

PANTHER PRIDE

-Ridge Point's All Sports Booster Club-

Team Sport Representative (TSR) Handbook



2023/24 School Year





To our Team Sport Representatives:

Thank you for volunteering for such an important position. Your role has been described as a Team Parent, Coach's Assistant, Communication Director, Fundraising Coordinator, Social Chair, and Merchandise Manager. You will find that all of those descriptions may fit at one time or another. A TSR truly is a "Jack-Of-All-Trades". The familiar retort to that title is "master of none", but the forgotten and most important line is the last one, "Certainly better than master of none."

Nothing could be truer in every sense. Our TSRs handle many duties, often times doing things which they are not accustomed to, but were there no one in this position, Panther Pride could not exist. We know how important you are, and we all appreciate the effort you put into the Ridge Point athletics program. The board of directors, committee chairs and coaching staff will do all it can to help make your job as easy as possible.

I also want to point out that you can take on too much by yourself. This is a volunteer position that should be an enjoyable way to be a part of your child's high school experience and a chance to get to know more of the great families at Ridge Point. To help share the load, I recommend that you enlist your coaches and friends to help in recruiting other parents on your team to manage the various tasks involved. Take on the jobs you can and delegate the others. The more parents that are involved with Panther Pride the better for everyone, especially the kids.

This handbook is a resource, not a novel. If time is short, at the minimum you should check out the table of contents and find the stuff you really need, then refer to it when another question arises. We hope it comes in handy, but if what you are looking for isn't here please let your coach, a board member, committee chair, or me know what we can do to help you.

You and your team are part of one of the best athletics program in the state, and we are excited to have you as one of the key players with Panther Pride.

Good luck this year,

Panther Pride Board of Directors





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Ridge Point All Sports Booster Club

The purpose of the Ridge Point All Sports Booster Club, known as “Panther Pride”, is to provide financial support and fundraising opportunities to all sports and to all of the students who participate in them at Ridge Point High School.

Non-Profit Organization: Panther Pride is a 501(c)3 charitable fundraising organization, benefitting the entire athletics program at Ridge Point High School. Panther Pride is tax exempt (we do not pay sales tax) when purchasing goods for use by the organization. We do pay sales tax on some items we sell, and for simplicity, all of our taxable sales have the tax included in our prices, so you do not need to worry about collecting it separately. More on that in the fundraising section.

Panther Pride’s Function: To be a single, strong administrative organization for the entire athletics program at Ridge Point that enables the program as a whole, and each of the different sports teams, to take advantage of a large and efficient fundraising operation.

Its main functions are:

- 1) Fundraising- To manage large-scale fundraising efforts and to assist in team level fundraising.
- 2) Administrative management- To efficiently manage the fiscal, tax, administrative and other issues associated with non-profit fundraising in order to alleviate the necessity for these issues to be handled redundantly by the different teams.
- 3) Spending oversight- To provide oversight of the spending of club funds to ensure conformity with various sanctioning entities and proper use within the goals set by the Athletic Coordinator.

The Club’s Philosophy: The whole is greater than the sum of its parts

Panther Pride is organized to give flexibility and autonomy to each of the separate sports to organize, manage and benefit from their independent fundraising efforts. While each sport is strongly encouraged to fundraise on its own, the true strength of Panther Pride is the ability to fundraise on a level that encompasses the entire school. This is achieved by helping to motivate our members and teams to work to better the whole program, and by organizing the club to allow for both large and small-scale fundraising with independent control of funds raised by the different teams.

Fostering a Sense of community: With a strong general fund, the program as a whole and any sports that are in need will get support from Panther Pride. The club’s membership is encouraged to view the athletics program at Ridge Point as a single group made up of many different sports, reinforcing the belief that each team will rise with the rising fortunes of the entire program. It is understood that parents want to support their child’s team(s), so to help balance the sense of community with that strong desire to help your own, the club:

- 1) **Encourages teams to fundraise on their own, with the sports maintaining control of the funds that they raise.**
- 2) **Deposits corporate sponsorships and general donations solicited by Panther Pride in the general fund but encourages teams to find donors that wish to**





- contribute directly to their sport's fund.**
- 3) Shares annual membership dues between the general fund and whatever sport(s) each member chooses.**
 - 4) Gives profits earned through concessions and Panther Outfitters to the teams who's parents volunteer to staff the stores.**
 - 5) Has all of the sports participate together in the success of the fundraising events, the revenues from which go to the general fund and benefit the program as a whole.**

Panther Pride reciprocates these program-directed efforts by helping with all of the teams' fundraising, including managing each team's finances and providing marketing, administrative and planning assistance. It also pays for and runs the sports' websites, Panther Outfitters store and the concession stands, which are staffed by parent volunteers and financially benefit their kid's teams. Panther Pride also covers many program-wide expenses, including a portion of player and coach banquet meals, coaching clinics, and many items that are shared by multiple sports, including program-wide banking, accounting, and other administrative services. General fund spending on the athletics program is split between teams as evenly as possible based on need and priority on the direction of the Athletic Coordinator and coaches.

