

Southern New  
Hampshire Spirit  
Boosters

**2021/2022**

Member Handbook  
And  
Information Packet

# Welcome!!!

WELCOME to Southern NH Spirit Boosters(SNHSB). SNHSB serves as a legal fundraising organization for our members – the cheerleaders of East Celebrity Elite.

We are excited that you have chosen to inquire about becoming a member. Our board members work hard to provide fundraising opportunities for you and your cheerleader throughout the year. Participating in SNHSB will allow you and your cheerleader to raise money for his/her "Cheer Account", which will help defray the costs associated with competitive all star cheerleading. This is also a great experience for cheerleaders and parents to build relationships, have fun, and bond with other parents and cheerleaders in the program. We have a very exciting fundraising schedule set up for this season and we hope you are looking forward to raising money for your cheerleader!

In this packet, you will find guidelines and important information regarding how the organization works. We have board members and are a completely separate organization from East Celebrity Elite. SNHSB is a non-profit organization with 501(c)(3) status and is registered with the Attorney General's Office to legally solicit funds. We take pride in this organization and we ask the same of all of our members. Although we are two completely separate organizations, we do work hand in hand to accomplish the goal of allowing your child to participate in his or her chosen sport, all star cheerleading.

Behind every good organization is a strong support system. We encourage anyone who would like to help with feedback or constructive suggestions, to contact the Secretary members via email ([SNHSBSecretary@gmail.com](mailto:SNHSBSecretary@gmail.com)) or drop a note in the Black Booster Mailbox at the gym, (located on the left wall in the alcove, in the hall next to the front desk).

While we realize there is a hard road ahead, we have promised our commitment to each other and to the members to do all we can to ensure the success of SNHSB. If we, as parents and members of SNHSB, all work together as a team, we can help our children reach incredible heights. Please stay tuned for future and frequent communication from us.

Sincerely,  
SNHSB  
Board of Directors

# About Southern NH Spirit Boosters

Welcome to the beginning of another successful season!

Our volunteers and representatives will work hard to make this organization as successful as the cheerleaders we support and continue to work to provide a number of opportunities to our members for a well rounded organization.

**What is SNHSB?** Southern New Hampshire Spirit Boosters or SNHSB, are simply the "cheerleaders" for our cheerleaders. SNHSB is a federally registered non-profit corporation (501(c)(3) that consists of a Board of Directors, and Members. Participation in the organization is purely voluntary. SNHSB is governed by Articles of Incorporation and Corporate Bylaws to help ensure we comply with federal and state laws overseeing 501(c)(3) Non-Profit Organizations.

**Why does SNHSB exist?** SNHSB is here for two main reasons. First, we are here to help provide access to boys and girls from all backgrounds the chance to experience the world of competitive cheerleading by providing fundraising opportunities. SNHSB has benefited approximately 300 children from New England. Second, we are here to promote all of the attributes that we want our children to have –good sportsmanship, teamwork, and self-confidence to name a few. We must do this in a manner that focuses on the athletes regardless of the desires of the parents.

**Who is the Board made up of?** The board is made up of parent volunteers. While there is quite a bit of hard work, time and effort required by each board member, the benefits are simple. We do this because we care and we do so in a manner that focuses on the well-being of the cheerleaders.

Currently our Board is made up of:

**President**

**Eric Reynolds**

**Vice-President**

**Jenn Robare**

**Treasurer**

**Laurie Mahoney**

**Secretary**

**Kaitlynn Charest**

**At-Large Member**

**Matt Lord**

**At-Large Member 1**

**Lori Sarat**

During the years that SNHSB has been in existence, there have been many strides taken to improve the organization. Our promise to you, the members, is to continue making strides. However, this will be difficult without your participation, please feel free to offer suggestions, concerns or comments that you feel will impact our organization.

## Approved Fundraising Activities 2021-2022

- Canning (all info is in the canning handbook). For more information, please contact [ECFundraising@gmail.com](mailto:ECFundraising@gmail.com)
- Gillette Stadium Events Concessions
- Boston College Concessions
- NASCAR - Volunteers
- Gym Showcase event

### Product Fundraisers (optional):

- August/September-8" Mums
- Seasonally- Canning
- February - Popcorn

Team Fundraiser (Team parents must have the proposed fundraiser approved by the Booster Club Board). Examples: Tupperware, Candy Sales, Jewelry Show

# Contact Information

Keep this page accessible throughout the season so you'll know who to contact for what & what you've signed up for!

