



# Kick Off Meeting

2020-2021 School Year

Kings Athletic Booster Club | Coaches & Team Reps

*August 23, 2020*



# Welcome to New Year!

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# About KABC

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# 2020-2021 Board of Trustees

Matt Freeman, President  
[mfreeman@kingslocal.net](mailto:mfreeman@kingslocal.net)  
513-544-2816

Shannon McKelvey, Treasurer  
[smckelvey@cinci.rr.com](mailto:smckelvey@cinci.rr.com)  
513-673-1479

Wendy Hacker, VP Communications  
[WRHacker@gmail.com](mailto:WRHacker@gmail.com)  
513-205-9018

Russ Hodges, VP Concessions  
[ausowen@yahoo.com](mailto:ausowen@yahoo.com)  
513-288-5438

Tim Huecker, Rep Coordinator  
[timhuecker@gmail.com](mailto:timhuecker@gmail.com)  
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Tyler Miller, Athletic Director  
[tmiller@kingslocal.net](mailto:tmiller@kingslocal.net)  
Office: 459-2937  
Mobile: 513-594-3007

Alex Rice, Asst. Athletic Director  
[arice@kingslocal.net](mailto:arice@kingslocal.net)  
Office: 459-2937  
Mobile: 513-305-6707



# About Kings Athletic Booster Club (KABC)

## OUR MISSION

The mission of Kings Athletic Booster Club (KABC) is to promote Kings athletes in grades 7-12 with **financial support and volunteerism.**

KABC is made up of an executive board, the district's athletic director and representatives from each team.

## DONATION HISTORY

In the last 10 years, KABC has donated **\$1+ MILLION** to the Kings Athletic Department.

..... \$ .....	
2013: \$105K	2016: \$110K
2014: \$107K	2017: \$105K
2015: \$110K	2018: \$112K
	2019: \$110K

## FUNDS ARE USED FOR

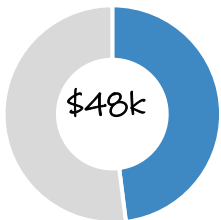


## DID YOU KNOW?

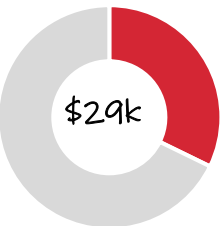
The majority of Kings Athletic funding comes from **gate receipts** and **KABC**.



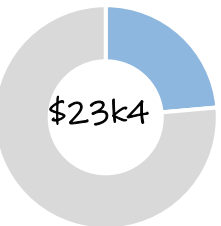
## Annual fundraisers :



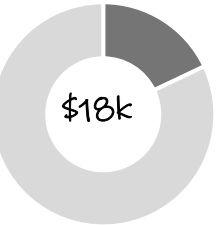
**Knight to Remember:**  
Held in late-winter, this gala-type event is KABC's largest annual fundraiser.



**Season Passes:**  
These all-access passes enable entry into any Kings sporting event, and come in a variety of levels.



**Concessions:**  
Run 100% by volunteers, concessions are offered at all home meets.



**Golf Outing:**  
This August event is popular among foursomes, and set an all-time record in 2017.

# Which teams benefit?

**All Kings junior high and high school teams** benefit from KABC funds, which are allocated by the Athletic Director:



Academic Quiz



Baseball



Basketball



Bowling



Cheerleading



Cross Country



Dance



Football



Golf



Gymnastics



Lacrosse



Soccer



Softball



Swimming



Tennis



Track & Field



Volleyball



Wrestling



# 2019-2020 Meeting Dates

**Meeting attendance is required for all Team Reps.** If you cannot attend, it's your responsibility to send another parent – or the coach – in your place.

Like last this year, Rep meetings will be held four times over the school year. Each meeting will have a guest speaker plus important information for you take back to parents.

KABC Meeting Dates for 20-21	Guest Speaker
November 11	TBD
January 13	TBD
March 10	TBD





# KABC is governed by Bylaws

## Kings Athletic Booster Club (KABC) Bylaws

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The name of this organization shall be the KINGS ATHLETIC BOOSTER CLUB, hereinafter referred to as KABC.

