

# Incentivized Volunteer Program

## Concessions Team:

- Field House Concessions Coordinator: \$200 Choice Dollars per year
- Hart Field Concessions Coordinator: \$200 Choice Dollars per year
- Concession Buyer: \$200 Choice Dollars per year

## Concession Team Choice Dollars available for distribution to clubs/sports: \$600

- Choice Dollars available for allocation beginning September of each new school year.
- Choice Dollar designations must be made no later than November 1st otherwise Choice Dollars will be used for general Booster Club allocation requests.
- No Choice Dollar changes will be made after initial allocation by volunteer.
- Volunteer may designate as many club/team benefactors as they like.

## Concession Shift Volunteers:

An hourly rate calculation will be determined based on the amount of concessions revenue generated through sales at Hart Field and the Fieldhouse (LESS concession stand expenses and food licenses) during each concession season. Choice Dollars will then be available to volunteers based on the number of hours they have worked during that designated concession season. (See below for calculation example).

- Concessions season calculations will be divided into two seasons as follows:
  - 1<sup>st</sup> Half: August through January 5<sup>th</sup>
    - Choice Dollar team/club designations must be submitted by volunteers by January 31st
  - 2<sup>nd</sup> Half: January 6th through last Hart Field event in May
    - Choice Dollar team/club designations must be submitted by volunteers by June 1st
- No Choice Dollar changes will be made after initial allocation has been made by volunteer.
- Volunteer may designate as many club/team benefactors as they like.

## Calculation Examples:

1<sup>st</sup> Half Concession season income (after expenses) \$6500.00

Hours needed for season: 208 hours of volunteer time

(4 volunteers needed for every 4-hour shift for 13 different days between September through January 31st)

Hourly rate calculation:  $\$6500/208 \text{ hours} = \text{Concession Choice Dollar Allocation is } \$31.25 \text{ per shift hour.}$

- If Suzie Smith worked 4 different 4-hour shifts for a total of 16 hours, she would earn \$500 in Choice Dollars to allocate to the club/teams of her choosing.
- Cyber Patriot parents rallied and worked a total of 40 hours during 1<sup>st</sup> Half Concession Season and received a Choice Dollar allocation of \$1,250.
- Jenny Generous worked 4 hours and earned \$125 that she allocated back to the general Booster Club Allocation Fund.

2<sup>nd</sup> Half Concession season income (after expenses) \$4850.00

Hours needed for season: 160 hours of volunteer time

(4 volunteers needed for every 4-hour shift for 10 different days between February 1st through June 15th)

Hourly rate calculation:  $\$4850/160$  hours = Concession Choice Dollar Allocation is  $\$30.31$  per shift hour.

### Auction/Fundraising Committee:

-Fundraising Committee Chairperson: \$300 Choice Dollars +committee allocation of Choice Dollars

-Fundraising Committee Members: Allocation of 10% of fundraising event proceeds (after costs) to be divided equally as Choice Dollars among the total number of committee members.

- Must attend 75% of fundraising meetings to be eligible.
- Designation of Choice Dollars must be made 30 days after the fundraising event has ended and final accounting is done by treasurer.
- No Choice Dollar changes will be made after initial allocation by volunteer.
- Volunteer may designate as many club/team benefactors as they like.

### Example Calculation:

Auction proceeds \$44,200 (after expenses).

10% calculation of net auction proceeds: \$4,200 generated in Choice Dollars

Auction committee members: 15 (including chairperson) = \$260 Choice Dollars per committee member.

Committee Chairperson:  $\$300 + \$260 = \$560$  Choice Dollar Allocation

### Executive Committee Positions:

President: \$300 Choice Dollars per year

Vice President: \$300 Choice Dollars year

Treasurer: \$300 Choice Dollars per year

Secretary: \$300 Choice Dollars per year

Member at Large: \$300 Choice Dollars per year

- Must attend 75% of Executive and Booster Club meetings for eligibility
- Choice Dollars are available for allocation beginning September 1<sup>st</sup> and must be allocated no later than November 1<sup>st</sup>.
- Choice Dollars that remain undesignated after November 1st will be used for general Booster Club allocations.
- No Choice Dollar changes will be made after initial allocation by volunteer.
- Volunteer may designate as many club/team benefactors as they like.

**Executive Committee Choice Dollars available for distribution to clubs/sports: \$1,500**

### Other Positions:

Spirit Gear Coordinator: \$200 Choice Dollars per year

Website Coordinator: \$200 Choice Dollars per year

Social Media Coordinator: \$200 Choice Dollars per year

- Must attend 75% Booster Club meetings for eligibility
- Choice Dollars are available for allocation beginning September 1<sup>st</sup> and must be allocated no later than November 1<sup>st</sup>.
- Choice Dollars that remain undesignated after November 1<sup>st</sup> will be used for general Booster Club allocations.

- No Choice Dollar changes will be made after initial allocation by volunteer.
- Volunteer may designate as many club/team benefactors as they like.

**Other Position Choice Dollars available for distribution to clubs/sports: \$600**

Tracking and Reporting Considerations:

- Choice Dollars would be tracked as a secondary spreadsheet on existing LC Booster Club Budget
- Choice Dollar changes will not be made after initial designation.
- Coaches will be notified quarterly of Choice Dollar allocation designations so they may plan their allocation requests.
- Coaches MUST submit an allocation request to receive Choice Dollars and requests must comply with LC Booster Club bylaws.

Allocation Requests:

- Coach submits allocation request on LC Booster Club website.
- Booster Club presents allocation request to members at designated allocation meeting.
  - If Choice Dollar funds are available to the club/team submitting the request –and– the request meets the Booster Club Bylaws, the Choice Dollars would be eligible for distribution.
  - If there is a remaining need to fulfill the club/team’s allocation request, the Booster Club members present at the allocation meeting will vote to determine the outcome of the remaining need.
  - If no Choice Dollars are available to the club/team, the Booster Club members present at the allocation meeting will vote to determine outcome of the allocation request based on the funds available through the general Booster Club fund.
- If volunteer does not specify club/team for Choice Dollar allocation by the designated date, funds will be released to the general fund for other requests and needs.
- Choice Dollars generated during the 2<sup>nd</sup> Half Concession Season (February 1-June 15<sup>th</sup>) must be allocated no later than June 1st and will be available to their team/club at the start of the next school year.

(revised May 2019)