Emails and handouts will be sent out on an as needed basis to keep all SNHSB members up-to-date.

Booster Club email address for general information and questions

[SNHSBSecretary@gmail.com](mailto:SNHSBSecretary@gmail.com)

## Board members contact information:

**President** -Eric Reynolds- [SNHSBPresident@gmail.com](mailto:SNHSBPresident@gmail.com) - 339-927-1071

**Vice-President** - Jenn Robare - [SNHSBVPres@gmail.com](mailto:SNHSBVPres@gmail.com) - 603-867-0689

**Treasurer** - Laurie Mahoney - [SNHSBTreasurer@gmail.com](mailto:SNHSBTreasurer@gmail.com) - 978-457-5430

**Secretary** - Kaitlynn Charest - [SNHSBSecretary@gmail.com](mailto:SNHSBSecretary@gmail.com) - 603-966-5456

**At-Large** - Matt Lord - [SNHSBAtlrgmember@gmail.com](mailto:SNHSBAtlrgmember@gmail.com) - 978-891-7471

**At-Large 1** - Lori Sarat - [SNHSB1atlrg@gmail.com](mailto:SNHSB1atlrg@gmail.com) - 781-385-1410

Lastly, remember to spend your account money **WISELY**. Bear in mind that the competition season lasts for 4-5 months and teams practice year round, and with careful budgeting and consistent fundraising from you and your family, the money raised should cover those expenses that are most important. Remember, the more you fundraise, the more expenses you will be able to cover with money from your child's cheer account. **Tuition must be paid monthly, please do not**

**rely on boosters to cover this expense.**

**Contact name by fundraiser:** (please direct specific questions about these fundraisers to the people below)

**Boston College:**

TBD

**Gillette:**

Jenn Robare

**NASCAR:**

Eric Reynolds

**Mums/Wreaths:**

Eric Reynolds

**Canning:**

Lori Sarat- Scheduling

Kaitlynn Charest- Money

# All Member Meeting 2021-2022

It is the intent of the board to hold a **mandatory** all member meeting at the beginning of the season to introduce the Board members, as well as provide a brief overview of where the organization will be headed for the season. We look forward to meeting with you. **This meeting will take place TBD at the Tewksbury gym. You MUST attend one meeting or your application will be denied.**

**All Londonderry Families will need to come to Tewksbury for this meeting.**

## Frequently Asked Questions

### Why fundraise?

Fundraising will offset the cost of this sport and make it more affordable. Fundraising is also a great way to meet other parents and cheerleaders in the organization.

### What type of fundraisers do we offer?

We offer optional product fundraising such as canning, cookie dough, mums, and holiday wreaths & kissing balls. We also have events such as NASCAR, Boston College Concessions, Gillette Concessions, etc.

### Who can work?

Depending on the event, either parent or cheerleader can work. If boosting for yourself and under 21, you will need to speak to the Booster Board members about your commitment.

*Example:* At Boston College (Must be 21 to work Boston College due to alcohol restrictions) and NASCAR, most cheerleaders will not be able to work due to the age restrictions (you must be over 18); however, at Gillette Stadium, we have a limited number of spots per event for 16 & 17 year olds. Anyone under 18 y.o. cannot use the fry-o-lator, grills, registers or handle alcohol.

### How long can I expect to be at an event?

This depends on the event and how busy the event is. (More specific information regarding this is provided in later sections of this packet). *Example:* A concession event may be 5-12 hours.

### **How do you sign up for a fundraiser?**

Each fundraiser has a different sign up process, but is always done on a first come first serve basis. Emails will be sent on a regular basis regarding upcoming fundraisers.

### **How many fundraisers can I do?**

You must sign up for all required fundraisers. Product fundraisers have no limit to the number of people that can participate and are open to non-Booster families as well. Fundraisers such as Boston College Concessions, Gillette Stadium Concessions, and NASCAR do have a limited number of positions. If extra workers are signed up and no extra positions are available, we will put the workers on a waiting list. In the event that someone is unable to make it, you would then be asked, but not committed to fill a position. The more you work the more you make – the more you make the less you need to pay out of pocket!