### **Mission Statement**

The mission of the KABC is to partner with the Kings Athletic Department to support both High School and Junior High School student athletes and to unify and centralize fundraising efforts for all athletic programs.

### **Policies (Section 1)**

#### **Paragraph 1.1**

Neither this organization nor any of its members shall attempt to direct, influence, or control the school administration, its personnel, its activities, or its policies.

#### **Paragraph 1.2**

This organization may cooperate with other organizations having compatible objectives provided its representative(s) make no commitments binding upon KABC.

#### **Paragraph 1.3**

In the event KABC is dissolved, its assets shall be transferred to the Kings High School Athletic Department and shall be expended or liquidated as the Athletic Director deems advisable and proper.

#### **Paragraph 1.4**

The KABC is organized exclusively for charitable purposes including but limited to the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax law.

#### **Paragraph 1.5**

No part of the net earnings of KABC shall inure to the private inurement of any individual member, trustee, officer or other private individual.





# Rep Duties

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# Team 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.



# Team Rep Duties

## 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 our Kings Spirit Store.

**Please review each fundraising event section in this binder for your responsibilities.**

## Coach Duties

Each sport is responsible for assigning a Rep, and coordinating with that individual throughout the school year. Coaches are instrumental in assisting in the coordination and promotion of KABC fundraisers, concessions and other activities.

Coaches are expected to attend KABC meetings when/if a rep or parent cannot attend.

Coaches track their own 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.



# Team Rep Duties

**PLEASE REVIEW CLOSELY CONCESSIONS OPENING AND CLOSING PROCEDURES IN THE BINDER!**

## 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 concessions dates, you must report to the Assistant Athletic Director, via email, that you have filled all volunteer spots.

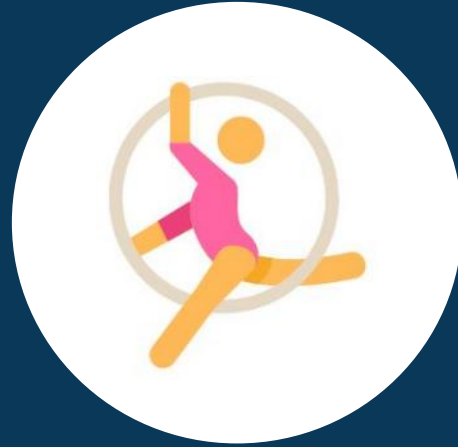
It is expected that each parent and/or family will sign up to work at least one shift per 'off season.' No team is required to work their own event.

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 suggest using Signupgenius.com to help track which parents have volunteered so you can encourage all parents to 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.







# Fundraising Events

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# Golf Outing: August

Each summer the KABC hosts an 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 in 2020 (again!) event was held on Friday, August 14.