MANAGEMENT OF FUNDS

The club maintains a single bank account that has custody of all the different teams' and the club's general funds for efficient fiscal and administrative management.

Within the organization's accounting system, the general and team funds are maintained in separate accounts, allowing the income, expenses, and balances of each team's fund and the general fund to be separated and managed by the athletic coordinator, coaches and the board of directors.

Team Funds- The athletic coordinator and coaches maintain control of the management and spending priorities of their sport's funds, with board oversight to ensure the funds are being spent properly.

General Fund- The general fund is used both to run the club's operations and to support the athletics program in ways that the different teams are unable to do, or in ways that benefit many or all of the sports in the program.

Athletic Program Spending- The athletic coordinator sets spending priorities for the general fund expenditures on the athletics program and the board of directors has oversight to ensure the funds are being spent properly.

Operational and Administrative Spending- The board of directors sets budgets and spending priorities for the operational and administrative expenses of the club and maintains internal controls to ensure proper management of income and expenses.

Note that funds raised or collected under the umbrella of "Panther Pride" are completely separate from funds in the RPHS managed Activity Funds. The Ridge Point administration manages the school Activity Funds.



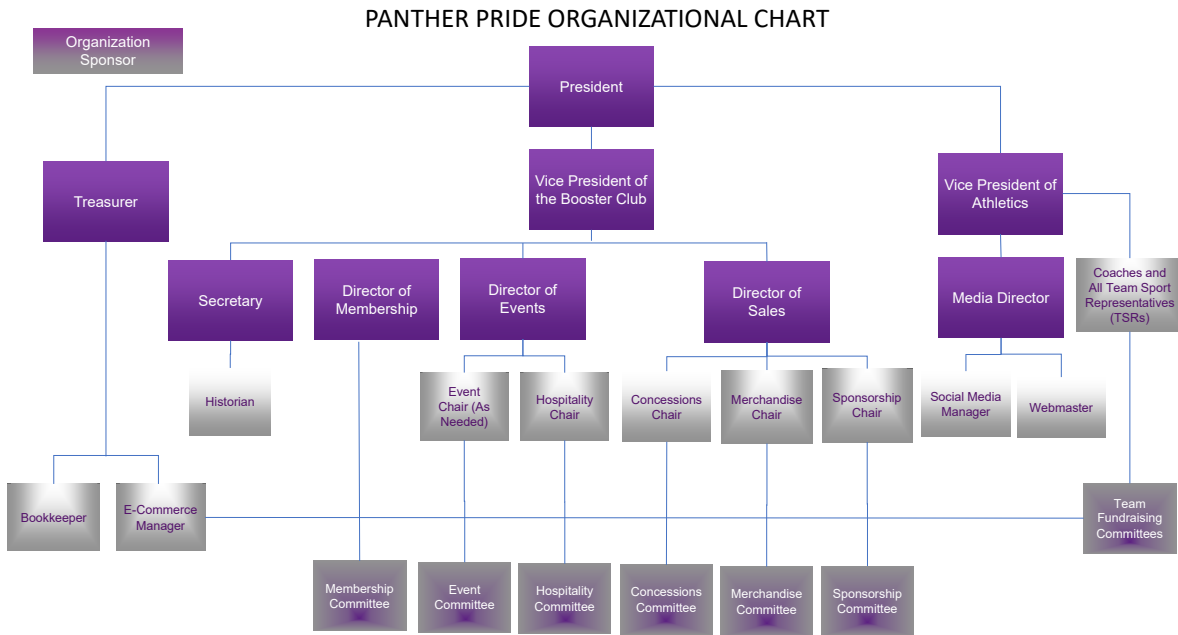


RPPANTHERPRIDE.COM

The club’s website is found at rppantherpride.com.

