



**Interlake High School Saints  
Booster Club Handbook**

**2021-2022**



# INTERLAKE BOOSTER CLUB

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## TEAM PARENT RESPONSIBILITIES

- Communicate with your coach about any needs for the team: equipment, uniforms, etc. Be aware of how much money is in your Booster Club team account (balance provided at Booster Club meetings and by contacting the booster treasurer) and also inform the Booster Executive Committee of any possible team fundraisers prior to the fundraiser.
- Attend scheduled Booster Club general membership meetings; (This is one way to learn about the rules and regulations for sports at Interlake High School).
- Bring team updates regarding scores, outstanding accomplishments, team fundraisers, etc. to the Booster Club booster club meetings. This information will be shared on the Booster Facebook page and website.
- Coordinate with coach regarding content on the team sports page of the Booster Club website; forward change of content and/or photos to Booster Club webmaster at [webmaster@interlakesaints.org](mailto:webmaster@interlakesaints.org).
- Collect a team fee from each athlete's family to help cover costs of the post season banquet, coaches' gifts, (suggested amount: between \$10 and \$20 per team member). In some cases, the team captain will take care of this. Please discuss with the coach.
- Designate a team parent to take photos of as many players as possible—C team, JV and Varsity.
- Help coach organize the post-season team banquet; the Commons fills up quickly.
- Work with coach to coordinate senior recognition.



INTERLAKE HIGH SCHOOL  
**BOOSTER CLUB BOARD**

**2021-2022**

<b>President</b>	Carl Kester	<a href="mailto:President@interlakesaints.org">President@interlakesaints.org</a>
<b>Secretary</b>	Tanya Vidal	<a href="mailto:Secretary@interlakesaints.org">Secretary@interlakesaints.org</a>
<b>Treasurer</b>	Dawn Clark	<a href="mailto:Treasurer@interlakesaints.org">Treasurer@interlakesaints.org</a>
<b>Membership</b>	Kristin Nash	<a href="mailto:membership@interlakesaints.org">membership@interlakesaints.org</a>
<b>Team Parent Coordinator</b>	Open	<a href="mailto:TeamParent@interlakesaints.org">TeamParent@interlakesaints.org</a>
<b>Website Coordinator</b>	Open	<a href="mailto:webmaster@interlakesaints.org">webmaster@interlakesaints.org</a>
<b>Concessions Coordinator</b>	Open	<a href="mailto:Concessions@interlakesaints.org">Concessions@interlakesaints.org</a>



# RULES & GUIDELINES

(Revised September 2019)

## Booster Club General Fund

- Funds generated during the Make a Difference campaign and other general Club sponsored fundraising events will remain in the general fund for the benefit of every athletic team and spirit group. All Interlake teams and spirit groups have equal access to these funds.
- To make a funding request from the Booster Club, all ASB funds must be exhausted, or an explanation for the planned use of the funds included. A space for this explanation is included on the request form. The team must not have a negative team balance before making a request.
- Teams requesting funds must complete the Booster Club “Financial Request Form.” The completed form must be initialed/signed by the IHS Athletic Director who confirms the ASB funds, participation fees and the request as detailed on the form.
- The completed, initialed request form is forwarded to the Booster Club Board for review **one week** before the Booster Club meeting (the second Monday of every month) via email to the President. This is not an approval process, but a screening process to insure all guidelines have been followed, information completed and fundraising in place before the request is presented to the general membership.
- The Booster Club Board will review the request and follow-up on any unanswered questions. After a complete review, the request is added to the agenda for the next general Booster Club meeting held the following week.
- The request will be presented at the general meeting and a vote will be taken at the meeting. **The parent representative and/or coach must be present for the request and must be prepared to answer questions from the group.** If the parent representative or the coach is not present, the request will be tabled to a later meeting.
- The funding policy allows Booster Club to pay one-half of the total request. The other half will need to be covered by team funds.

## **Exclusions from Booster Club General Fund**

- Travel expenses for teams or coaches
- Gifts or clothing for coaches
- Individual improvement type camps for athletes and coaches
- Individual expenses other than “need based” participation scholarships (see scholarships)
- All funding requests which fail to meet current state, WIAA and Bellevue School District rules.



## **Booster Club Team Fund**

- Each Interlake team maintains a team account. All funds from adult/parent generated activities are deposited in this account for the benefit of each team. The fundraiser must be parent-generated and led by the adults. Fundraisers that are led by the student athletes are ASB fundraisers, which means any money raised will be deposited into the ASB account. All team fundraising activities must be submitted in advance to the Booster Club Board in order to coordinate efforts between teams and to ensure compliance with current state, Bellevue School District and Booster Club rules.
- Any contract entered into by individual teams must be signed by the Booster Club President.
- No separate, private bank accounts or funds may be held by any team, coach or parent, except for the ASB Team account.
- A team parent representative is designated to act as the liaison between the coach and the Booster Club.
  - The Team Parent Rep, a representative group of parents (as determined by the team parents and coach) and the Coach determine the allocation of team funds.
  - Parents of the team must receive frequent updates on the proposed expenditure of funds and a frequent recap of past expenditures.
  - The parent rep must attend all Booster Meetings, or send another team representative in their absence, to receive team financial information and to advocate for their team.

## **Exclusions from Booster Club Team Fund**

- Travel expenses for teams or coaches
- Individual improvement type camps for athletes
- Individual expenses other than “need based” participation scholarships (see scholarships)
- All funding requests which fail to meet current state, WIAA and Bellevue School District rules

## **Team Responsibilities to Booster Club**

- Required participation in any Booster Club fundraising for the general fund
- Support and participate in other Booster Club sponsored fundraisers set up for the benefit of the teams; i.e., stadium concession stand, spirit logo wear, etc.