# Concessions: Home Events

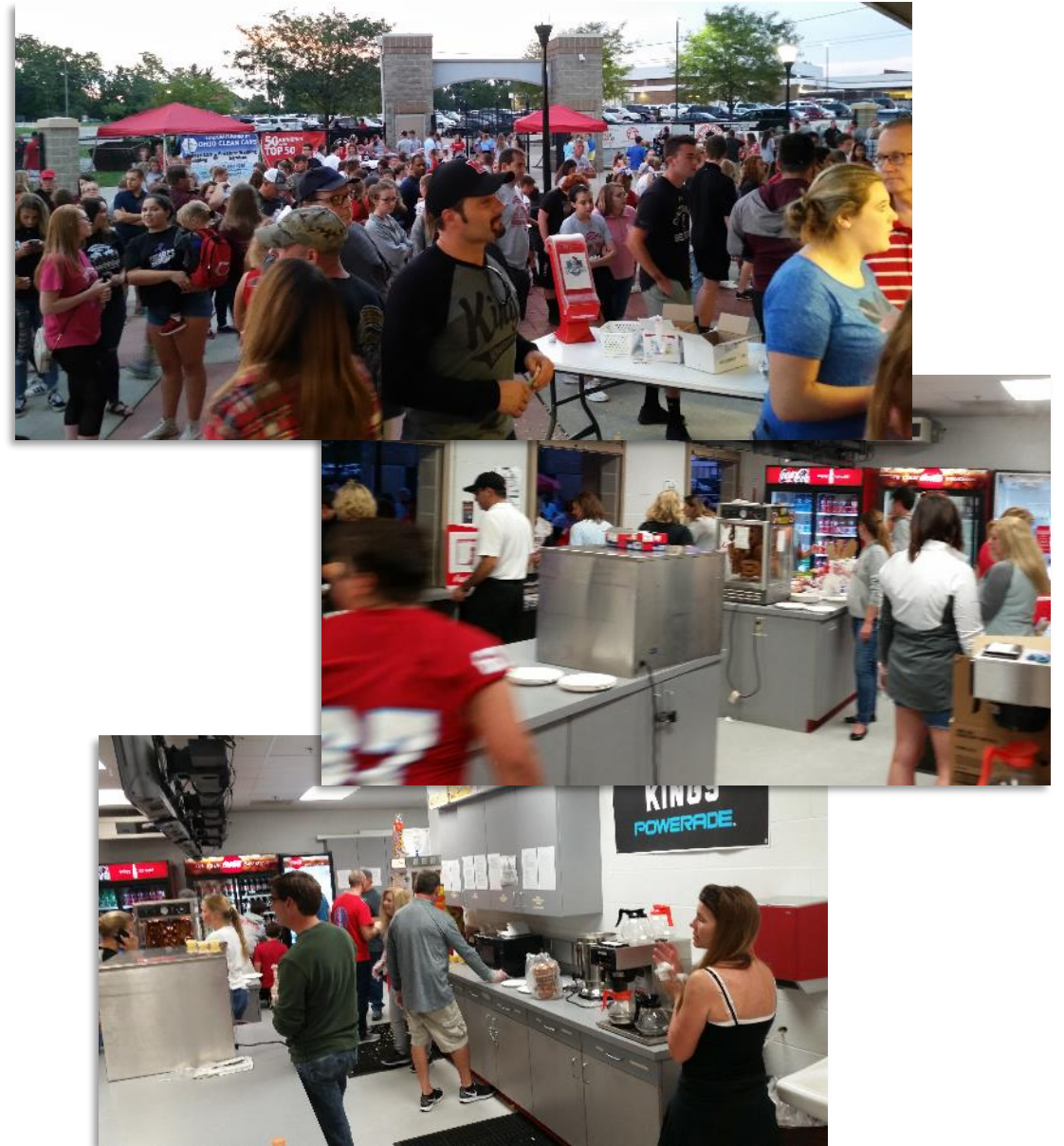
**The complete concession schedule is issued by the Asst AD with team assignments, # volunteers needed and begin/end times.**

Each team is required to staff and run the concessions for all event(s) assigned - either the outdoor main stadium, outdoor satellite stand or indoor stand - depending on the event.

It is expected that each parent and/or player sign up to work a shift.

No team is required to work their own event.

**Your team will be levied a fine of \$500 for any failure to fulfill a concession assignment.**



# 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





# Knight to Remember: March

## ***Grand Raffle Tickets***

Every player, regardless of team, needs to sell one (1) raffle ticket. 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 sell tickets separately.*

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; send the full Excel list of paid names to Shannon McKelvey.





# Knight to Remember: March

## DUE DATES

Fall Sports: Excel list & transfer form due **10/30/20**

Winter Sports: Excel list & transfer form due **12/4/20**

Spring Sports: Excel list & transfer form due **1/29/21**

## PRIZES

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

## ***Silent Auction***

Reps also are responsible for purchasing or donating items for inclusion in a silent auction. Get donations for these items from your parents, by collecting money in sports fees (and purchasing items or donating the funds to the KTR Committee) or use funds from your sports account. Collected items should be turned into the Athletic Office and/or contact Erin Deutsch.

