



Kings Athletic Booster Club (KABC)

Rep Binder

2022-2023





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Letter from the Athletic Director

Dear Kings Athletic Booster Club Team Representative:

Welcome to the Kings Athletic Booster Club! On behalf of KABC and our student-athletes, I would like to express our sincere gratitude for your dedication and service. Working with our parents and coaches to manage day-to-day activities for our students is a key component to give our students a first-class experience with Kings Athletics. We could not do what we are able to do without the wonderful support of our community and volunteers like you.

We are extremely excited to begin a new school year and hope that this packet of information will help you navigate the year. Our goal is to help make it as easy as possible to help disseminate information, collect monies and manage being a team rep.

The mission of the booster club is simple. That is to partner with the Athletic Department to support student-athletes and give them the best athletic experience in Ohio. With the support of the Kings Athletic Booster Club and our team representatives, KABC donates an average of \$111,000 to the athletic department each year. This helps offset costs of transportation, equipment, uniforms and many other items that help achieve that mission.

I thank you for your commitment to our organization and our student-athletes. We look forward to a great school year with you as a member of KABC.

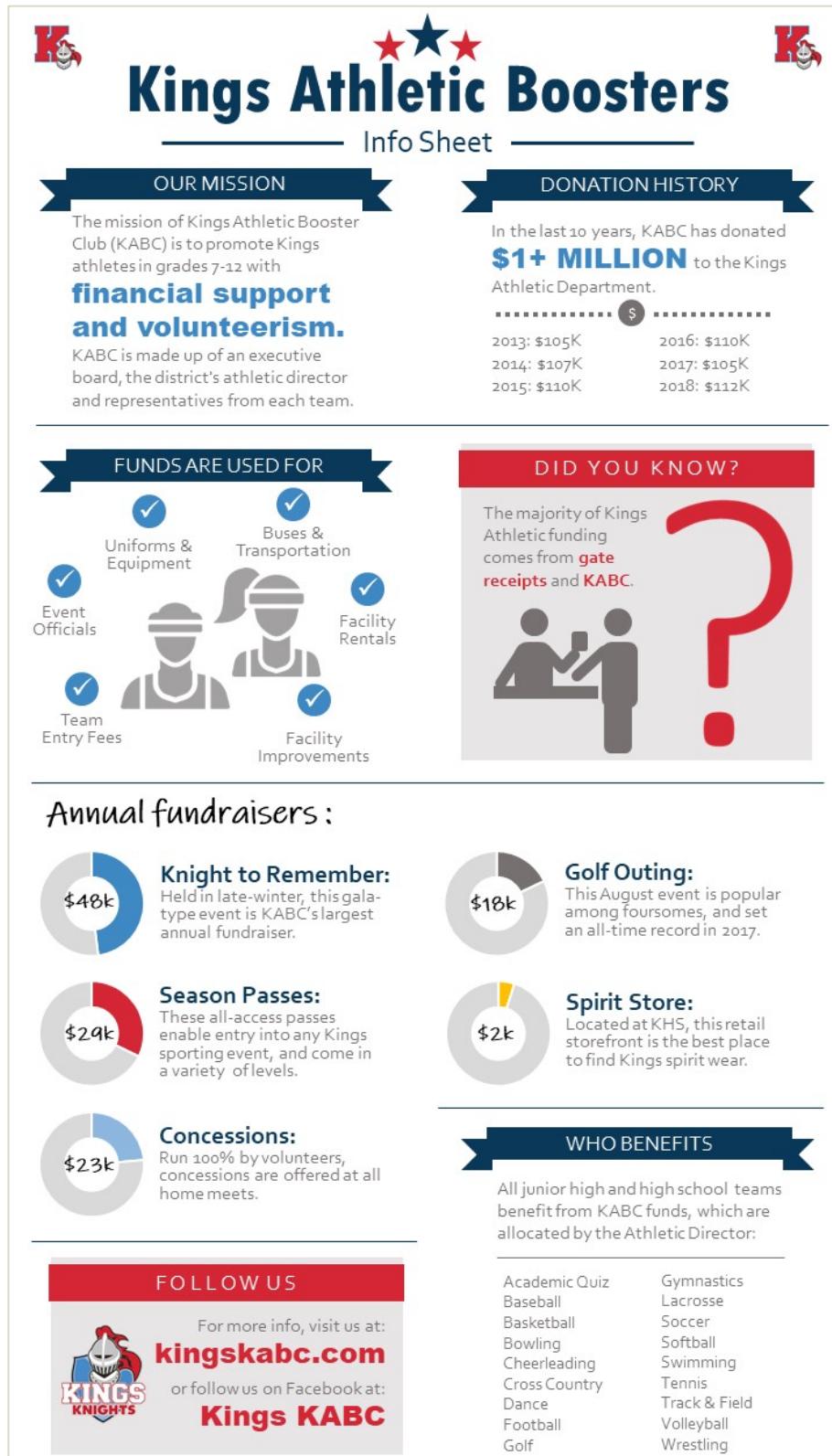
Sincerely,

Eric Taylor
Kings Athletic Director



KABC At-A-Glance

KABC is one of the top two funding sources for the Kings Athletic Department. Below is a 2019 Infographic summarizing information on our largest annual fundraisers, how funds are allocated and which teams benefit.





What Is KABC?

The Kings Athletic Booster Club is made up of an executive board, the district's athletic director and representatives from every athletic team in grades 7 through 12.

Our Mission