## **Need-Based Scholarship Funding**

- Student athletes are eligible for personal Booster Club scholarship funds that provide students in need with personal items and participation fees necessary to participate in their sport, up to \$100 per request. These scholarships can assist the athlete with items to complete a uniform or practice uniform, participation fees and team camp expenses.
- Student athletes can receive up to a \$100 need-based scholarship for team camp participation. (Need-based as determined by IHS – free/reduced lunch, or counselor approval) If additional funds are needed a formal request can be made to the Booster Club Board and possible discussion by the general membership. The identity of all scholarships awards is protected.
- Scholarship requests must be made and approved by the Athletic Director in advance of the event, camp or purchase of equipment. The Athletic Director will submit a signed scholarship request to the Booster Club Board, on school letterhead for processing by the Booster Club Treasurer. All requests are confidential.

## **Team Camps**

All student athletes are eligible to receive half the cost, up to \$100 for one team camp per year per sport provided the camp is approved by the IHS Athletic Director. A funding request must be received and approved prior to the camp. A maximum of 33% of the Interlake Boosters General Fund (less any committed but not yet paid items) in the May financial statement will be available for team camps. Funding requests for varsity camps for the summer and following school year submitted by the May Booster Club meeting will be given priority. If more team camp funding requests are made than available funds, the funds will be divided equally among the requests at the May meeting on a per camper basis. Funding for JV and C team camps will be considered after the varsity camp requests are fulfilled. Camp funding requests after the May meeting will be considered on a first come first serve basis. Camps should be in the spirit of team building and team skill development with at least one coach participating with the team at camp.

## **Scholar-Athlete Awards**

- Team coaches nominate student athletes for \$1,000 IHS Booster Club Memorial Scholarship Award. Currently, there are two awards available.



- external sites listed. The wording of the disclaimer will be as follows: “The links on this page are for your convenience. The Interlake Saints Booster Club does not endorse or support any products or services advertised on these external sites. Purchases of products or services advertised on these external sites do not benefit the Booster Club and no portion of the purchase price is deductible for tax purposes. You may support the Booster Club by direct donation of money, supporting the Interlake Auction or by purchasing spirit wear.
- Each sport can opt to have a page on the Booster Club site. Content may include pictures, information/letters from coaches or team parent, schedules/results or any other appropriate information. Only one person should be designated to collect and forward changes to the website manager.
- Sports opting to create separate websites must obtain prior permission from the Booster Club Board to use their website for fundraising. Fundraising that has not been preapproved by the Booster Club Board is not allowed in any circumstance. The site should provide a link back to the Booster Club website.
- The Booster Club Board reserves the right to request removal of sponsorships from links on team websites at their discretion.