ORGANIZATIONAL SETUP

The club is organized so that the board of directors and administrative committees manage the administrative and back-office operations, allowing the teams (coaches and TSRs) and the various fundraising committees to focus on fundraising operations. The eight voting directors manage the club’s operations and are the direct voice (and vote) of their committee chairs and volunteers. Delegating the different tasks required by both operations and fundraising creates manageable jobs and allows freedom and autonomy for volunteers.



THE BOARD OF DIRECTORS

The Board of Directors consists of elected volunteers who serve one-year terms from June 1 through May 31 each year. Membership in the Ridge Point All Sports Booster Club is required to serve on the board and to be a part of official organization business. Nomination and election dates and procedures are noted in the organization’s by-laws.





Money Handling

VOLUNTEER MONEY HANDLING PROCEDURES

To help Panther Pride safeguard the money raised for our student-athletes, and to protect our volunteers and the organization, these guidelines must be followed all volunteers you manage must understand and follow them as well.

A copy of a cash count form is in the Appendix if needed:

- Money must be counted by two volunteers at the beginning and end of each day, with the counter's names recorded on the tally sheet.
- Receipts for merchandise and donations (not concessions sales), a receipt **MUST** be recorded for every transaction, either by hand in a carbon receipt book, or electronically. Receipts should indicate whether cash, check, money order, or cashier's check was received; date of the receipt; and name of the person receiving the money.
- Cashier's Checks/Money Orders: If a money order or cashier's check is received, the receipt should indicate the total check amount, brand name of the money order or the issuing bank's name, and the complete check or money order number. (If a copy or photo of the money order or cashier's check is made, the inclusion of this additional information on the receipt is not necessary.)
- Checks:
 - Checks are made out to RPHS All Sports Booster Club.
 - We cannot accept temporary checks- it must have the owner's name and address printed by the bank on the check.
 - We cannot accept post-dated checks.
- All cash must be kept in a secure location, both on site and when being transferred to a Board Member, Committee Chair, or the bank. Cash should never be *stored* in a vehicle or in an individual's purse or briefcase.
- When handing off or receiving money:
 - The recipient, in the presence of the deliverer, should count money.
 - Both parties should keep a copy of a receipt or take a photo of the tally sheet for their records.

MAKING DEPOSITS AND COMPLETING THE ONLINE DEPOSIT RECORD

As a TSR, you are authorized to transport and deposit cash and checks for Panther Pride. As the final counter of money to be deposited for your team's fundraiser, you need to record the deposit online. Panther Pride has an online deposit record to simplify the tracking of our income. The system is designed to create a permanent digital record of bank deposits to help with accounting, as well as to help protect the volunteers that are handling our funds. The procedure is easy and designed to work best with a smart phone, using the phone's camera as a quick way to document checks, tally sheets, receipts and any other useful information. The system automatically emails a receipt to the person filling it out, which includes instructions to make the bank deposit. It also sends the information to the board members responsible for managing the club's finances, so there is no longer a need to send





multiple emails to different people in the organization when depositing funds in the bank. The link for the online deposit record can be found at rppantherpride.com

ONLINE CHECK REQUESTS

Panther Pride has an online check request system to improve oversight on spending and to make the check request process simple and more efficient. It is important that the club is able to process payments to vendors, reimbursements to TSRs/coaches/volunteers, and pay invoices promptly, but speed must be second to proper oversight. It is a goal to have a payment processed in 7-10 business days, and to achieve this, we ask that TSRs:

- Submit payments promptly, with proper documentation attached to the submission.
- Understand that payments cannot be processed without all the oversight steps being taken, so patience and taking board member's time and flexibility into consideration is needed when asking for a special exception.
- Notify vendors, venues, and contractors that the check cutting process may take up to two weeks in order to set their expectations properly for working with a volunteer fundraising organization.

The system automatically sends a receipt to the person who fills out the form and begins the approval process. You will be emailed when the check is paid, and if you request it, the check will be mailed to you as soon as it is signed. The online check request link can be found at rppantherpride.com under the Forms section.

Sales Tax and Merchant Fees

Panther Pride manages the accounting for and payment of sales tax and merchant fees for items that are sold under the booster club's activities. This frees our volunteers from having to navigate this complicated process, but there are a few important things our TSRs need to know when pricing items for sale.

SALES TAX

Panther Pride prices all sales with "sales tax included" relieving our volunteers from the headache of calculating and recording sales tax when running a fundraiser. The state of Texas requires that sales tax be paid on sales of all merchandise and banquet meals. Panther Pride calculates the sales tax after revenues are accounted for and pays them monthly on behalf of all teams and booster club sales programs. This means that 6.25% of merchandise and banquet ticket sales revenues received are deducted from booster and team accounts and paid to the state of Texas.

