

EXCEL

GYMNASTICS & CHEER

Booster Club Handbook

2012-2013

Excel Gymnastics & Cheer

80 Boulderbrook Circle

Lawrenceville GA 30045

770 277-9434

<http://Excelgymstars.weebly.com/>

Dear Gymstars Parent,

As parents of the current members of the Excel Gymstars competitive teams, we would like to take this opportunity to welcome both you and your daughter to the team program at Excel Gymnastics and Cheer. We know that you are likely to have questions regarding all aspects of competitive gymnastics at Excel. We hope that this packet of information will be helpful in that regard.

The Gymstars Booster Club was formed to give us a mechanism to both raise funds for and to support our girls. Our philosophy is to promote our gymnasts with the "team concept" as our main focus. Gymnastics is unique in that each competitive meet involves both individual and team competition. Excel is striving to field competitive teams that demonstrate a very positive team environment; this is demonstrated through the actions of both the girls, and the parents. The goals of individual and team excellence are not mutually exclusive. Excel is building a track record to excel at both aspects of competition and we would like to think that the booster club plays an important role in this achievement. Personally, we feel that a successful team takes three components: great coaches, great girls and great parents. Currently, Excel is well blessed in each area.

We look forward to working with you during the next year as we grow our team and our booster club into 2 very successful entities.

We hope that you will find the following information useful ... please feel free to contact any board member if we can be of any assistance.

Thank you,

Gymstars Booster Club

EXCEL GYMSTARS Booster Club

2012-2013

Welcome to our gymnastics competitive teams!

Inside this package is some valuable information that may help you understand the costs, time and commitment it takes to become involved in this booster club. This booster club is built for the gymnasts, but sponsored by families and friends of these gymnasts. In addition to supporting our gymnasts, the booster club gives us a mechanism to raise funds to cover the costs of competitive gymnastics. You can choose to pay all costs out of pocket directly to the gym or you can utilize booster club fundraising opportunities to offset the costs involved in competitive gymnastics. We hope that you will see the benefits of participation.

Please take some time and look through this. If you have any questions, please contact one of the officers of the EXCEL GYMSTARS Booster Club.

EXCEL GYMSTARS Executive Board of Directors (Officers) 2012-2013

President – Alicia Muirhead, alicia_muirhead@hotmail.com 678-687-6738

Vice-Pres – Vicki Kratzer, kratzerkln@aol.com 770-596-8516

Treasurer – Andrea Boyd, andreaboyd@bellsouth.net

Secretary – LuAnn Greene, lgreene@encompass-m.com

Our website is <http://Excelgymstars.weebly.com/>

Additional Booster Club Committee Positions

Fund Raising, Team Liaison, Public Relations, Corporate Sponsorship, Hospitality, and Scrapbooking -These positions are voluntary and will continue during the fiscal year. These positions are very important to ensure that the events planned and sponsored by the gym run smoothly and efficiently. Action committees will be formed to assist in planning of meets, fund raising events and, other events in the community.

Personal Commitment

The EXCEL GYMSTARS Booster Club Executive Board wants you to understand the commitment you have made when entering your child into a higher competitive sport. EXCEL GYMSTARS has an excellent coaching staff and we are building a great booster club. This gives us all an opportunity to be part of the foundation that will carry us into many successful competitive seasons ahead. Remember that we are here as a

“team” and we need to stand behind all of our gymnasts. There is a great amount of effort being put forth from the parents to make our gymnasts the best they can be. We ask you to stand behind your child, stand behind our team, and get involved.

How the Booster Club Functions

The Gymstars Booster Club is a nonprofit 501(3)(c) organization. The role of the Booster Club is primarily fundraising and gymnast support. Membership is optional, but strongly encouraged. Excel Gymnastics and Cheer will be responsible for collecting meet fees and uniform fees; and the Gymstars Booster Club will be responsible for fundraising for those who choose to participate. Because the Booster Club is a nonprofit organization, fundraising profits will be divided among the gymnasts equitably based on the type of fundraiser. More information on types of fundraisers and the distribution of funds can be found in the by-laws.