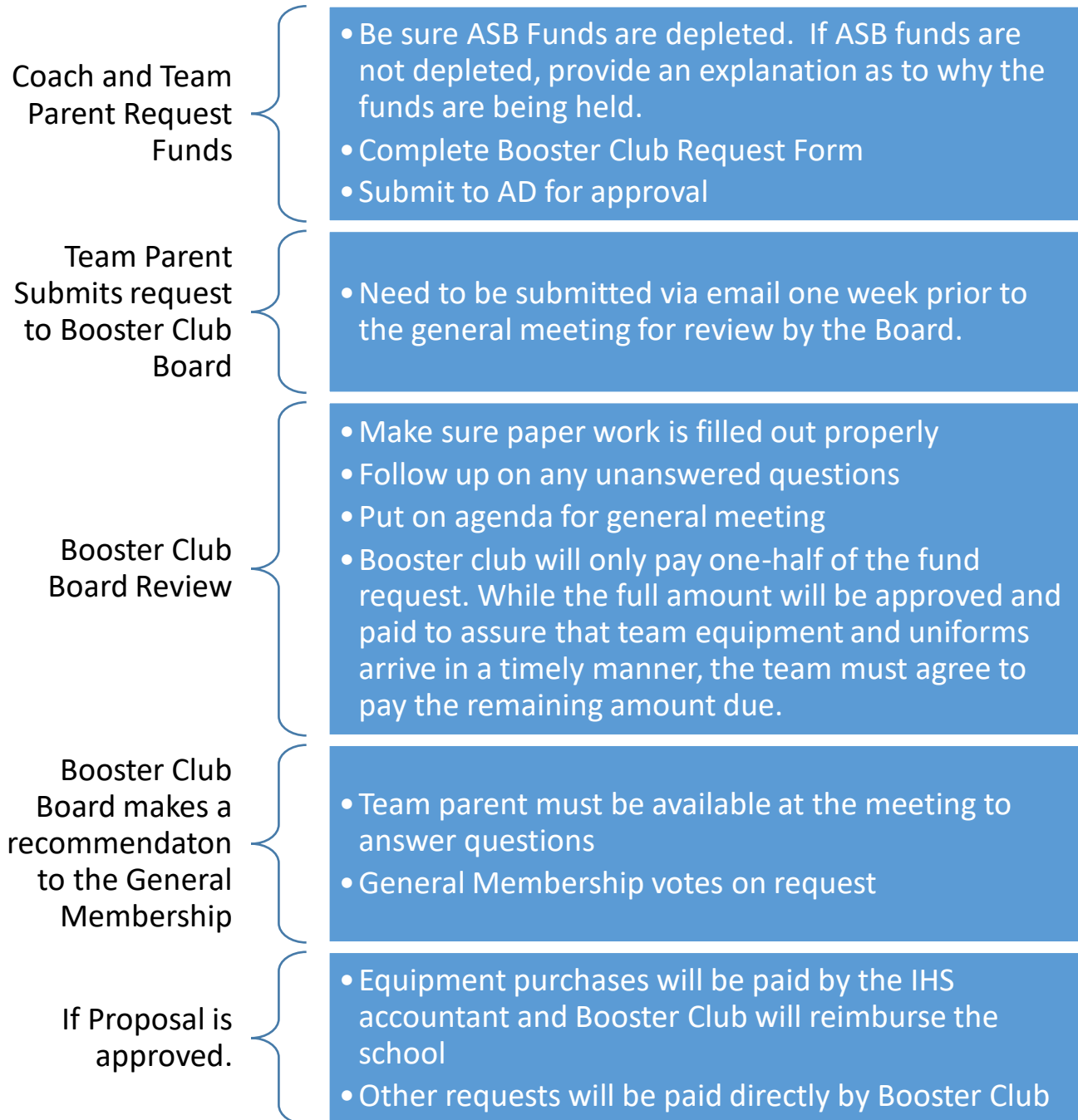


## FUNDING REQUEST INSTRUCTIONS

- Team Parent Reps work with their teams' coach to request a portion of Booster Club general funds. Paperwork for funding requests is due one week prior to the General Membership meeting of any month.
- To make a funding request, use the request form provided (posted on the Booster Club website). Complete the form including the total amount requested and expected fundraising revenue. While the general membership generally allocates the whole request at the meeting to ensure timely delivery of equipment and uniforms, the team is expected to pay the remaining half of expenses.
- The completed form must be approved and signed by the Coach and the Athletic Director.
- Once signed, the form must be emailed to the Booster Club President at least one week prior to a regularly scheduled monthly general membership meeting. The Board will review all incoming requests at their meeting one week prior to the Booster Club meeting. Requests are reviewed for completeness and included on the meeting agenda. If additional information is needed to present the request, the parent rep will be notified and given an opportunity to provide the missing items before it is added to the meeting's agenda.
- The Team Parent Rep or Reps must be in attendance at the general meeting to present the request. A vote of the Booster Club members in attendance will be conducted.
- Believe it or not, raising funds is the easy and fun part of Booster Club. Disbursing those funds can be difficult and stressful. It is extremely important to follow the proper procedure to ensure that each team receives fair treatment and equal access to funds. Your cooperation is greatly appreciated. Booster Club Board members are available to answer any questions that you may have.



## BOOSTER CLUB FUNDING PROCESS





(When Active)

## **Fundraising:**

In 2016, the Booster Club joined with IMPA and PTSA to create a fundraising campaign to take the place of an auction. There are plans to repeat this type of fundraiser, because of the past success and the limited amount of resources to make it happen. We encourage all sport and spirit teams to participate in the marketing of this fundraising campaign via social media, websites and communication with the parents of their participants.

***For more ideas or suggestions, contact the Interlake Auction chairperson or other members of the Booster Club Board.***



## TEAM BANQUETS

Plans for the team banquet should be made early in the season as it is often difficult to reserve space at the school. There is the option of going outside the school's facilities to a restaurant or other venue, however these often prove to be less effective because they are open to the general public clientele and the noise level makes it difficult to conduct a banquet.

Most teams reserve the Commons, as it affords plenty of seating and dining space (if you choose to have a potluck or dessert).

1. Talk to the coach to determine two or three potential dates (usually after the regular season and playoffs)
2. Ask the school secretary to check the school calendar to ensure the date is available to use the Commons
3. Email parents with the prospective dates to determine when most families can attend
4. Select a preferred date based on the largest number of people that can attend
5. Ask the school secretary for a Building Use form and complete the form (he or she can help walk you through it)
6. Sign the form and your date is set!



## SENIOR RECOGNITION

Senior athletes are recognized at the last home game of each sports season. Although each sport does it a little differently, there are many similarities in the recognition of our senior athletes at Interlake.

Team parent reps are essential in assuring that the senior recognition is well organized, features short, concise presentations and does not disrupt the schedule or flow of the game, match or contest. Interlake's senior recognition traditionally occurs during the warm-up period before the Varsity game begins. Below are some examples of what teams generally do for senior recognition.

**FOOTBALL:** During the warm up period preceding the beginning of the game, each senior player is called to step forward with their parents along the track in front of the home stands while the Athletic Director or other authorized individual reads a short bio for each player (see sample Bio page). Players are given a single yellow or white rose which they present to their parents(s). A photo is taken of the player and his parents.

**GIRLS SOCCER:** Recognition for Girls Soccer is similar to that of the Football team. During the warm-up period between the JV and Varsity games and preceding the beginning of the game, each senior player is called to step forward with their parents along the track in front of the home stands while the Athletic Director or other authorized individual reads a short bio for each player (see sample bio page). A photo is taken of the player and her parents. The next player is announced, etc. The JV and remaining Varsity team line up to support senior recognition.

**BASEBALL:** The seniors are recognized on the field either before or after the game. Each senior is recognized for their accomplishments by the coach and they are also presented with a laminated poster of their Little League photo. The seniors each fill out a questionnaire about their high school memories and what their plans are - these are read by the MC. The seniors are given a rose which they give to their parents. A photo of each senior is taken with their family. A photo of all the seniors, the seniors with the coaches and the seniors with all their families are taken. The team usually has a bbq after the game. Copies of the photos are given to the seniors at the end of season banquet (last year I put them in an 8x11 photo collage).

**BOYS BASKETBALL:** Before the last home game, each senior is called out to center court with their parents. They are introduced and a photo is taken. The seniors are given a rose which they give to their parents. The band and cheer leaders are there as well with balloons. Then a photo of all the seniors, seniors and coaches and seniors and all the families are taken. The basketball team pays for a framed team photo for each player which is presented to them at center court. Last year they put together a special program which was distributed to all the fans with photos and quotes from the seniors and other players.



## BOOSTER CLUB CONCESSION STAND

The concession stand on the NW side of the stadium is operated by the Booster Club. The concession stand is used primarily during the football season, but there are occasions in the fall and spring when the stand may be open for soccer, track and other events as approved by the Athletic Director.