The mission of the Kings Athletic Booster Club is to partner with the Athletic Department to support our student-athletes. Through the generosity of our parents, sponsors, and community in major fundraising activities, KABC was able to donate approximately \$111,000 in the 2021-2022 school year in support of the high school and junior high athletic programs.

2022-2023 Board Members

President – Matt Freeman
mfreeman@kingslocal.net
mjrec544@gmail.com
513-544-2816

Rep Liaison– Jaime Shutt
shutt.jaime@gmail.com
513-600-2205

Vice President, Concessions – Vacant

Athletic Director – Eric Taylor
etaylor@kingslocal.net
Office: 513-459-2937

Vice President, Communication – Wendy Hacker
WRHacker@gmail.com
513-205-9018

Treasurer – Shannon McKelvey
smckelvey@cinci.rr.com
513-673-1479

Assistant Athletic Director – Jen List
jlist@kingslocal.net
Office: 513-459-2937

2022-2023 Meeting Dates

Meeting attendance is required for all Team Reps. Team Rep meetings are held four times over the school year **at 7:00pm** in the Kings Auditorium. Each meeting will have a guest speaker and important information for you take back to your parents.

Date	Guest Speaker/Topic
September 14, 2022	Kickoff Meeting
October 12, 2022	
January 11, 2022	
March 8, 2022	

Bylaws

The goal of the KABC is to partner with the Kings Athletic Department to support both Kings High School and Kings Junior High student athletes and to unify and centralize fundraising efforts for all athletic programs. The KABC Bylaws were updated in 2019. To download, visit our website at <http://www.kingskabc.com/bylaws.html>.



Rep Duties

Responsibilities

As outlined in Section 8, Paragraph 8.1, of the KABC by-laws, the duties of team reps shall be as follows:

- Attending monthly meetings or arrange for replacement(s).
- Coordinating concession stand volunteers for their represented sport.
- Tracking designated funds for their represented sport.
- Finding replacements once their tenure has concluded.
- Signing check requests.
- Helping coordinate activities for Knight to Remember (KTR).

Meetings

Each team rep is responsible for attending monthly KABC meetings. If you are unable to attend, please send someone in your place. ***If you cannot fulfill this responsibility, we ask that you find a new KABC rep.*** We distribute important information including financials and need all sports in attendance.