### **What do I do if I need to cancel?**

Sign up wisely; Your original commitments are yours. If you need to take yourself off of a date, you are responsible to find someone to cover that event for you, and you are responsible for making sure the payout is paid to that person. For regular season events, once you are confirmed for an event, if you need to be marked off of a date before the schedule is confirmed, please contact the fundraising coordinator for that event and the Secretary ASAP. **If you cancel within 48 hours of an event, and you are unable to find a replacement, you will incur a \$100 fine. This will be debited from your account. If you are cancelling within 48 hours of an event that you have volunteered for, it will now be your responsibility to find a replacement, regardless if it is your commitment or an event you volunteered for. NO SHOWS are NO NO'S and a no show will be charged \$100, and you can jeopardize your Booster Club membership. You could also be restricted from future events if canceling becomes a habit.**

We do not staff ahead of time for Gillette playoff games. If we make it to the playoffs and we cannot staff the event with willing volunteers, we will randomly pick for any playoff games as well. **Regardless of what games you work during the season, you still CAN be picked for any playoff games. Failure to work or find yourself a replacement will result in a \$100 fine, loss of your deferred monies and termination of your membership for future seasons. Once the names are announced, it will be your responsibility to find a replacement and not the board members or coordinator.**

## **\*\* If an event doesn't fill, the board reserves the right to have a lottery.**

We know emergencies do arise, but please always contact your lead if you will be tardy or cannot attend.

Some events have a limited number of spots, so canceling may jeopardize your membership if there are no open spots... meaning, there is no way to fulfill your requirement, so be sure to speak with the coordinator to see if this is the case before you cancel. We have to send lists of workers, by name to the event locations ahead of time for security reasons. If you have a replacement, working on your behalf, you need to contact the coordinator for the event and let them know who it is. ***Never send a teen in place of an adult worker without approval.***

When sending extra people (friends/family), the board does reserve the right to ask said friend/family member to return to represent you in another event.

Please do not bring your child to an event. We are here to work. If you're bringing your child to a concert etc, they can not wait for you at the booth. They will need to leave the facility and meet you at your vehicle.

If you leave early from an event, the event will be prorated pay and will be up to the board to determine fine and/or possible termination from the Booster Club.

Excessive cancelling when you volunteer for extra events can lead you to not being able to volunteer as a first come first serve basis.

### **What do I do if I am late for an event?**

There will be a \$40 fine if you are 1/2 hour late. In addition, if you talk to the lead, he/she may actually turn you around and send you home if you will be/are even later than that and you will incur the \$100 no show fine. We all travel far to get to the stadium. We all know that traffic is unpredictable. You cannot leave yourself 1/2 hour commute time for normally a 1/2 hour drive. The concerts, events, Pat's games etc. draw thousands of people all trying to get to the stadium. Please plan accordingly!! There will be a progressive fine for habitual tardiness.

	<b>Amount</b>	<b>In addition to</b>
<b>Gillette/BC Football Fine</b>		
Being more than 30 minutes late	\$40.00	1st Offense
	\$50.00	2nd Offense
	\$60.00	3rd Offense and may be terminated from boosters
I volunteer and/or I am selected to work a playoff game and I do not show.	\$100.00	And could jeopardize my membership
Cancelling within 48 hours of an event, without a replacement	\$100.00	And could jeopardize my membership

	<b>Amount</b>	<b>In addition to</b>
<b>BC- BB and Hockey fines</b>		
Being more than 30 minutes late	\$15.00	1st offense
	\$25.00	2nd offense
	\$35.00	3rd offense and may be terminated from program

**How much do we get paid?**

Each fundraiser will be paid according to the earnings of that particular fundraiser. Please refer to each individual fundraiser for more details. You can also check the *Fundraising payment and percentages* section of this packet for more information. Please note that all members that work an event are paid equally per event as mandated by our 501(c)(3)

**How do we get paid?**

Once payment is received from the various individuals, venues, companies, etc., which could take up to 8 weeks, and the amount is verified as being correct, the fundraising report will be generated and the money deposited. Monies earned should not be used towards tuition. *Example:* If you work an event in January and the check arrives in a timely manner and the amount is correct, a fundraising report will be filed, the check deposited, and it should be posted on your child’s March statement.