MERCHANT FEES

While credit card sales do have a cost attached to them, they have greatly increased the ability of Panther Pride and the teams to raise money while simplifying the fiscal management of fundraisers, making those fees an acceptable cost of fundraising. All credit card transactions that are handled through Panther Pride's online storefront (online sales and point of sale transactions) are charged fees





by the credit card processing company. These fees are deducted during the processing of the transaction, with the sales price minus fees deposited in Panther Pride's bank account and subsequently to each individual sport. These fees average approximately 2.75-3.0% of the total sales transaction.

PRICING ITEMS TO ACCOUNT FOR SALES TAX AND FEES

To ensure that taxes and fees don't negatively affect fundraising revenues, it is important to factor these fundraising costs into the price of your items. TSRs and fundraising chairs are responsible for managing and pricing their events, however Panther Pride recommends that all merchandise sales and team banquet guest tickets be priced to include 9% for fees and sales tax. If sales are handled with cash and checks only (no credit cards) 6.25% should be added to the price to cover sales tax only. It should be considered that even if only cash and checks are planned, adding the full 9% to the price of items will either raise revenue, or it will allow sales to be added online later without effecting prices or lowering revenues. It is the TSR's and their fundraising committees' responsibility to price their items to account for these costs when they set their prices. If you need advice or have questions please contact the club's Director of Sales, Director of Events or the Treasurer.





Fundraising

**Fundraising under the Panther Pride umbrella is broken into two types:
Panther Pride Fundraisers and Team/Sport Fundraisers**

SPORTS FUNDRAISING REQUEST

When planning a fundraising event or merchandise sale, TSRs and/or coaches need to fill out a Fundraising Request on the Coach and TSR Support page at rppantherpride.com. The booster club wants to ensure that FBISD and UIL fundraising guidelines are followed, and per Panther Pride's by-laws, certain fundraising activities require the approval of the Board of Directors. Panther Pride also wants to try to limit any wasted or duplicated effort, since volunteer time and donor funds are very hard to come by. Panther Pride, the Athletic Coordinator, coaches, the Principal and FBISD use the information on the request to ensure that all administrative requirements are managed properly, and to help to coordinate fundraising efforts for the best chance of success.

PANTHER PRIDE FUNDRAISERS

Panther Pride is for the benefit of all sports and athletes at RPHS, and funds raised directly by Panther Pride, referred to as General Fund revenue, are used for a multitude of expenses and projects, some benefitting the entire program, and others benefitting one or just a few sports. The Board of Directors, with input from the Athletic Coordinator, makes the determination on how these funds are allocated to ensure that the entire athletic program gets the most benefit from all the athletic department's coordinated fundraising efforts.

Types of General Fund Revenues

1. Membership Dues- 50% of dues collected are credited to the General Fund and the remaining 50% is credited to the specific sport(s) as determined by the donor
2. Corporate Membership Dues
3. Donations directed to Panther Pride (not a specific sport)
4. 80% of Panther Outfitter sales that are not team specific items (covering operating expenses)
5. 60% of Concession sales (covering operating expenses)
6. Revenues from other annual fundraising efforts led by the Board

Membership Dues

Panther Pride has annual memberships that not only help to raise money, but they also enable people to be part of the effort, and to organize and facilitate the organization's communications, administration, and governance. Benefits and levels are updated each year and annual memberships can be started or renewed online. Copies of the personal and corporate membership information forms for the current year are available in the Appendix.





TEAM/SPORT FUNDRAISERS

All money raised by a team/sport that is managed by Panther Pride (non-RPHS Activity Fund fundraisers) goes into their sport fund and is controlled by that sport's coach and the Athletic Coordinator. Sports are strongly encouraged to hold their own fundraisers to increase the balances in their funds. Be creative, energetic and get your sport's coaches and parents excited about and involved with your event or sale.