## DONATED ITEMS

### **High School:**

Each team must donate **2 items** for the Silent Auction valued at a **minimum of \$50 each** (or equivalent cash donation)

### **Junior High:**

Each team must donate **2 items** for the Silent Auction valued at a **minimum of \$50 each** (or equivalent cash donation)



# Another Potential Fundraiser this year...Poker Knight

**MORE Details TBA...shard via email and KABC Rep Page**





# Finance

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# 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 Granger

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

- 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 original 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																											
<p>KABC account money is coming out of:</p> <p>(circle one)</p> <table border="0"> <tr> <td><input checked="" type="radio"/> Football</td> <td>Volleyball</td> <td>Men's Soccer</td> </tr> <tr> <td>Women's Soccer</td> <td>Cross Country</td> <td>Men's Golf</td> </tr> <tr> <td>Women's Golf</td> <td>Swimming</td> <td>Wrestling</td> </tr> <tr> <td>Men's Basketball</td> <td>Women's Basketball</td> <td>Indoor Track</td> </tr> <tr> <td>Baseball</td> <td>Softball</td> <td>Men's Lacrosse</td> </tr> <tr> <td>Women's Lacrosse</td> <td>Track</td> <td>Concessions</td> </tr> <tr> <td>AD Account</td> <td>Cheerleading</td> <td>Dance</td> </tr> <tr> <td>Knight to Remember</td> <td>Golf Outing</td> <td>Apparel</td> </tr> <tr> <td>Men's Tennis</td> <td>Women's Tennis</td> <td>Bowling</td> </tr> </table> <p>Other:</p>	<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	<p>Purpose for Expenditure:</p> <p>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 &amp; indicate below</p> <p>invoice # 422504</p> <p>camp t-shirts</p>
<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																										
Make Check Payable to: Quality Sports	Check Needed by: (minimum 7 day turnaround)																											
Mail (preferred method), list the address below: Always include address	<p>Pick up: Yes or <input checked="" type="radio"/> No</p> <p>If yes, must have a phone number:</p> <p>Or, Drop off in Coach's Mailbox: Yes or No</p>																											
<p>Coach or KABC Rep Signature</p> <p>Date: 7.31.18</p>	<p>Athletic Director's Signature (must have the signature to be approved)</p> <p>Date: 8/1/18</p>																											

\* cannot sign for self or spouse

For Treasurer's Use Only

Check Number	Date	Amount
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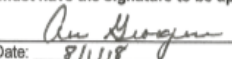
# Funds Transfer

- Use the 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.
- 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
<p>KABC account money is coming out of:</p> <p>(circle one)</p> <p><u>Football</u>      Volleyball      Men's Soccer</p> <p>Women's Soccer      Cross Country      Men's Golf</p> <p>Women's Golf      Swimming      Wrestling</p> <p>Men's Basketball      Women's Basketball      Indoor Track</p> <p>Baseball      Softball      Men's Lacrosse</p> <p>Women's Lacrosse      Track      Concessions</p> <p>AD Account      Cheerleading      Dance</p> <p>Knight to Remember      Golf Outing      Apparel</p> <p>Men's Tennis      Women's Tennis      Bowling</p> <p>Other:</p>	<p>Purpose for Expenditure:</p> <p>Invoice(s) or receipt(s) must be attached to this request. Please include invoice numbers below.</p> <p>If a form needs to be mailed in with check, please include a copy &amp; indicate below.</p> <p>transfer funds from football to KTR - raffle tickets</p>
Make Check Payable to:	Check Needed by: (minimum 7 day turnaround)
transfer	
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	Athletic Director's Signature (must have the signature to be approved)
	