The volunteer schedule for teams is managed by the Booster Club, once the home fall football schedule is set. Teams are offered dates in a rotational fashion, but with only 4-6 home football games in a season, the dates get booked quickly. If a team declines to participate, then the opportunity will pass to the next team on the list.

All profits from football games are pooled. At the end of the season, teams equally split the income, less the expenses for running concessions. Teams typically earn between \$500-\$700 for their efforts.

### Concession Stand Instructions:

1. Team parent rep should schedule **8 volunteers** to work the stand (This can be done in **2 shifts: 1<sup>st</sup> half and 2<sup>nd</sup> half of the game – eight for each shift**). Shift change needs to happen **AFTER the half time rush (begin of 3rd quarter)**.
2. Although a few athletes on the team may participate, the majority need to be adults and **NO YOUNGER SIBLINGS** are allowed to be in the stand as a safety precaution. Admission is free for those working in the booth. The concession stand requires **at least 2 workers** to have Food Handler's Permits. In order to obtain a permit, you can take a short on-line test from King County and pay a \$10 fee. For more information: <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodWorker/online.aspx> The permit fee may be paid by the individual or team and is not reimbursed with Booster Club funds.
3. Volunteers should report to concession stand at **6:00pm for instructions** and set up. Concession stand opens at 6:30pm (for 7pm games).
4. **Volunteers working the second shift should plan on staying an additional 45 minutes after the game ends to clean and restock.**
5. Review the attached **concession stand instructions**. The on-site concession stand coordinator will also be available the evening of the game to give a short training.
6. Please email the list of volunteers no later than Monday the week of the game so I can add to the Booster Pass list. On the list, please identify which volunteers have the food handler's permit.



## CONCESSION STAND INSTRUCTIONS

### FIRST STEP: WIPE DOWN ALL COUNTER TOPS WITH CLOROX WIPES BEFORE STARTING!!

- **Hot Dogs:** Plug in and turn on both parts of the hot dog machine. Check the hot dogs and make sure they aren't frozen. If yes, put some in a Ziploc bag in cold water to thaw. By 6:30, start putting hot dogs on the cooker. Hot dogs should be warmed to an internal temperature of 160-165 degrees using the thermometer.
- **Coffee:** Coffee machine should be completely full of water. Run a few pots of water through to circulate the water through the system. Use 1 rounded ½ cup of coffee grounds per pot.
- **Hot Water:** Fill the 100 cup coffee pot with water and plug in to start heating. This will be used for cider, cup of noodles and cocoa throughout the evening. **IMPORTANT**—keep an eye on this to be sure it's full for half time.
- **Nacho Cheese:** Place can in silver crock pot with water. Cover tightly with aluminum foil. Heat on high for two to three hours
- **Chili:** Place chili in crock pot and heat on high.
- **Candy:** Set up the white risers with a selection of the various candy bars & snack items. Arrange the other items on the counter so that all can be viewed easily.
- **Popcorn:** Plug in the popcorn machine. For the first batch of the evening, the kettle should heat for a good 5 minutes prior to starting. When the machine is ready, cut the top of the bag open over both compartments (oil & corn) and dump the entire contents into the kettle. Be sure to slide the lid down to cover the kettle during popping. As the corn pops, it spills out. When the popping starts to slow down (similar to microwave popcorn), slide the lid up to the magnet and dump the kettle. Immediately open another packet to start the next batch. Stir the popped corn around so the seeds drop through the holes in the bottom.
- **Pretzels:** Turn on pretzel machine and fill water in the top. Moisten pretzels with water and dip in salt. Leave about half unsalted.
- **Other Food Items & Condiments:** Set out the cider packets by the hot water, noodles on the microwave, a container of forks by the hot water, chips and baskets for nachos, foil wrap for the hot dogs and rubber gloves. Baskets of condiments for hot dogs and coffee, stir sticks, napkins and a container of forks should be set up on the front counter in the far north window.

**REMEMBER THAT ALL FOOD HANDLERS MUST WEAR GLOVES!!**



### **Concession Stand Instruction**

- **Prepare Water Sinks:** To safely wash dishes by hand in the 3 sinks, follow these steps for the water: In the 1<sup>st</sup> sink—wash dishes with hot water and soap; in the 2<sup>nd</sup> sink—rinse them with warm, clean water; in the 3<sup>rd</sup> sink—sanitize them to kill bacteria, using approximately 1 tablespoon of chlorine bleach to 1 gallon of cool, clean water. Then the dishes should be air-dried. If you must, use a dry, clean paper towel just before storing if dishes are really wet. The water in the sinks should be changed as often as necessary to be sure that sinks 2 & 3 have clean water.
- **Handwashing station must be set up in the grilling area-**The handwashing station must be set up on a table near the grilling area. The station should include soap and paper towels. A tub of water should also be set up to place any grilling utensils.

### **ASSIGNMENT OF DUTIES**

- **Hot Dogs:** One person (assist w/nachos). Hot dogs should be going continuously in the first half. Keep the drawer full. For half-time, the warmer should be full and the ones on the rollers should be done or close to. After half time, if you have any remaining on the grill, package them up and put in the warmer. Don't start making too many more at this point. Maybe 5 at a time if necessary. By the 4<sup>th</sup> quarter, send someone to the announcer booth and sell them for ½ price. Avoid this as much as possible, because we want to make the full amount on all items.
- **Hamburgers:** One person to hand out plates and buns and direct customers to the grill area.
- **Nachos/Cheese:** One person (assist w/hot dogs). Cheese and chili will both be cooking in the crock pots. Cheese cannot be saved once it has been heated, so open extra only as necessary. Throw away any unused cheese or chili remaining in the crock pots.
- **Popcorn:** One person. To start, pop 5 packs of popcorn, and then fill individual bags. As necessary, make 1 or 2 packs at a time. Make sure you have the machine full before half time.
- **Drinks:** Two people. Mainly one person can handle the cooler stuff and one the hot drinks. During half time, there should be one person for each station: coffee, cocoa/cider/noodles, cold drinks.
- **Money:** Two people. It works best if one person is in charge of the money. The best system is the order taker totals the sale, collects the money, hands it to the money handler and tells them what the total of the sale is and the handler can make the change.  
Everything is in quarter equivalents and there are some cheat sheets. Just before half time, the field manager will come in to get a variety of drinks for the referees for half time. They will bring back what they don't use.