Concessions

KABC is a volunteer organization. As a result, teams are required to staff and run the concessions for each event assigned to them. Concessions location could either be the outdoor main stadium, the outdoor satellite stand near the visitors' side of the stadium, or the indoor concession stand, depending on the event.

The week of any concession dates, you must report to the Assistant Athletic Director, via email, that you have filled all volunteer spots.

It is expected that each parent and/or family will sign up to work at least one shift per 'off season.' No team is required to work their own event.

Working concessions is a fun experience and a great way to meet other players and/or parents from your team. However, any team that fails to fulfill their concession assignment will be levied a fine of \$500 to your varsity coach.

We will create a master Signupgenius.com each sport season to help track which parents have volunteered so you can ensure all parents pitch in. We would not have the athletic programs that we have here at Kings without the generous support and hard work of our parents and players working our concessions throughout the year.

PLEASE REVIEW CLOSELY THE CONCESSIONS OPENING AND CLOSING PROCEDURES AT THE END OF THIS BINDER.

Parent Communications

You are responsible for forwarding to parents all relevant KABC Board emails. We need your help communicating with the Kings Community!

Fundraising Events

We rely on Reps to facilitate activities around each major fundraising event including Knight to Remember, the Golf Tournament and other events. **Please review each fundraising event section in this binder for your responsibilities.**

Coach Duties

Each sport is responsible for coordinating with its team rep (assigned by the coach). **Coaches are expected to attend KABC meetings when/if a rep or parent cannot attend.** Coaches track their monthly budget report provided by KABC and work with the rep on tracking funds. Coaches also ensure check/cash deposits are turned in quickly and accurately. Coaches are instrumental in assisting in the coordination and promotion of KABC fundraisers, concessions and other activities.



Communications

We use multiple communication platforms to reach parents, players and boosters.

WWW.KINGSKABC.COM

The KABC website is regularly updated with important information including meeting dates, concessions resources and upcoming fundraising events. Reps should bookmark the page and reference it frequently to stay current on KABC activities. Core sections of the website include:

Home Page: Showcases our mission statement, current Board Members, meeting schedule and current activities.

Finance: Instructions for working with the KABC Treasurer to make deposits or request funds. Forms for completing these transactions are posted and downloadable.

Team Reps: Contains information about Rep responsibilities (according to the Bylaws) and Rep contact information.

Concessions: Summarizes team-level responsibilities for covering concessions in the team's off-season. Documents posted include current concessions schedules, open/close procedures, cheese machine instructions and pretzel machine operations.

Bylaws: Updated in summer 2019, KABC's official Bylaws are available for review and download.

Knight to Remember: Held in early spring, Knight to Remember (KTR) is a gala-type fundraising event that requires participation from countless Reps, teams and volunteers.

Golf Outing: Held in August each year, the KABC Golf Outing is popular among area foursomes and corporate sponsors.

Date	Guest Speaker
Aug 7, 2019	Tyler Miller, Kings AD
Nov 13, 2019	Dr. Tim Kremchek
Jan 8, 2020	TBD
Mar 11, 2020	TBD



SOCIAL MEDIA

To stay current on KABC-related activities and important Rep information, follow us on social media:

KABC Facebook Group: <https://www.facebook.com/groups/1934066506896206>

KABC Facebook page: <https://www.facebook.com/kingskabc>

KTR Facebook page: <https://www.facebook.com/kings.knight.to.remember/>

Twitter: <https://twitter.com/@kingsboosters>



Finance & Forms

Listed below are the forms and processes that **MUST** be used with all financial transactions. All Financial Forms can be found on the KABC website at <http://www.kingskabc.com/finance.html>. Below are examples of completed forms.

Please note it is strictly prohibited for a team Rep to accept any payment(s) to a personal Venmo/PayPal or other electronic account. All Reps must adhere to the financial guidelines detailed in this manual to ensure proper documentation for any monies collected and/or dispersed.