**Payouts will not be paid until 30 days after the close of the event (i.e., Mums, Showoff, Canning.) Canning payouts will be 30 days after the last bag has been turned in.**

**Please refer to each individual fundraiser for more details.**

You will receive an email detailing when and what funds have been deposited into your accounts.

**What do you do if a payment is not posted on my child's account?**

Contact the treasurer, Laurie Mahoney ([SNHSBTreasurer@gmail.com](mailto:SNHSBTreasurer@gmail.com)) with the date of the event and what the event was. The fundraising reports and records will be checked to see if you worked the event, cancelled the event, were signed in for the event, etc. It will then be verified if we have been paid for the event and if it has been posted on a statement. Always remember to sign in or check in (if applicable) when working at an event to ensure credit for working!

**What do I wear?**

This will depend on where you are working and what you will be doing. Please refer to each individual fundraiser for more details.

**Who do I contact for Fundraising?**

Your first point of contact would be the Booster Club Secretary at [SNHSBSecretary@gmail.com](mailto:SNHSBSecretary@gmail.com). Additionally, you could contact the individual Board Member organizing the specific event or any Board member.

**Do I really need email?**

YES! Email is our number one way of communication. When last minute issues arise it is easier to send one email rather than make 70 phone calls. We will use it for all upcoming events and reminders.

**How long does my membership last?**

Membership lasts for one SNHSB Fiscal Year, which begins on July 1 and ends on June 30 regardless of when you sign up. Membership sign-ups will be held in May and June for returning and new members. Memberships will not be prorated if you sign-up after May/June.

### **What happens to the money if my child is no longer in the program?**

Any money already paid to your ECE account will be used toward any unpaid balances at ECE. Any money which has not been paid to your account will go into the general booster club fund after confirmation that your child is no longer in the cheerleading program. If for any reason your child, either voluntarily or involuntarily leaves East Celebrity Elite, your membership will end and you will no longer be permitted to fundraise.

### **What do we do with the money in the general fund?**

The money in the general fund, which consists of funds generated from no show fines and funds from booster members who have quit the program, are used to cover the administrative costs of the organization (filings, fees, PO box, etc.). We occasionally will offer a scholarship to an athlete in need, due to an extenuating circumstance. Anything additional is split evenly among the remaining booster members at the completion of the season.

### **What if I am injured while fundraising?**

You are responsible for carrying your own medical insurance. SNHSB and the venues we work at are not liable for any injuries sustained while fundraising. The venues may or may not be liable.

### **What if my requirements are not met during the fundraising season?**

You are responsible for fulfilling all requirements. Failure to do so can result in the termination of your membership for the current season, as well as any and all future seasons. The termination of membership includes the loss of all monies earned & ability to complete upcoming requirements. Some events have a limited number of spots or need to be completed in a certain time frame. If there are no open spots, or your tickets/money are not handed in, in a timely manner, there is no way to fulfill your requirement, which may jeopardize your membership. **If you are removed from Boosters, you will not be eligible to rejoin for the remainder of that season and one full Booster year.**

# Proposing a New Fundraiser

## How can YOU set up a new fundraiser to add to our current list?

SNHSB is always open to new ideas for fundraising opportunities. In order to establish uniform procedures for starting new fundraisers, the following guidelines have been put into place to introduce any "new" fundraisers. This will ensure that new fundraisers fit into the current schedule and objectives of SNHSB.

### Guidelines:

- 1) Information on any new fundraising opportunities must be presented by email to the Board for review and approval. This should be done through the Booster Club Secretary.
- 2) Information must include:
  - (a) What the fundraiser is
  - (b) When it would take place
  - (c) Where the fundraiser would take place
  - (d) Amount of compensation
  - (e) How many it will serve
- 3) If accepted, information will be presented by posting an email to the SNHSB members and by posting at the gym.
- 4) All approved fundraisers must be made available to all SNHSB members.
- 5) Any new fundraiser cannot conflict with current contracted fundraisers.
- 6) Payment from the event or fundraiser must be made directly to **SNHSB, PO Box 342 Pelham, NH 03076**. Delivery of any product or materials related to the approved fundraiser must be delivered to ECE % SNHSB, 1500 Shawsheen St. Tewksbury, MA 01876.
- 7) No funds shall be posted to accounts until full payment and documentation is received from everyone participating in the fundraiser.