- **Front Counter (taking orders):** Two people (money people can do as well). Two people can probably handle the counter during the beginning and the end of the game. For the 2<sup>nd</sup> & 3<sup>rd</sup> quarters and half time, you should add two more. This is where the students can help out the best. That way, they aren't handling food or money, but are front and center where they like to be.

### **CLEAN UP AND TAKE DOWN**

- **Hot Dog Machine:** The rolling rack on the cooker can be removed and washed in the sink. Before it completely cools down, use hot water and an SOS pad to clean the flat surface of the grill. The boiling effect of the water on the hot grill will loosen everything to make it easier to clean. **BE CAREFUL NOT TO BURN YOUR FINGERS.** The warming bins can be removed and wiped clean also.
- **Popcorn Machine:** Wipe out the machine, inside & out, with warm, soapy water or grease cutting cleaner if needed. Dry with paper towels. While the kettle isn't removed, the lid and the metal turnstile need to be taken off and washed with the other utensils. Drop the kettle, slide the lid up the magnet, lift the cylinder weight up, remove the turner, slide off the weight, and finally, remove the lid. To get the lid off, the kettle has to be brought up to meet it. Then put everything back together.
- **Pretzel Machine:** Clean with warm, soapy water. Dry with paper towel.
- **Restock Soda:** Restock refrigerator with soda, Gatorade and water.
- **Other:** Wash all other utensils using the 3 sink system. The water in all 3 sinks should be kept clean and changed often as necessary. After rinsing, stack the items in the strainer and let them drip dry for a while. If need be, they can be dried with clean, dry paper towels before putting in the cabinets. All items used are stored in the stand. In most cases, the items have been arranged to be stored closest to where they are used/needed. Last one out should sweep the floor and move the garbage to the door. Do not take garbage outside as the crows get into the bags. All cabinets and locks are locked and the building closed up until the next event.



## INTERLAKE BOOSTER CLUB

# MEMORIAL SCHOLARSHIP AWARD

Presented in memory of

**Cherrye Mitchell and Wendy Schreiner**

**DESCRIPTION:** One or two \$1,000 scholarships will be awarded each year to graduating senior athletes who have achieved a high level of success on the athletic field and in the classroom. The scholarship is awarded to the recipient for their continued education at an institution of higher learning. The Booster Club Board will make the determination of the number of scholarships based on available funds and input from the membership.

The scholarship(s) are awarded in memory of Cherrye Mitchell and Wendy Schreiner—two dedicated individuals who were avid supporters of student athletes at Interlake and throughout our community.

***Cherrye Mitchell** was a mother of three boys and wife of former IHS Football coach Brian Mitchell. She spent many hours helping other children grow to reach their dreams through athletics and activities. Cherrye started the Bellevue Bears cheerleading squad for young girls to support the Bellevue Bears football team. She followed those young cheerleaders to Interlake as their IHS cheer advisor. Cherrye worked diligently to direct kids into activities and athletics to keep them off the streets and out of trouble. Cherrye dreamed of starting a community home for misdirected teenagers. She envisioned a safe place where young adults could live and bring focus back to their lives. Cherrye's dreams never materialized. She lost her battle with breast cancer in the spring of 1997. Her death left a void in the children's sports community.*

***Wendy Schreiner** was a mother of a girl and boy and wife of past IHS Booster Club President Rich Schreiner. She was a great supporter and advocate of Interlake athletics and community. As the IHS registrar and advisor for the class of 1999, Wendy helped kids find their athletic and academic niche. She was a great supporter in the grass roots development of the IHS Booster Club and was always an enthusiastic volunteer encouraging the involvement and success of our athletes. Wendy and Rick were regular attendees at all IHS sporting events from football in the fall to baseball in the spring. She was passionate about baseball where her son, Kevin, played. Wendy's three and a half year battle against ovarian cancer led to her untimely death in the winter of 2001. Wendy's compassion and involvement with our Interlake students and athletic programs will long be remembered.*



## NOMINATIONS:

Interlake senior athletes will be nominated by the coaching staff and the athletic department. Nomination forms will be distributed to coaches in early May. Nominations will be based on the following criteria:

1. Four years of athletic participation;
2. Demonstrated commitment to high academic ideals;
3. Role model on campus, at non-participating events, and in the community;
4. Considered a leader by their peers and school staff;
5. Student government, club participation and community service a plus;
6. Family financial needs (as described by the applicant) will be a consideration

## SELECTION PROCESS:

The Booster Club Board will appoint no fewer than three members of the Booster Club to serve on the Scholarship Committee. Members of the Scholarship Committee cannot be parents of seniors. If possible, the committee should represent a balance of genders, grade levels and sports teams.

When two scholarships are awarded, there will be no consideration given to gender, but rather based on the merits of the nominee. The name(s) of the recipient(s) shall be given to the Athletic Director.