Cash Deposit Form

- Make sure to fill out all lines, the more information the better.
- Whatever you write in the 'Memo' line will be added to the deposit & will show up on the monthly report.
- Make sure all cash deposits are signed by two people.
- Put in an envelope with the form stapled to the outside of the envelope.
- Take to the Athletic Office, where there is a cash deposit box on the AD's door.
- Fill out the form on the clipboard & drop the envelope (with cash) in the deposit box.

Sample:

**Kings Athletic Booster Club
Cash Deposit Form**

- Please keep a copy for your records.
- The KABC Treasurer must receive this form in order for your account to be credited. Any envelopes received with just cash will be returned to the sport & not deposited until a Cash Deposit form is included.
- Staple this form to the outside of the envelope.
- The deposit will be reported on the monthly statements, so please give details about the deposit

Today's Date 7.31.18

Team/Sport Football

Deposit Memo/Note Kings Cards

Currency	Change Total \$ <u>2.00</u> (in rolls if possible)
\$1 X <u>50</u> = <u>50</u>	
\$5 X <u>10</u> = <u>50</u>	
\$10 X <u>10</u> = <u>100</u>	
\$20 X <u>10</u> = <u>200</u>	
\$50 X <u>2</u> = <u>100</u>	
\$100 X <u>0</u> = <u>0</u>	Total Deposit Amount \$ <u>502.00</u>

Must have two signatures for cash deposits

Signature [Signature] Signature [Signature]

Print Name Shannon McKelvey Print Name Ann Georgian

Phone # 513-673-1111 Phone # 513-123-4576

* Drop off your completed deposit form in a sealed envelope to the Kings High School Athletic Office. Please staple this form to the outside of the envelope.

Do not combine with
a check deposit envelope



Check Deposit Form

- Make sure to fill out all lines, the more information the better.
- Whatever you write in the 'Memo' line will be added to the deposit & will show up on the monthly report.
- Put the checks in an envelope with the form attached to the outside of the envelope.
- Take to the Athletic Office. Give to the AD, Asst. AD or Asst. to the AD. & they will put in the checks in the check deposit safe.

sample :

Kings Athletic Booster Club Check Deposit Form

- Please keep a copy for your records.
- The KABC Treasurer must receive this form in order for your account to be credited.
- The deposit will be reported on the monthly statements, so please give details about the deposit
- Staple this form to the outside of the envelope.

of Checks 25
(if more than \$10,000 in checks create another deposit)

Total Amount \$ 5,200

Today's Date 7.31.18

Team/Sport Football

Deposit Memo/Note Kings Cards

Signature [Signature]

Print Name Shannon McKelvey Phone # 513.673.1111

* Drop off your completed deposit form and sealed envelope in the Kings High School Athletic Office. Staple this form on the outside on the envelope.

Do not combine with
a cash deposit envelope



Check Request Form

- **Check Request (most common use)**

- Fill out all lines & include invoice numbers.
- You cannot sign the form if you are requesting a check for yourself or a spouse/family member.
- Include any invoices or receipts, no copies of receipts are permitted.
- Turn into the Athletic Office.
- AD will sign & then turn into the KABC Treasurer

sample :

KABC Check Request

All receipts must be accompanied by this form, filled out and signed by the Athletic Director before you will receive payment. Place completed form in the KABC mailbox located in the main office at Kings High School. If you have any questions, please contact KABC Treasurer, Shannon McKelvey at 673-1479 or via email at smckelvey@cinci.rr.com.