In the event that it is a "product" fundraiser, all monies must be turned in with the order. Returned checks will result in a \$35 fee. Ideally, all product fundraisers should have at least a 40% profit margin in order to make the most of the fundraiser.

# **Fundraising Payment Amounts and Percentages**

This section will help you understand how much money can be made from each fundraiser that you do. Please read carefully, and if you have any questions, please feel free to contact one of the board members. We have taken many opinions and thoughts into consideration and have gone with the system that will benefit the majority and be fair to all. Thank you for your cooperation with these policies in advance.

## **BC Concessions:**

Base pay, which is \$65/pp for hockey and basketball & \$100.00/pp for football or 10% of profits (divided amongst all stadium workers) made from a BC game, whichever is greater will go directly into the cheerleaders cheer account.

## **Product Fundraisers:**

All of our product fundraisers will be set up as optional fundraisers and are also open to non SNHSB members. Profits can be different depending on the actual fundraiser (*most will generate a 40%-50% return*). Always check the information on each individual fundraiser to make sure you understand the amount that will be deposited into your cheerleader's cheer account.

## **Raffle Fundraisers:**

For these fundraisers, events, each cheerleader will fundraise through the sale of tickets. There is a possibility of making additional money depending on the nature of the fundraiser.

**All Londonderry families will need to pick up raffles, turn in raffles and pick up prizes in Tewksbury.**

## **NASCAR:**

The minimum pay for each day varies based on the type of job we are assigned. Some jobs pay \$7 per hour, other jobs pay workers commissions on some funds raised at the event. Our jobs can change from day-to-day, based on the Speedway's needs.

## **Gillette Concessions:**

The minimum pay for Gillette is typically \$100. Workers have the opportunity to make commission on food & non-alcoholic beverage sales for each event.

### **Gym Showcase:**

The pay from this event is based on profits after all expenses have been paid out. All profits are divided evenly by the number of hours worked. There is no opportunity to work extra shifts to earn additional funds at this event.

***\* The amounts above are before the deduction of any fines or penalties due to attendance shortages, lateness, product or monetary shortages.***

## **Fundraising Policies, Rules, and Regulations**

### **Boston College Concessions**

This year we again have the privilege of working with Boston College in their concession stands to help raise money. Boston College has come to know us as a hard working and respectable organization and we are proud of this reputation. Please be sure that you are careful in your selection of dates and are able to work. Last minute call outs or no shows put our organization and BC in an awkward position and may result in our inability to fundraise at BC. If for any reason you cannot work a game you are scheduled for, please contact the Boston College coordinator ([SNHSBtreasurer@gmail.com](mailto:SNHSBtreasurer@gmail.com)) as soon as possible so that we can try to get a replacement. The minimum age to work at BC is 21 years old. Payments from the College to SNHSB take anywhere from 4-6 weeks.

Our group works many of the sporting events at BC, including the commencement in May, and we have outlined a little about what to expect when working at various events. For all events, you will be on your feet for most or all of the day.

**Football:** This is typically a 6-8 hour day and can involve anything from food prep to cashier. The games are busy, especially during half time. Our group has worked in the large concession stands, vending carts, and the smaller Conte Forum concession stands. We are usually allowed 15 spots for a football game. NOTE: In order to work any hockey or basketball games, we are required to work the football games.

**Hockey:** This is typically a 5 hour day and is busy during the two breaks. Our group typically works in the smaller concession stands in Conte Forum or vendor carts in the Forum, covering everything from food prep to cashier. These games are usually optional, not required events and BC usually allows us to send 6 workers.

**Basketball (Men's or Women's):** This is typically a 5 hour day and is busy during the break. Our group typically works in the smaller concession stands in Conte Forum or vendor carts in the Forum, covering everything from food prep to cashier. These games are usually optional, not required events and BC usually allows us to send 6 workers.