Date: 7.31.18	Date: 8/1/18

For Treasurer's Use Only

Check Number	Date	Amount
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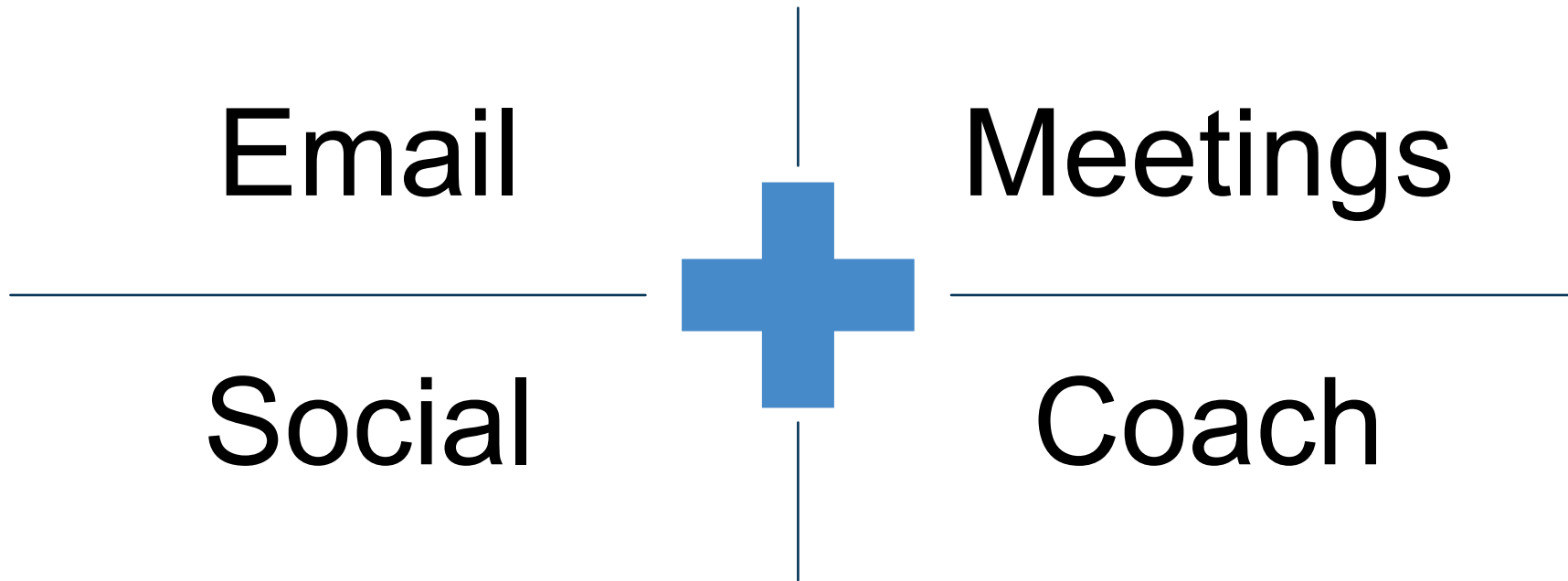


# Communications

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# 4 ways we communicate with you



# BOOKMARK these!!



website  
[www.KingsKABC.com](http://www.KingsKABC.com)

Facebook: KABC  
[facebook.com/kingskabc](https://facebook.com/kingskabc)

Facebook: Reps  
[facebook.com/groups/kabc\\_reps](https://facebook.com/groups/kabc_reps)

Facebook: KTR  
[facebook.com/kings.knight.to.remember/](https://facebook.com/kings.knight.to.remember/)





# When in doubt, check the website

## Team Reps

KABC would not be able to accomplish all it does for our student athletes if not for the dedication of time and energy given by our team reps. Thank you for all the hard work you do!

### 2018-2019 Rep List

Click on the link below to see the list of representatives to KABC from each team. If your information is missing or incorrect, please email Russ Hodges with an update.

[KABC Reps \(2018-2019\)](#)

### 2018-2019 Rep Binder

Everything  
in the Rep  
here. Binder

Stand

Beginning  
be a team

## Finances



Each team rep should work through the KABC Treasurer to make deposits and/or request funds via a check for reimbursement. The forms for completing these transactions are below. The Treasurer creates a monthly statement showing the transactions completed for each team. Copies of these statements are disbursed to the team rep at the monthly KABC meetings. Each head coach receives a copy via their mailbox in the athletic department.

## Concessions

KABC is a volunteer organization. Therefore, each team is required to staff and run the concessions for the event assigned to them. This 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. It is expected that each parent and/or player sign up to work a shift. 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.



KABC will levy a fine of \$500 to a team that fails to fulfill their concession assignment.

## Knight To Remember

### 2019 Knight to Remember: "Knights In Wonderland"

#### ROOM

Staying overnight? Get our group rate here.