Date: 7.31.18	Amount of Check: \$ 200.00
Person submitting request: Shannon McKelvey	Phone Number: 123.456.7899
KABC account money is coming out of: (circle one) <input checked="" type="radio"/> Football Volleyball Men's Soccer Women's Soccer Cross Country Men's Golf Women's Golf Swimming Wrestling Men's Basketball Women's Basketball Indoor Track Baseball Softball Men's Lacrosse Women's Lacrosse Track Concessions AD Account Cheerleading Dance Knight to Remember Golf Outing Apparel Men's Tennis Women's Tennis Bowling Other:	Purpose for Expenditure: Invoice(s) or receipt(s) must be attached to this request. Please include invoice numbers below. If a form needs to be mailed in with check, please include a copy & indicate below invoice # 422504 camp t-shirts
Make Check Payable to: Quality Sports	Check Needed by: (minimum 7 day turnaround)
Mail (preferred method), list the address below: Always include address	Pick up: Yes or <input checked="" type="radio"/> No If yes, must have a phone number: Or, Drop off in Coach's Mailbox: Yes or No
Coach or KABC Rep Signature Date: 7.31.18	Athletic Director's Signature (must have the signature to be approved) Date: 8/1/18

* cannot sign for self or spouse

For Treasurer's Use Only

Check Number	Date	Amount
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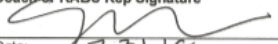
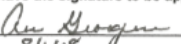
- **Funds Transfer**

- Use the same Check Request Form (see Funds Transfer Sample).
- Use for transferring funds from accounts to accounts within KABC
- This form is typically used for KTR raffle tickets.
- This does not need to be signed by the AD.

sample of Funds Transfer:

KABC Check Request

All receipts must be accompanied by this form, filled out and signed by the Athletic Director before you will receive payment. Place completed form in the KABC mailbox located in the main office at Kings High School. If you have any questions, please contact KABC Treasurer, Shannon McKelvey at 673-1479 or via email at smckelvey@cinci.rr.com.

Date: 7.31.18	Amount of Check: \$ 100-
Person submitting request:	Phone Number: 123-456-7899
KABC account money is coming out of: (circle one) <input checked="" type="radio"/> Football Women's Soccer Women's Golf Men's Basketball Baseball Women's Lacrosse AD Account Knight to Remember Men's Tennis Other:	Purpose for Expenditure: Invoice(s) or receipt(s) must be attached to this request. Please include invoice numbers below. If a form needs to be mailed in with check, please include a copy & indicate below. transfer funds from football to KTR - raffle tickets
Make Check Payable to: transfer	Check Needed by: (minimum 7 day turnaround)
Mail (preferred method), list the address below:	Pick up: Yes or No If yes, must have a phone number: Or, Drop off in Coach's Mailbox: Yes or No
Coach or KABC Rep Signature  Date: 7.31.18	Athletic Director's Signature (must have the signature to be approved)  Date: 8/1/18

For Treasurer's Use Only

Check Number	Date	Amount
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Fundraising Events

Knight to Remember

<http://www.kingskabc.com/knight-to-remember-1.html>

In early spring, the Kings Athletic Booster Club presents “A Knight to Remember,” a gala-type event full of entertainment, auctions, dinner and music that serves as our largest annual fundraiser. This year’s event will be Saturday, March 11 at the Marriott Cincinnati - Northeast. In order for KTR to succeed each year, support and participation is required from each sport grades 7-12.

Grand Raffle Tickets

Every player, regardless of team, needs to collect money equal to one (1) raffle entry. Reps are responsible for collecting money and recording parent names to submit to the KABC Treasurer via the provided Excel sheet. *Tip: It can be easier to simply collect \$10 per player when team fees are submitted; however, you also can collect the money separately.* Note: there are no physical tickets to sell/distribute.

Please note it is strictly prohibited for a team Rep to accept any payment(s) to a personal Venmo/PayPal or other electronic account. All Reps must adhere to the financial guidelines detailed in this manual.

To deposit the monies collected, follow the directions in your KABC Rep folder under “Finance & Forms” (pg. 8-11) describing how to deposit and transfer money from your team’s account to the KTR account.