**Commencement:** This is typically on a Monday in mid-May and is about a 6-8 hour day and has a very early start time (usually 7:15 am). We usually work in the larger outdoor concessions stands. Generally they ask us for 10 workers, but they have been known to request additional workers. This event is optional.

## Signing Up

Boston College sign-ups are done via email on a first come first served basis. Football sign-up requests are sent out at once at the beginning of the season. Limits will be set on the amount of games that each person is required to work, depending upon the amount of games BC assigns us. Once all required slots are filled, and all spots are not filled for the games, the restrictions will be lifted and you can sign-up for additional spots. Hockey & Basketball sign-ups will be sent out as BC sends us the information.

## Payment

The minimum base payment for hockey and basketball is \$65 and football is \$100.00. There is a possibility to make more than the minimum if your stand makes a commission, which is 10% of the sales. Payments from BC to SNHSB take anywhere from 4-6 weeks.

## Important Points

- **NO CELL PHONES-** if someone is caught talking/texting/emailing while working, it could result in the loss of SNHSB's fundraising privileges.
- **Neutral colored shirts, jeans, and sneakers are acceptable to wear to each game.** *Sweatpants, shorts, open shoes, tank tops are not acceptable and they will send you home if you arrive in any of these prohibited items.*
- **Working at BC is a privilege** – please follow directions, be polite and courteous. A problem with a member of our group could result in our loss to participate in this fundraiser. If you bring a friend/family member and they do not show for a scheduled event, you will not be able to bring an extra person to another event.

- **Please do not forget to sign your name and group (SNHSB-#404) at your workstation.** Failure to do so may result in you not getting paid.
- **Always arrive at the time asked-** allowing yourself time to park & walk to check-in.
- **Parking** is available in the garage for hockey and basketball events. Parking for all football games and commencement is usually off site and requires a 10-15 minute walk or a shuttle ride. More information will be available as each event approaches.
- **No Show's and Cancellations within 48 hrs will incur a \$100.00 fine**
- **Tips- Absolutely no tips to be taken for any BC event. If caught, your membership will be terminated. If accused by a fellow member, a meeting will be held between all parties (board, accuser, and accusee)**

## **NASCAR- Not available for 2021/2022**

This year we again will be offering the NASCAR races at the NH Motor Speedway as an *optional* event. We will perform duties which include, but not limited to screening, ushering, and ticket sales to help raise money. The Speedway has come to know us as a hard working and respectable organization and we are proud of this reputation. Please be sure that you are careful in your selection of dates and are able to work. Last minute call ins or no shows put our organization and the Speedway in an awkward position and may result in our inability to fundraise there. If for any reason you cannot work a game you are scheduled for, please contact Eric Reynolds, the NASCAR coordinator [SNHSBpresident@gmail.com](mailto:SNHSBpresident@gmail.com) as soon as possible so that we can try to get a replacement.. The minimum age to work at the Speedway is 18 years old. *For all days, you will be on your feet for most or all of the day.*

## **Signing Up**

NASCAR sign-ups will be done via email on a first come first served basis. NASCAR sign-up requests for both days will be sent out all at once at the beginning of the season. Limits will be set on the amount of spots that each person is required to work, depending upon the amount of spots the Speedway assigns us. Once all required slots are filled, and all spots are not filled for the games, the restrictions will be lifted and you can sign-up for additional spots.

## Payment

We receive a base salary for the day of \$7 per hour for some jobs and a percentage of funds raised for other jobs. In addition, the Speedway allows us to receive bonuses each day. These are achieved by sending a minimum of 20 people each day, the actual amount of people committed arrive and prompt arrival at check in...NO ONE is tardy). Payments from the Speedway to SNHSB take anywhere from 4-6 weeks.

## Important Points

- Always arrive at the time asked, we receive bonuses for promptness. **We will all leave as a group, no matter the assignment.**
- White short-sleeved shirts, khaki bottoms and sneakers are acceptable to wear *sweatpants, open shoes, and tank tops are not acceptable and they will send you home if you arrive in any of these prohibited items.*
- Please do not forget to sign your name in at your workstation. Failure to do so may result in you not getting paid
- Working at the Speedway is a privilege – please follow directions, be polite and courteous. A problem with a member of our group could result in our loss to participate in this fundraiser.