## Cherrye Mitchell & Wendy Schreiner Memorial

### Scholarship Award

#### Past Recipients

<b>1998</b>	Emily Robinson	<b>2009</b>	Jordon Con & Sara Ostlund
<b>1999</b>	Matthew Wagner	<b>2010</b>	Jessica Parker & Andy Agus
<b>2000</b>	Mike Clark	<b>2011</b>	Alex Rockwell & Eldon Cummings
<b>2001</b>	Elizabeth McDermott & Abby Linker	<b>2012</b>	Tara Ghassemikia & Jordan Todd
<b>2002</b>	Resa Roth & Matthew Clark	<b>2013</b>	Desiree Domini & Andrew Kennedy
<b>2003</b>	Dana Allen & Katie Taylor	<b>2014</b>	Rachel Brous & Kami Sullivan
<b>2004</b>	Vanessa Simmonds & Roya Zahed	<b>2015</b>	Alex Doran & Melissa Long
<b>2005</b>	Bryce Brigham & Jamie Allyne	<b>2016</b>	Jamie Wagner & Courtney Johnson
<b>2006</b>	Ryan Vu & Laura Schwaneveldt	<b>2017</b>	Anette Kennedy, Gabri Frost & Courtney Wehner
<b>2007</b>	Alex Love & Kelsey John	<b>2018</b>	Amy Yueng & Lucas Allen
<b>2008</b>	Jason Marks & Peter Wilson	<b>2019</b>	Olivia Benson
		<b>2020</b>	Kelsey Minister & Abby Nash



## Interlake Booster Club

# Ultimate Saint Award

### DESCRIPTION:

This award is given to an individual or couple that has exhibited extraordinary support of the Booster Club. Their ideas and contributions should be innovative and supportive promoting ongoing club activities, as well as growth and longevity of the organization beyond their years at Interlake.

### NOMINATIONS:

The Booster Club will ask the general membership for nominations one month prior to the presentation of the award. Individuals can be nominated from Interlake staff, coaching staff, parents or from the community at large.

### SELECTION PROCESS:

The Booster Club Board will select a group of three members to review nominations. The Booster Club Board may make the selection without assembling a committee if there are a small number of nominations. Any current Board member who is nominated will not be asked to participate in the selection process.

Nominated individuals who have senior children should be considered first as it is their last year to participate in the Club.

The award will be given at a Booster sponsored event in the fall. Presentation includes a gift from Booster Club and name(s) engraved on the Ultimate Saint Plaque which hangs in the Athletic Department at the school. The Booster Club President will make the presentation.

### PAST RECIPIENTS

1999 – John Horne	2008 – Kathleen McDonald & Melanie Slingwine
2000 – Wendy & Rick Schreiner	2009 – Sara Grandstand
2001 – Pher Holmberg	2010 – Maggie Bentley
2002 – Jane Robinson	2011 – Pandy Stoianoff
2003 – Lori Hammrich & Allyn Mateu	2012 – Mike & Cindy Mueller
2004 – Debra Simmonds	2013 – Monty & Tiffany Montoya
2005 – Bob & Kristie Brigham	2014 – Mary Hayes and Cheryl Hamamoto
2006 – Pam Rasanen	2015 – Dana Tavener
2007 – Luke Huard	2016 – Jill and Mark Wagner



# **INTERLAKE HIGH SCHOOL SPIRIT BOOSTER CLUB**

## **BYLAWS**

**(Revised September 9, 2019)**

### **ARTICLE I – NAME**

The name of this organization shall be the Interlake High School Spirit Booster Club, hereinafter referred to as the Booster Club.

### **ARTICLE II – MISSION STATEMENT**

The Booster Club shall support and enhance all student athletics and related activities that fall under the direction of the Athletic Department at Interlake High School by striving to elevate school spirit, provide financial assistance and encourage the cooperative support of the school community.

The primary functions of the Booster Club are to: 1) develop and implement fundraising opportunities as a means of providing a secondary source of funding to supplement funds provided by the State, the School District and Interlake Associated Student Body; 2) provide an equitable system of dispersing those funds; 3) provide scholarship assistance for athletes in need; and 4) promote attendance at all Interlake High School athletic events and activities.

### **ARTICLE III – ORGANIZATION**

The Booster Club shall be formed as a nonprofit organization and will maintain Internal Revenue Code Section 501(c)(3) tax status.

### **ARTICLE IV – MEMBERSHIP**

Membership in the Booster Club shall be as follows:

1. Regular membership in Booster Club shall consist of single individuals who enroll and pay the established annual dues. All regular members shall be entitled to one vote per member upon matters to be decided upon at the meetings. There shall be no voting by proxy, however, the Executive Board may authorize voting by mail, e-mail, telephone or fax on special issues on an "as needed basis."
2. Parents and guardians of past, present or future students and Interlake High School staff shall be eligible for membership.



3. A special sustaining membership may be established for person unable to volunteer their efforts but who desire to support the programs of Booster Club through financial means.
4. The Principal, Assistant Principals, Athletic Director, Athletic Trainer and all active Coaches shall be considered ex-officio, non-voting members of Booster Club unless they are otherwise regular dues paying members.
5. The membership year shall be defined as between July 1 and the following June 30.

#### **ARTICLE V - DUES AND ENROLLMENT**

1. Annual dues for membership shall be established each year by the Executive Board.
2. Enrollment shall consist of providing the Membership Coordinator with each individual's name, mailing address and phone number; and e-mail, fax and cellular number, if available.
3. All membership dues will go toward scholarship funds.

#### **ARTICLE VI - MEETINGS**

1. The Annual Membership Meeting shall be held as near the end of the school year as practical. The new Executive Board will begin their term of service on July 1.
2. The fiscal year shall run from July 1st through June 30th of each year.
3. Membership meetings shall be held on the second Monday of each month, unless otherwise established by the Executive Board. Additional general meetings may be held as decided by the Executive Board. The Executive Board shall give reasonable advance notice to the general membership of any such changed or added general meetings.

#### **ARTICLE VII – DESIGNATION AND DUTIES OF OFFICERS/EXECUTIVE BOARD MEMBERS**

No person shall hold more than one Officer position. Each position shall be elected to a term of one year. The Executive Board of the Booster Club shall consist of the following:

##### **1. President**

- a. It is advisable, but not required, that the President has been a Booster Club member and a member of the Executive Board at least one year previous to serving as President.
- b. Acts as spokesperson for the Booster Club and is responsible for communicating with school administrators.
- c. Oversees all Booster Club functions.
- d. Conducts all Booster Club meetings.
- e. Appoints open committee seats with input from Executive Board.
- f. Signs all contracts upon approval by the Executive Board.