Reps are responsible for notifying parents they will be entered into a drawing and that winning numbers will be randomly drawn at Knight to Remember; winners do not need to be present to win.

As you collect money, keep a record of which player has paid; when you’ve collected everything for your team, send the full Excel list of paid names to Shannon McKelvey (smckelvey@cinci.rr.com) who will enter them into a central random-number selection process.

DUE DATES

- Fall Sports: Excel list & transfer form due **12/15**
- Winter Sports: Excel list & transfer form due **1/15**
- Spring Sports: Excel list & transfer form due **3/1**

PRIZES

- 1st prize \$1,000 | 2nd prize \$500 | 3rd prize \$250

Silent Auction

Every sport is required to donate money or purchase items or a basket. The ‘Team Donation Amounts’ excel list will be emailed out. This amount is based on number of athletes on the team from the year prior at \$5/athlete. If money is being donated, follow the directions on the Funds Transfer in Finance & Forms section. If you are donating items or a basket, **all items need to be to the KTR chairperson by 2/15 regardless of sport.**



Golf Outing

<http://www.kingskabc.com/golf-outing.html>

Each summer the KABC hosts its annual Golf Outing at Walden Ponds. Outing includes 18 holes of golf, riding cart, tee-prize package, on-course drink tickets, team and proximity prizes, hole-in-one contests & more! Awards and door prizes will be presented at dinner.

The sold-out 2022 event was held on Friday, August 5.



Concessions

Opening Procedures

FOR AN EVENT TO RUN SMOOTHLY, IT IS IMPORTANT THAT ALL PREP WORK BE COMPLETED BEFORE THE OPENING OF WINDOWS

Assign volunteer(s) to the stations below, a minimum of 1 volunteer per station. These recommendations are based on larger varsity events with a minimum of 10 volunteers per shift, this can be adjusted based on the event you are working and customer volume/demand:

Stations: Kings HS Stadium Concession Stand				
1) Window	2) Window	3) Window/Runner	4) Nachos	5) Pretzels
6) Hot Dog Roller	7) Popcorn	8) Pretzels/Runner	9) Grill	10) Grill/Runner

BEGIN PREP WORK!

The grill, pretzel, hot dog and popcorn stations are a priority! Start prepping these items as soon as you arrive.

1. Grill Team (Varsity Football Games Only)

- Start the Grill and gather needed cooking utensils from the drawers next to the drink refrigerators
- Get hamburgers from the freezer (start with 2 boxes).
- Gather buns from the back room and cheese from the fridge in the back corner. Make about half the burgers with cheese.
- Foil wrappers and sharpie markers (to mark cheese) are in the cabinet
- Wrap burgers in foil and use the Sharpie to mark each with a "C" (cheeseburger) or "B" (burger)
- Once burgers are ready, have a runner bring them to the concession stand and place in a warming drawer
- All prepared burgers should be kept in the warming drawer until served.
- Keep burger warming drawers full until after halftime, then allow the supply to draw down.

2. Window Worker(s)

- Before the game begins place condiments and napkins out on the table outside the concession stand.
- Take orders and payment from customers.

3. Nacho Station

- Make sure the machine is turned on (switch located on the back of the machine).
- There should be 2 bags of cheese in the machine at all times. One bag should be opened and attached to the dispenser, and one bag should be in the top warming compartment.
- Nacho chips are in the cabinets below the machine.
- Nacho trays are in the cabinets above the machine.
- For an order, fill a tray with chips and then add cheese. To dispense cheese, place the tray under the nozzle and press the 2oz button. It stops automatically.
- Keep the area clean as the event progresses. This will make cleanup easier. Cheese can be messy!

4. Pretzel Station

- Frozen pretzels will take about an hour to warm so **load them as soon as you arrive**
- Load pretzels (2-3 per rack). *Tip: Load pretzels sideways as they fit better and allow racks to turn freely*
- Turn the machine on and set the temperature between 150-160 degrees.
- Fill the water pan located inside the machine.
- When the warmer is half empty, move all warm pretzels to the top racks and load more to the bottom racks. Keep this cycle going throughout the event until after halftime.