## Gillette Stadium Concessions

This year we again have the privilege of working with Gillette Stadium in their concession stands to help raise money. Gillette Stadium has come to know us as a hard working and respectable organization and we are proud of this reputation. If you choose to work Gillette Concessions, please be sure that you are careful in your selection of dates and are able to work. Last minute cancellations or no-shows put our organization and Gillette in an awkward position and may result in our inability to fundraise at Gillette Stadium. If for any reason you cannot work a game you are scheduled for, please contact Jenn Robare, the Gillette coordinator [SNHSBVP@gmail.com](mailto:SNHSBVP@gmail.com) as soon as possible so that we can try to get a replacement. The minimum age to work at Gillette is 16 years old. We are permitted to send a limited amount of workers under the age of 18 per event. If under 18, they may not work on the fry-o-later, grill, registers or handle alcohol. When signing up, please make note if you are signing up as a minor. Payments from the Stadium to SNHSB take anywhere from 8-12 weeks.

Our group works many of the soccer, football, and other events, and we have outlined a little about what to expect when working at various events. For all events, you will be on your feet for most of the day and can involve anything from food prep to cashier.

Gillette does try to keep us in the same location; however, they reserve the right to make any changes in order to fit their concession needs. You must come prepared to be in any position at Gillette. If you require eyeglasses to read, make sure you bring them.

**Football:** This is typically a 10 hour day. The games are busy, especially during half time.

**Soccer:** This can vary from 6 hours to as long 11 hours depending on a single, double or triple header game.

**Other Events:** Other events vary from Music concerts to high school or college sporting events. Hours on other events vary depending on the event.

## Signing Up

Gillette sign-ups are done via email on a first come first served basis and are sent out as soon as the schedule is released, typically at the start of the cheer season. Because we have a specified number of permanent spots per event, limits will be set on the amount of games that each person can work in order to give everyone a chance to sign up. Once all requirements are met, if all of the spots are not filled on the games, the restrictions will be lifted and you can sign up for additional spots. Please select which games you would like to work carefully as a no show or tardiness can impact the amount of money made by the rest of our group. *You are signing up for "slots", so if you are asked to fill 5 events, as long as your required events are met, you may bring someone to help fill your "slots" (i.e. If the Doe family has to work 5 events and 1 is a Pats game, 1 is a concert and 2 are soccer games, Jane & John Doe could both work one soccer game and 1 concert together and then John could work alone at the Pats game. This would fulfill their requirements, but do so in 3 events instead of five).* Once your dates have been sent to the coordinator, you will receive an email confirmation which dates you have been signed up for and if you need to pick any other, if dates have already been filled. ***The coordinator receives many email requests, so please allow up two weeks to receive a confirmation email. It is your responsibility to keep track of the events you signed up for. A space has been provided on the contact information page at the front of this packet for you to keep track.***

## Getting Paid

The minimum base payment is typically \$100 for all events, with other events set as they arise. There is a possibility to make more than the minimum if our stand makes enough for us to make a commission, which can vary from 18-21% of the sales, excluding beer. *However, Gillette has a list of criteria that needs to be adhered to in order to get the full 21% (100% on time arrival, sending the amount of people we promised, cleanliness, etc.)* We will also be responsible for any stand shortages. This means at the end of the night, if the inventory and money do not match, the difference will come out of SNHSB's paycheck. So we must be careful, during inventory counts, waste counts, and when making change. Payments from Gillette take anywhere from 8-10 weeks.

## Important Points

- **Always arrive at the time asked**-we lose money if members arrive late.
- **Khaki bottoms are the required uniform for Gillette.** They will provide you with a polo shirt, visor, and apron which must be worn. Jeans and open shoes are not acceptable. People have been coming in their own shirts lately. Shirts must be plain royal blue collared polo shirts. If your shirt does not meet this requirement, you must wear the one Gillette provides, there will be a \$25 fine assessed to you for not wearing the appropriate khaki bottoms.
- **Hats,** If bringing in your own personal hat to wear, they must be the appropriate logo. Patriots hats may only be worn during Patriots games, A Revs hat during a Revs game, all other events may only be a plain black hat with **NO** logos.
- **Please do not forget to sign your name and group (SNHSB) at your workstation.** Failure to do so may result in you not getting paid.
- **Working at Gillette is a privilege** – please follow directions, be polite and courteous. A problem with a member of our group could result in our loss to participate in this fundraiser. If you bring a friend/family member and they do not show for a scheduled event, you will not be able to bring an extra person to another event.
- **Parking passes for the stadium are emailed to our Gillette coordinator** and she will email them to those working.
- **We do not staff ahead of time for playoff games.** If we make it to the playoffs and we cannot staff the event with willing volunteers, we will randomly pick for any playoff games as well. **Regardless of what games you work during the season, you still CAN be picked for any playoff games. Failure to work or**