- g. The President shall be an ex-officio member of all committees except the Nominating Committee

## **2. Vice President Fundraising**

- a. It is advisable, but not required, that the Vice President Fundraising has been a Booster Club member and a member of the Executive Board for at least one year prior to serving as Vice President Fundraising.
- b. Reports to the President, acts as a liaison and oversees all fundraising chairpersons, which may include, but not limited to: concession stand, spirit wear, and annual auction.

## **3. Secretary**

- a. Reports to the President and records and maintains minutes of all Booster meetings.
- b. The Secretary is the custodian of Booster Club records and reports.
- c. Sets up and coordinates Booster Club meetings, prepares agendas for the meetings and sends out the agenda and notice of meetings to the membership.

## **4. Treasurer**

- a. Reports to the President.
- b. Receives all monies and deposits of the Booster Club and disburses authorized funds upon proper authorization, writes, signs and issues checks, maintains bank accounts.
- c. Prepares and presents financial statements of the Booster Club's financial condition at each Executive and General meeting and at other times as requested by the President or the Executive Board.
- d. The Treasurer, with the advice and consent of the Executive Board, shall employ reasonable and adequate safeguards to protect the integrity of Booster Club's financial operations.

## **5. Parent Representative Coordinator**

- a. Reports to the President, and recruits parents to represent each sport or activity to serve as liaison between Booster Club and the coach of the sport or activity.
- b. Coordinates all communication to parent representatives including Booster Club meeting dates, fundraising ideas, funding request information, auction participation and related matters. Communication avenues include emails, phone calls, Booster Club Handbook newsletters and other available forums.



## **6. Membership Coordinator**

Reports to the President, organizes and implements membership drives, maintains active mailing/e-mail list of members and coordinates correspondence to membership.

## **7. Board Advisor**

Reports to the President, provides historical perspective concerning Booster Club activities and assists the Executive Board in evaluating plans with consideration to historical matters. It is required that this member has served as an Executive Board member for a minimum of two consecutive years. It is not required that this position be filled every year if there are no qualified candidates.

## **8. Auction Chair**

- a. This committee chair reports to the Executive Board. It is advised, but not required, that this position be a member of the Executive Board and have served on the auction committee for one year prior to chairing.
- b. Develops auction plans, which must be approved by the Executive Board before implementation.
- c. Prepares auction event budget for approval by the Executive Board prior to implementation.
- d. All auction related contracts must be approved by the Executive Board and signed by the President, or other designated Executive Board member.
- e. Must provide frequent updates on auction plans and progress to the Executive Board and a complete update at each monthly Executive Board meeting. To avoid being burdensome, this can be accomplished in a variety of ways with the prior approval of the Executive Board.

## **ARTICLE VIII – ELECTION OF OFFICERS**

The Nominating Committee shall submit a slate of candidates at the regular June meeting in accordance with Article X. Nominations must have the consent of the nominee. Election of new officers shall be by a simple majority of votes of the members in attendance at the Booster Club meeting. The secretary will administer the election and record the results in the minutes.

In the event that a vacancy exists in any of the positions set forth above which, because of timing or otherwise, cannot be filled in accordance with Article X, then the Executive Board shall have the authority to fill any such positions.





## **ARTICLE IX – FUNDS**

1. All funds of the Booster Club shall be deposited in a qualified depository under the name of Interlake High School Booster Club.
2. All disbursements shall be made by check. Signatures from two elected officers, other than the Vice President Fundraising, shall be required on all checks over \$500.
3. All signatories shall be required to be bonded, and the cost thereof shall be borne by the Booster Club.

## **ARTICLE X - PERMANENT AND SPECIAL COMMITTEES**

The Executive Board may create and/or dissolve permanent and special committees as needed to promote the objectives and carry out the work of Booster Club. The term of each permanent or special committee chairperson shall be one year.

1. Nominating Committee - The Nominating Committee shall have the responsibility of soliciting from the general membership, and especially from the parents of freshman and sophomores, candidates for the following year's Executive Board. In fulfilling its purpose, the Nominating Committee shall attempt to achieve a responsible mix of good candidates from all major sports and activities for both boys and girls.
2. Scholarship Committee - The Scholarship Committee shall be responsible for reviewing applications, participating in candidate interviews, and selecting scholarship recipient(s) using the criteria established by the Executive Board. The scholarship process occurs in the spring of each school year.
3. Audit Committee - The Audit Committee shall be responsible for reviewing the financial accounts of Booster Club.

## **ARTICLE XI - DISSOLUTION**

Booster Club may only be dissolved by a two-thirds majority vote of members in attendance at a special meeting called specifically to consider and vote on dissolution, after all members have been given fair and reasonable advance notice of such special meeting. In the event of a vote in favor of dissolution, any funds remaining after all obligations have been satisfied shall be donated to a secular charitable organization chosen by a majority vote of the members in attendance at the dissolution meeting.



**ARTICLE XII - AMENDMENT PROCEDURES**

These By-Laws shall be approved by a majority vote of members eligible to vote and in attendance at the meeting at which the vote is taken. The meeting at which the approval vote occurs shall have been so designated during a previous general meeting.

These By-Laws may be amended by a two-thirds majority vote of the members present at any regularly or specially called meeting; provided that the meeting at which the amendment vote occurs shall have been so designated during a previous general meeting. Such amendments shall only be recommended by the Executive Board and shall be presented in writing and read at the previous general meeting at which the subsequent meeting designated for a vote on the amendment proposal is announced.

