNDRAISING POLICIES & GUIDELINES

Fire and Ice Boosters does have guidelines for fundraising. Anyone planning on participating must understand and agree to our policies. We are a 501c3 organization and as such we are an official non-profit entity. This status allows us to work at venues for the purpose of fundraising. This designation is important and there are STRICT standards that must be followed to maintain the standing with the State and Federal Government.

Guidelines:

All fundraisers have a dedicated coordinator. This person works with the booster organization board to determine the guidelines specific to each fundraiser. The coordinator is the contact person for all questions and issues within a specific fundraiser.

Attendance is critical when you register to volunteer for fundraising projects. Each fundraiser has a specific attendance policy. Adherence to these policies is required. Failure to comply to the attendance policy may result in suspension for additional fundraising projects for the balance of the competitive season.

ALL fundraisers **MUST** go through the Fire and Ice Boosters. No outside fundraising is allowed (No fundraising can be done using the Fire and Ice Boosters name or Tax ID number).

All booster payments must be made by check, money order, or Venmo. **ABSOLUTELY NO CASH WILL BE ACCEPTED. Any cash turned in as payment will be returned.** 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.

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

\$35.00 fee charged along with the full payment of the amount of the check and any other bank fees that may be assessed. No other checks will be accepted from that member.

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 do not make a payment by the 5th of the month, the money in your escrow will be transferred to the gym on that date. If you have money in your escrow account and do not wish for it to be transferred to the gym, please email info@fireandiceallstars.com.

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 written 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.

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.

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.

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

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 with proof of receipt and/ or owes money to the gym, they may be able to work with Board approval.** However, if your athlete leaves the Fire and Ice Program to attend another All-star Cheerleading Program, you will be ineligible to fundraise under our organization.

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.

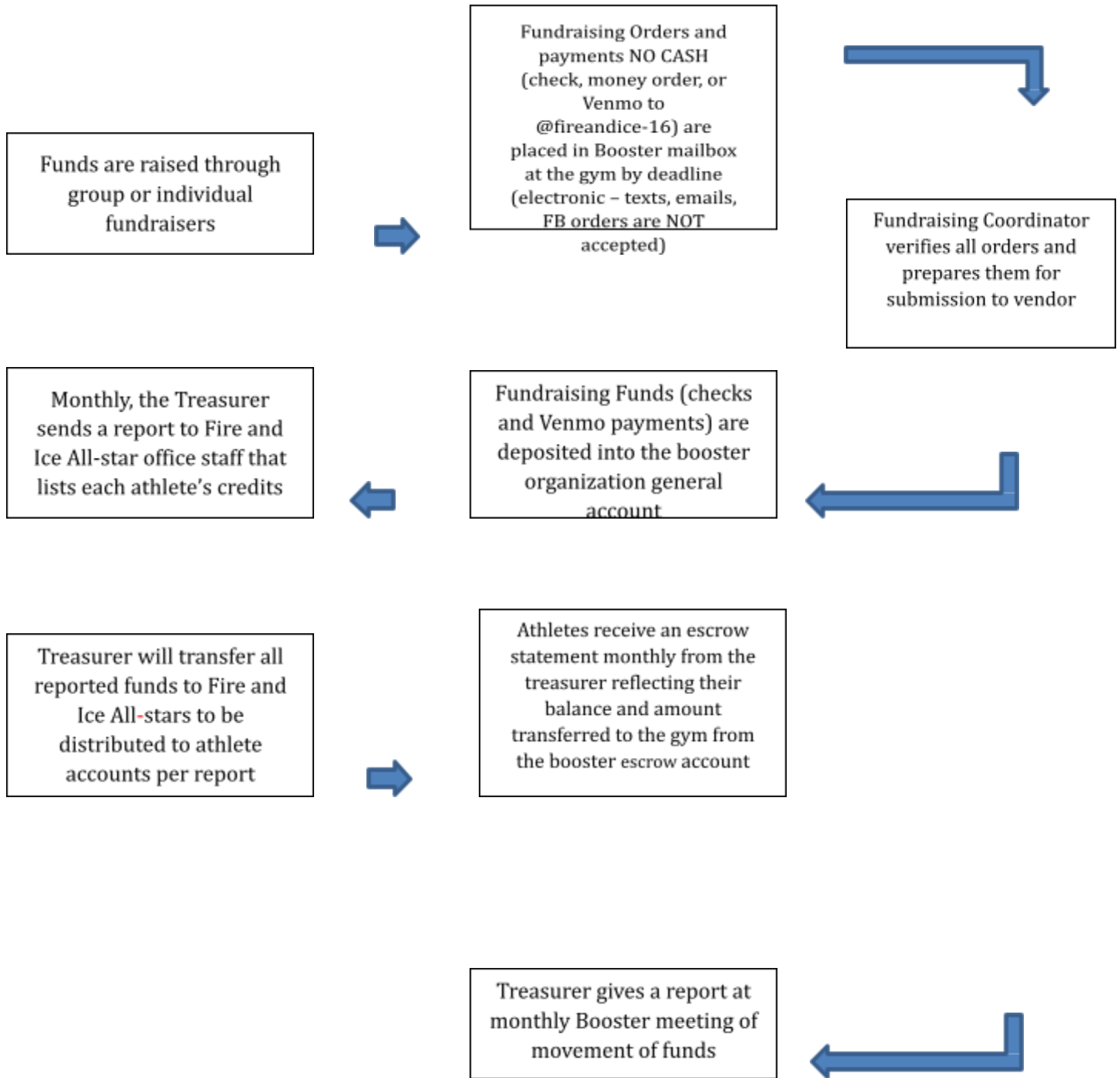
If the Board is unable to fulfill the minimum number of workers requested by Aramark/The Peterson Event Center with trained workers, the Board reserves the right to reach out to another organization affiliated with a 501(c)3 to back-fill working spots.

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.

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 Boosters venue manager.

All monies fundraised through Fire and Ice Boosters follow a distribution process to get to the

individual booster organization accounts. The graphic below illustrates the process of money distribution in Fire and Ice Boosters.



All Fire and Ice All-star program members are required to join the Fire and Ice Boosters by completing the online registration form on our website <https://fireandiceboosters.com.boykin.dev/>.

Fire and Ice Booster membership is \$75 per year for full year elite athletes; \$50 per year for prep, tiny and half year teams ONLY. For families with more than one athlete the additional sibling fee is only \$25. This fee may be paid by check or money order made payable to Fire and Ice Boosters and placed in BOOSTERS mailbox in gym or sent via Venmo to @fireandice-16. There will be a \$10 late fee if not paid in full by September 1.

Once the booster fee is paid in full, you can join our Band for access to all fundraising communication for the year.

NOTE: If escrow is available and a payment selection is not made, the full booster amount will be deducted from escrow. If the Booster fee is not paid by 9/1/22, a \$10 late fee will be applied and it will be added to the member's gym statement for payment.

All booster members are expected to uphold the commitments outlined in the Booster Member Promise. Any actions contrary to those outlined may result in dismissal from the booster organization and any future fundraising opportunities.

Fire and Ice Boosters – 06/01/2022