**find yourself a replacement will result in a \$100 fine, loss of your deferred monies and may jeopardize your membership for future seasons. Once the names are announced, it will be your responsibility to find a replacement and not the board members or coordinator.**

- **At any time Gillette can ask for our group to split up.** These are circumstances beyond our control and we must do what Gillette needs from us.

## **Gym Showcase:**

Each year we host and organize a gym showcase, a friends and family event where all of our ECE teams showcase their talents before the competition season begins. Each member is required to work (historically 2 hours, but it can be longer) during the event covering jobs from concessions to selling 50/50 tickets. We also have vendors selling wares, as well as raffles throughout the event. This event is MANDATORY and every booster participant must be available to work their shift. No shows not only make it difficult to run the event smoothly, but also put your membership at risk of termination, as there is no way to make it up. If you have any questions, please contact [Laurie Mahoney - 978-457-5430](mailto:Laurie.Mahoney@snhsb.org)

## **Personal Payments**

If you or someone on your behalf makes a payment to SNHSB with a personal check and the check is returned due to insufficient funds, then future payments using a personal check will no longer be accepted by SNHSB. The only acceptable methods for future payments will be cash, money order, or cashier's check. You will also be responsible for a \$35 returned check fee, as well as any other expenses incurred during this transaction.

## **Code of Conduct**

1. Conduct yourself with decorum and politeness at all SNHSB and ECE functions. This includes fundraising activities, social events, practices and competitions.
2. Follow the rules and regulations of the arenas and venues where we are fundraising or competing.
3. Harassment of cheerleaders, SNHSB members, SNHSB Board members, ECE program members, vendors, volunteers or contributors will not be tolerated.

4. There will be no unwarranted or unwelcome contact between members of SNHSB or fundraising entities or their personnel. Unwarranted contact shall include but not be limited to: unsolicited emails and phone calls.
5. **Unauthorized distribution or use of private phone, mobile numbers, and home addresses, or private email addresses of any of the SNHSB members or board members are considered a violation of this code of conduct.**
6. I (and my guests) will be a positive role model for my child, his/her teammates, and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at events.
7. Abide by the rules and policies of SNHSB.

## Email Communication(s)

Users must take the same care in drafting an email as they would for any other communication. To ensure the proper use of SNHSB members' email addresses every effort will be made to keep members' email addresses confidential. In this regard, we ask that you adhere to the following:

### **DO NOT:**

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.
- Please refrain from any negative comments on your social media while working events. Checking into a venue then complaining about the event shows poorly on our group. Please be respectful of our venue that is allowing us to fundraise for our children.

**When contacting a board member, please use their booster club email only.** If a member contacts a board member via text message or social media, a meeting will be held. The **only** exception is if you are late for an event and you need to contact your lead.

### **Anonymous letters**

Anonymous letters will not be read or addressed. Letters need a signature.

## Duty of care

Complaints pertaining to any of the listed behaviors should be formally reported to any Board member of SNHSB. Complaints will be investigated as defined in the SNHSB By-Laws. Cause for complaints can include, but not limited to:

1. Violations of the SNHSB Corporate By-Laws.
2. Violation of the Code of Conduct.
3. Violation of any rule, policy or procedure set forth in this document.
4. Conduct that might be viewed as detrimental to the welfare, interests, or character of Southern New Hampshire Spirit Boosters or East Celebrity Elite

Actions concerning complaints may include, but not limited to:

1. Written warning to the member.
2. Suspension of fundraising privileges.
3. Suspension of SNHSB membership, resulting in loss of earned funds.