**ADOPTION OF BY-LAWS**

These By-Laws were duly adopted by a majority vote in favor and none opposed at a regularly scheduled meeting of the Booster Club membership on September 9, 2019.

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Kristin Nash, President

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Holly Willi, Secretary



## Join Interlake Booster Club! 2019-2020 Family Membership

The Booster Club provides support and needed funding for Interlake athletic programs.

Booster Club provides assistance with:

- Need-Based Scholarships (The \$20 membership fee goes to scholarship fund)
- New Uniforms and Equipment
- Team Building and Skill Camps

All contributions are tax deductible.

**Saints Family Booster Membership** \_\_\_\_\_ **\$35 (two voting members)**  
**Saints Single Booster Membership** \_\_\_\_\_ **\$25 (one voting member)**  
**Saints Staff/Coach Membership** \_\_\_\_\_ **\$10**

**Additional Contributions** \_\_\_\$200\_\_\_ \$100 \_\_\_\$50\_\_\_ \$25 **Other \$**\_\_\_\_\_

Designate my additional contribution to:

\_\_Specific Sport (s) List all that apply \_\_\_\_\_

\_\_General Fund

My Employer has a Matching Gift Program: Yes\_\_\_ No\_\_\_

Member Name(s)

(1) \_\_\_\_\_ (2) \_\_\_\_\_

Address: \_\_\_\_\_

Phone (1): \_\_\_\_\_ Phone (2) \_\_\_\_\_

\*Email (1): \_\_\_\_\_ \*Email (2) \_\_\_\_\_

Student Name:	Grade:	Sports/Activities:
_____	_____	_____
_____	_____	_____
_____	_____	_____

I'd like to get more involved! Please contact me about Booster Club volunteer opportunities:

\_\_\_Auction \_\_\_Concessions \_\_\_Team Parent Rep \_\_\_Other Activities

**REGISTER ONLINE AT  
WWW.INTERLAKESAINTS.ORG**

**Send check and form to:**

**IHS Booster Club  
c/o Interlake High School  
16245 NE 24<sup>th</sup> Street  
Bellevue, WA 98008**



**INTERLAKE HIGH SCHOOL BOOSTER CLUB**

**FUNDING REQUEST FORM**

Date: \_\_\_\_\_ Sport/Activity: \_\_\_\_\_ Coach: \_\_\_\_\_

Parent Rep: \_\_\_\_\_ Phone: \_\_\_\_\_

ASB Budget Allocation: \_\_\_\_\_

Explain how your ASB allocation will be spent: \_\_\_\_\_

*If this is a major equipment purchase necessary for participation in your sport, has a request been made from school or district funds before approaching the Booster Club? (Y/N) \_\_\_\_\_*

ITEMS NEEDED (list in order of priority, attach a separate sheet if necessary):	AMOUNT
_____	_____
_____	_____
_____	_____
<b>TOTAL OF ITEMS:</b>	<b>\$ _____</b>
Less funds from ASB or other	\$ _____
<b>AMOUNT REQUESTED FROM BOOSTER CLUB</b>	<b>\$ _____</b>
(Once approved, half the amount will come from team account and half from the General Fund)	

FUNDRAISING PLANS:	AMOUNT
_____	_____
_____	_____
<b>TOTAL FUNDRAISING:</b>	<b>\$ _____</b>

FUTURE NEEDS: (list in order of priority)	AMOUNT
_____	_____
_____	_____

*All request forms must be completed, signed by the Coach and the Athletic Director and presented to the Board of Directors at least one week prior to their monthly meeting (2<sup>nd</sup> Monday of each month). The Board will review each funding request for accuracy and completion of the process.*

**APPROVAL:** \_\_\_\_\_

Coach
Athletic Director

\_\_\_\_\_

President – IHS Booster Club



# Booster Club Reimbursement Form



## Saints

Item	Retailer/Source	Committee Charged	Amount
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**Total:**

**Date Submitted:**

**Reimbursement Sent to:**

**Name:**

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**Address:**

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**Phone:**

**All expenses must be submitted by June 1.**



# INTERLAKE HIGH SCHOOL BOOSTER CLUB

## Corporate Sponsorship Form

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Donation: \_\_\_\_\_

Value: \_\_\_\_\_

Sport(s) to receive donation: \_\_\_\_\_

**Interlake High School Booster Club is registered as a nonprofit corporation organized under IRS Section 501 (c) (3). Tax ID # 91-1914529**

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**Interlake High School Booster Club c/o Interlake High School**

**16245 NE 24<sup>th</sup> Street**

**Bellevue, WA 98008**

**425-456-7200**



## SENIOR RECOGNITION BIO

**Athlete's Name:** \_\_\_\_\_

**Team Position:** \_\_\_\_\_

**Parents' Names:** \_\_\_\_\_

**Awards, Clubs and Special Recognition:** \_\_\_\_\_

\_\_\_\_\_

**Favorite Athletic Memory:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Favorite High School Memory:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What you'll miss (or won't miss):** \_\_\_\_\_

\_\_\_\_\_

**Future Plans:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# INTERLAKE HIGH SCHOOL BOOSTER CLUB NEED BASED SCHOLARSHIP FUNDING REQUEST FORM

Date: \_\_\_\_\_

Sport/Activity: \_\_\_\_\_ Coach: \_\_\_\_\_

Phone: \_\_\_\_\_

<b>ITEMS NEEDED</b> (list in order of priority, attach a separate sheet if necessary):	<b>AMOUNT</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL OF ITEMS:</b>	\$ _____
Less funds from ASB or other	\$ _____
<b>AMOUNT REQUESTED FROM BOOSTER CLUB</b>	\$ _____

*All request forms must be completed, signed by the Coach and the Athletic Director and given to the Booster President or Treasurer.*

APPROVAL: \_\_\_\_\_  
Coach

\_\_\_\_\_   
Athletic Director

\_\_\_\_\_  
President – IHS Booster Club