#### APP

Bidding for auction items is managed through an app. Pre-download it here.



#### DETAILS

Saturday, March 9, 2019 | 5:30pm - 11:30pm | Cincinnati Marriott NE  
Cocktail Reception: 5:30 - 6:30pm

#### PRICING

Early Bird: \$65 per person (thru Feb 17)  
Regular: \$70 per person (after Feb 17)

#### DRESS

Business casual or semi-formal

#### MEAL OPTIONS

- Gourmet Cheeseburger on an Oatmeal Stout beer bun with yellow tomato jam, Amish butter cheese, 1 over-hard egg & purple onion
- Grilled Chicken Bruschetta with fresh smoked mozzarella
- New York Strip with 3 shrimp grilled in butter & garlic sauce
- Portabella Mushroom with brown rice with butternut squash hash

#### REGISTER

Registration has closed.

## Golf Outing

### Registration for the 2019 Golf Outing Is Closed!

This popular Kings Athletic Booster Club fundraiser will be held Friday, August 6th at Walden Ponds. Have a business? Check out our [sponsor packages](#). \*\*NEW FOR 2019!!\*\* Sonder Brewing is providing round-trip transportation to the course for the first 40 golfers to reserve their seat! For \$20, you will receive bus service to & from the course, 1 drink ticket, and cheese & pretzels from Brew River!



### 2019 KINGS ATHLETIC BOOSTER CLUB GOLF OUTING

Presented by:



Date/Location:	Friday, August 9, 2019 - Walden Ponds Golf Club 6090 Golf Club Lane, Fairfield Township, OH 45011
Agenda:	Registration 11:00 a.m. Shotgun Start 12:30 p.m. Dinner provided by Bucks Tavern 5:30 p.m. Awards & Prizes 5:45 p.m.

## Contact Us

### We want to hear it.

Whatever "it" is, we want to hear it. Whether you need more information or have a question about Kings Athletics, please use the contact form below, and we will get back to you!

Name: \*

Email: \*

Kings KABC  
c/o Kings High School Athletic Department  
5500 Columbia Rd Kings Mills OH 45034 us

# Parent eNewsletter



## Kings Athletic Booster Club Quarterly Newsletter

1<sup>st</sup> Edition | January 2019



**Tyler Miller**  
Kings Athletic Director

Welcome to the 1st edition of the Kings Athletic Booster Club (KABC) parent e-newsletter! Every few months you'll receive important updates from Kings Boosters.

Did you know that 1,200 student-athletes participate in one or more athletic programs each year across baseball, basketball, bowling, cheerleading, cross country, dance, football, golf, lacrosse, soccer, softball, swimming, tennis, track & field, volleyball, wrestling and academic quiz team? As a No Pay to Play school district, these opportunities are available in large part due to fundraising conducted by Boosters.

The mission of KABC is to promote Kings athletes in grades 7-12 with financial support and volunteerism. KABC is made up of an executive board, the district's Athletic Director and parent representatives from each team. In the last 10 years, KABC has donated over \$1M to the Kings Athletic Department. The 2017-2018 donation was \$112K. Thank you for your support!

## NEWS YOU CAN USE



### [Website](#)

Bookmark the KABC website for up-to-date information on activities including weekly Spirit Store hours.



### [Knight to Remember](#)

Join us Sat, Mar 9th from 6:30-11:30p! Knight to Remember offers a fun evening of music, dining and auctions.



### [FAQs](#)

Check out this quick-list of the most common questions we get from parents.



### [By the Numbers](#)

Read our latest infographic for quick stats about fundraising and other activities.



### [Team Reps](#)

Ever wondered who your KABC rep is ... and what s/he is responsible for? Here's a complete listing.



### [Follow Us](#)

We post updates on Facebook, "Like" our page to stay current on what's happening.



### [Concessions](#)

It truly takes a village ... here's the complete winter concessions schedule.



### [Golf Outing](#)

This August event is popular among foursomes, and set an all-time record in 2017.



### [Who to Contact](#)

The KABC Board consists of community volunteers. Here are the 2018-2019 board members.



# Athletic Dept Update

How Covid Is Impacting the Program

