

Santa Cruz High School Cardinal Club

Mission Statement and Operating Procedures

MISSION STATEMENT: The Cardinal Club is organized under the laws of the State of California as a non-profit corporation 501(c)3 for the purpose of supporting SCHS student athletes in accordance with the Distribution Of Funds section within this document.

MEMBERSHIP: Any adult in the Santa Cruz High School community can become a member of the Cardinal Club with payment of membership fees. All SCHS athletic coaches and athletic directors are members of the Cardinal Club. All active Cardinal Club Officers shall receive a complimentary annual membership card.

MONTHLY MEETINGS: The Cardinal Club will conduct regular meetings at an agreed time in a school room designated each month, or as otherwise specified. The Cardinal Club will extend permanent invitation to the Principal, Assistant Principal(s), Athletic Director and all coaching staff to attend and participate in each meeting.

FUNDRAISING: The Cardinal Club will manage fundraisers throughout the year and at other times as deemed necessary to accomplish the goals of the Cardinal Club. The Cardinal Club may sponsor raffles and games of chance for individual school teams. All fundraisers will be submitted on the Fundraiser request form and will need SCHS administration approval.

CONCESSIONS FOR CARDINAL CLUB USE: With the Athletic Director's approval, the Cardinal Club may retain use of the snack shack during all SCHS league sporting events. The facilities include:

1. The snack shack located at the athletic field.
2. The snack bar located adjacent to the basketball gym

CONCESSION PROCEDURES FOR NON-CARDINAL CLUB USE: Anyone requesting the use of the snack shack in the gym and/or on the athletic field, must contact the Athletic Director. The Athletic Director will determine if a facility use agreement is necessary; this would be the case if an outside group wanted to use the facilities. SCHS teams do not need a facility use agreement but they must still request permission in writing to use the facilities from the

Athletic Director. Prior to allowing others to use the snack shack, the Athletic Director will communicate with the Cardinal Club President or Vice President to be sure there is no conflict with the dates and to allow the Cardinal Club to remove any items of choice. The Cardinal Club reserves priority use of facilities.

Anyone requesting use of these facilities must:

1. Contact the Athletic Director within a reasonable amount of time from the requested date to use the facility.
2. (If applicable) Sign a written contract to use the facilities and adhere to all terms.
3. Access: Only the school Principal, Vice Principal, Athletic Director or a Cardinal Club officer may open the snack shack locks to a *responsible individual*. When using the snack shack, the *responsible individual* will be held financially liable for the facility, equipment contained therein and inventory broken or removed. The school Principal, Vice Principal, Athletic Director or a Cardinal Club officer who unlocks the snack shack, must make sure:
 - Equipment is cleaned and turned off.
 - The counters, sink and floors have been cleaned.
 - The door is re-locked at the end of the use.
4. The District reserves the right to charge a fee for the use of these facilities.

EXECUTIVE COMMITTEE: There will be an executive committee of the Cardinal Club consisting of:

1. Club President, Vice President, Treasurer and Secretary, and
2. The three elected board members, or members at large, and
3. The SCHS Athletic Director (As an Advisory only)

The executive committee will perform the following duties, in addition to duties not otherwise specified:

1. Committee will draft and distribute any changes to the Mission Statement, Cardinal Club policy or other rules not otherwise specified, to the membership for approval.
2. Committee will meet in emergency session for the purpose of decision making requirements that cannot be delayed or scheduled for regular Cardinal Club meetings. The emergency session can also be accomplished via email. Every effort will be made to delay or schedule decisions regarding disbursement of funds until that issue can be presented to the

Cardinal Club at a regular meeting.

REQUEST FOR CARDINAL CLUB FUNDS: Coaches requesting funds from the Cardinal Club must fill out a Team Funds Request Form and review the request with the school's Athletic Director (AD). If the AD approves the request, he/she will sign the form and present it, along with the supporting documentation, at a Cardinal Club meeting. The coach or team representative should make an effort to attend the meeting when their request will be discussed and voted on.

GUIDLINES FOR REQUESTING FUNDS:

- Uniform replacement will be on a rotation schedule no more than every **four** years. Uniforms will be the property of Santa Cruz High School and it is the coach's responsibility to make sure the uniforms are returned. If the student athletes keep their uniforms at the end of the school year, the Cardinal Club will not purchase a replacement until the **four** year rotation.
- When requesting replacement uniforms the coach must provide in writing to the AD an inventory list of all uniforms, their condition and the date of the last replacement.
- The coach shall provide two competitive bids that will include taxes, shipping and handling. If the bid is for uniforms, the design will be printed on the uniform must be included with the bid.

DISTRIBUTION OF FUNDS: Funds shall be disbursed evenly for each sport season to ensure that all sports have equal access to the funds allowed for each sport or season. This is dependent upon the current Cardinal Club treasurers report and the Cardinal Clubs need for future events and/or equipment. All sport teams are highly encouraged to help in the Cardinal Club fundraising events during throughout the school year. **The Cardinal Club reserves the right to allow distribution of all, some or none of any requested funds. The agreed amount is dependent upon club voting results.**

The following list is a *general guide* to setting priorities for distribution of funds:

1. Any written Team Funds Request Form which is for the purpose of the safety of athletes and/or coaches, such as equipment refurbish and/or replacement shall have priority over uniform replacement.
2. Uniform replacement on a scheduled basis of no more than every four years per sport. Coaches should try to outfit the Varsity team and hand down the used uniforms to the Junior Varsity or Freshman teams.

3. Site improvements, facilities including replacements and/or upgrade of gym or athletic field snack bar equipment.
4. Athletic department request for equipment.
5. Cardinal Club annual athletic scholarships. Each year one female and one male SCHS athlete may be awarded the \$1000.00 Cardinal Club scholarship. Applications will be made through the SCHS scholarship department and forwarded to the Cardinal Club. The applications and supporting material will then be forwarded by the club secretary to the Cardinal Club Executive Committee (minus the President) for review and voting. The President will only vote when there is a tie within the results. Presentation will be made at the SCHS scholarship night and a check will be written to the student athletes' school of choice.
6. Special venue's affiliated with sporting events and the promoting of Cardinal school spirit. (i.e. Homecoming events, etc.)
7. When a team is awarded the funds requested, the coach will attach an approved TEAM FUNDS REQUEST FORM, the quotes and the design to an ASB Santa Cruz High School purchase order form. They will then submit these items to the school finance office. After the school has ordered and paid for the item(s) the finance office will submit a copy of the vendor invoice along with a copy of the school check to the Cardinal Club. The Cardinal Club will then issue a check to reimburse the school for the voted amount.

The undersigned officers agree to adhere to the above on this _____day of _____, 2016.

President: Ron Esche

Vice President: Steve Taylor

Athletic Director: Erik Redding