- f) To add salt to the pretzel, use the spray bottle filled with water to spritz the pretzel. Sprinkle some salt from a packet on a paper plate, then dip the pretzel onto a plate of prepared salt. Salt on the plate can be re-used.
- g) If a customer orders cheese, use the soufflé cups in the cabinets. Press the 2oz cheese button and serve the items on the paper plates.

5. Hot Dog Roller Station

- a) Turn on the roller to begin warming up.
- b) Gather hot dogs from the refrigerator next to the warmer or from the freezer in the back room.
- c) Load hot dogs onto the rollers and cook until the hot dogs reaches internal temperature of 160 degrees (temp gauge provided).
- d) Using the foil, place hot dogs in buns and then wrap.
- e) All prepared hot dogs should be kept in the warming drawer until served.
- f) Keep hot dog warming drawers full until after halftime, then allow the supply to draw down.

6. Popcorn Station

- a) Flip on all three buttons to warm the machine.
- b) Empty 2 packages of oil/popcorn into the kettle as a time.
- c) Allow the popcorn to pop with the doors open!
- d) Listen for the popcorn to almost stop popping and dump the kettle.
- e) Keep popcorn prepared throughout the event until about $\frac{3}{4}$ way through event.
- f) Large and small popcorn containers are in the backroom and drawers respectively.

7. Runners

- a) Set out candy and chips on the counter and keep the area stocked throughout the evening.
- b) Chocolate items are in fridge next to the hot dog station.
- c) Candy and Chips are in the marked cabinets below the counter closest to the drinks.
- d) Assist the window worker by collecting drinks, candy, etc. and bringing them back to the window.
- e) Assist the hot dog, pretzel, and grill stations as needed.

8. Coffee/Hot Chocolate (dependent on weather)

- f) Fill coffee pot with water and fill the reservoir.
- g) Place 1 bag of coffee in filter and flip switch to brew coffee.
- a) Cups are in the cabinet under the pot or in the back room.
- b) Cream, Sugar, and Coffee Stirrers should be placed on the condiment when serving coffee.
- c) For hot chocolate, heat water in electronic coffee urn (fill and turn on).
- d) When water is hot, add to two large envelopes in large Powerade cooler. If it is cold outside, keep making hot chocolate until demand slows (after 3rd quarter, likely).

Closing Procedures

- 1. Cleaning supplies
 - a) Located next to the sink, in the cabinet below the hot dog roller and in the storage area (back room).
- 2. Coffee
 - a) All coffee pots need to be washed and machine wiped down.
- 3. Nacho Cheese Machine
 - a) The cheese machine should be left on if there is an event in the next 4 days. Leave all product in the machine. By leaving the machine on, cheese will be ready for next game.
 - b) If there is no game in the next 4 days, turn off and put cheese back in box (does not need refrigerated). Make sure dispensing spouts are pointed up so product does not leak.



4. Popcorn & Pretzel Machines
 - a) Clean out, wipe down and remove bottom tray and clean with soap and hot water.
 - b) Wash popcorn scoopers and place back in machine.
 - c) Make sure machines are turned off.
5. Microwave
 - a) Clean inside and outside of microwave.
6. Hot Dog Roller
 - a) Wrap all uncooked hot dogs in foil/plastic wrap and place in refrigerator
 - b) Clean roller and wash all utensils and put them away in drawers
7. Grills
 - a) Wrap all uncooked meat with foil/plastic wrap and place in refrigerator.
 - b) Scrape down grills, clean all utensils, and put away in drawers.
8. Place ketchup, mustard packets and napkins in the cabinet.
9. Place all candy/chips in the cabinets below.
10. Wipe all counters.
11. Sweep floor and tie trash bags.