To join the Booster Club, there is a \$30 initiation fee to cover administrative costs related to taxes and the function of the club. The club will be responsible for coordinating fundraisers and providing support and encouragement to our gymnasts throughout the year.

The Booster Club treasurer will pay the members' fees out of the profits of the fundraising. Prior to payment date, the treasurer will give an account of what each member has raised up to that point. If fundraising does not cover the entire cost of meet fee assessment, the remainder of the amount will be the responsibility of the member to pay directly to Excel Gymnastics and Cheer.

Finances

Because the gym is responsible for payment of all the meet fees and uniform fees, the Booster Club budget mainly consists of administrative costs. Most of these costs are covered through the \$30 initiation fee. The Treasurer will present a draft version of the budget to the Executive Board and it will be voted on for approval. Once this happens, each parent will receive a copy of the final budget for the Booster Club.

Membership Dues

Each participating family pays \$30 dues each year by cash or personal check. This is an annual fee and all money is deposited and used for expenses for the club throughout the fiscal year. Our fiscal year is from July 1st to June 30th. The annual membership fee is non-refundable and non-transferable.

Additional Expenses

There may be times that situations arise that warrant a collection of donations, for instance, funerals, coach's birthdays, graduations or any other occasion that should be recognized. These expenses are optional.

Acceptable Forms of Payment

Gymstars Booster Club can accept cash or checks as payment for any of the above expenses. All checks can be made payable to Gymstars Booster Club and should include the gymnast's name & item in the memo section.

Return Check Charges

All returned checks are subject to a \$35.00 charge added to your account.

Excel Gymstars By-Laws

The Excel Gymstars Booster Club follows a set of by-laws that outline and govern the business practices of the Booster Club. A copy of the by-laws will be available in the main Booster Club book and on the website. You may also request a copy of the by-laws from any Booster Club board member. All changes to the by-laws must be approved by the Executive Board of Directors and the general membership.

Excel Gymstars Booster Club Commitment Form

By signing this form, I understand that I will be responsible for 100% participation in the Excel Gymstars Booster Club in the 2012-2013 competition season. This includes the financial, voluntary and team support for your gymnast and the Excel Gym and Cheer teams.

Gymnast's Information:

Gymnast's Name: _____ Age: _____

DOB: _____ Level _____

Parent's Information:

Mother's Name: _____ Cell #: _____

Father's Name: _____ Cell #: _____

Address: _____

Home Phone: _____ Email: _____

Parent's Signature: _____ Date: _____

Please make sure the following information is completed and returned with your \$30 membership dues to your Team Parent by the specified date. Checks can be made payable to Gymstars Booster Club.

Booster Club Volunteer & Job Functions Form

Please let the Booster Club know which areas best suit yourself and your experience. There are many areas that we will need assistance with throughout the year and it helps to have an idea of who can do what tasks.

Gymnast's Name _____

Mother's Name _____ Job Title _____

Father's Name _____ Job Title _____

Contact Number _____ Email _____

Volunteer Areas

Please check the items that you are interested in assisting with at the gym or hosted meets.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="radio"/> Concession sales at gym during practice <input type="radio"/> Concession sales at gym meets/events <input type="radio"/> Goodie bag assembly <input type="radio"/> Scrapbook/ Photography <input type="radio"/> Bulletin Board/Artistic display | <ul style="list-style-type: none"> <input type="radio"/> Fund Raising <input type="radio"/> Gathering donations <input type="radio"/> Face painting booth <input type="radio"/> Party planning <input type="radio"/> Other _____ |
|---|---|

Technical & Manual Volunteer Areas

Please check the items that you are interested in assisting with at the gym or hosted meets.

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> <input type="radio"/> Web development <input type="radio"/> Graphic design <input type="radio"/> Video/slideshow production | <ul style="list-style-type: none"> <input type="radio"/> Computers <input type="radio"/> Gathering donations | <ul style="list-style-type: none"> <input type="radio"/> Cabinetry/Carpentry <input type="radio"/> Other _____ |
|---|--|--|