Types of Team/Sport Fund Revenues

- 50% of Membership Dues from members directing them to your sport when they sign up
- 40% of Concessions revenues for shifts worked by your team
- 100% of Panther Outfitters profits for shifts worked by your team
- 100% of gross revenues for your sport's items sold in the Panther Outfitters store
- 100% of sport fundraising event revenues
- 100% of sport direct sale merchandise revenues (sold by teams outside of Panther Outfitters)
- 100% of corporate donations directed to your sport

Ways Panther Pride can Help with a Team/Sport Fundraiser

Panther Pride will help sports in any way it can to ensure that their fundraiser is as successful as possible. All a TSR needs to do is ask. Most fundraisers fall in either the "event" or "merchandise" categories. A few ways that Panther Pride can assist are:

- Panther Pride' Webmaster will help to market your fundraiser by advertising it on the Panther Pride website and including it in the Panther Insider, the weekly Ridge Point Athletics e-newsletter, which is broadcast to well over 3000 Panther fans and families.
- Panther Pride sets up online sales for teams wanting to sell items online and wanting to take credit card payments for on-site sales. Revenues collected are deposited directly into Panther Pride's bank account and then credited to your sport's account. See the section on Sales Tax and Merchant Fees for information on how to price items when offering credit card payments as an option to buy.
- Panther Pride can set up online sign-up sheets for volunteers as well as for event RSVPs.
- Panther Pride's Director of Events can help with ideas, scheduling an event to avoid conflicts with other school and community events, and assist with planning to help make an event a success.
- Teams/sports can sell one of their sport specific merchandise items in the Panther Outfitters store to increase their sales, keeping 80% of the revenue from their item's sales. This is for items like sweatshirts that have your specific sport on them.
- Teams/sports can also offer one general "Ridge Point" merchandise item for sale (excluding apparel and stadium chairs). 80% of store sales go directly to the team/sport, and you will get 100% of sales you make outside of the store. These items are things like Ridge Point umbrellas, koozies, etc., that are not already being sold by Panther Outfitters or another RPHS team.





- The Panther Pride Director of Sales and the merchandise committee have experience with what works, what doesn't, and how to go about designing, acquiring and selling merchandise items. They will also help to avoid having teams competing against each other with similar items.
- Concession and Panther Outfitter volunteers are rewarded for helping out by having a portion of concessions and Panther Outfitter profits credited to their sport's account for the shifts they staff.
- Sports can request financial assistance from Panther Pride to "borrow money" from the general fund if they need help to hold a fundraiser. Funds are repaid as revenues come in from the fundraiser, and teams will keep all revenues in their accounts that exceed the "loan" amount. The Board of Director's needs to approve these types of arrangements. See "Fundraising Requests" for more details.
- Panther Pride helps to manage the paperwork required by FBISD for all fundraising activities.
- Panther Pride accounts for and pays all state sales tax due on applicable sales. See the section on Sales Tax and Merchant Fees for more information on these costs and how to price your items.





Merchandising Guidelines and Panther Outfitters

SPORTS SPECIFIC MERCHANDISE

All sports can order and directly sell any merchandise that is *specific to their sport*. (i.e., “RP Tennis” t-shirt, “RP Basketball” shorts, etc.). Revenues for these sales are deposited by the TSRs into Panther Pride’s bank and are credited to the team’s booster club account. It is important to complete a Deposit Record when making deposits to ensure that your funds are correctly credited to your team’s account. TSRs pay for team merchandise by submitting invoices to Panther Pride via Online Check Requests. These expenses are charged to the team’s account, leaving the fundraiser’s profits for the coach and the Athletic Coordinator to spend on team expenses.

RIDGE POINT PANTHERS GENERAL MERCHANDISE

The Booster Club sells general RP merchandise to the benefit of the entire athletic program and to build spirit in the RPHS community. General RP merchandise is clothing, bleacher seats and other items that use the “Ridge Point” or “Panthers” names but do not reference a specific sport.

To enhance their ability to fundraise, each team/sport may sell one **pre-approved general merchandise item, excluding apparel and stadium chairs**. Teams/sports need to request that their item be reserved for them by the Panther Pride Director of Sales. Reserved items are “renewed” each year and are done on a first come-first served basis, so the earlier a sport requests an item the better chance of getting it reserved for the entire academic year. Panther Pride will approve any item that is not already reserved by another sport or that is not already being sold by Panther Pride, and we will also offer advice from experience to avoid having an item that was not a successful seller in the past. The goal is to help you make money for your team.

RESERVING A GENERAL MERCHANDISE ITEM FOR YOUR SPORT

To reserve general merchandise item for sale in the store, or as part of an independent fundraiser for your sport, you will need to complete a Fundraising Request online at rppantherpride.com on the PANTHER PRIDE/Coach and TSR Support page. You can enter all of the pertinent information and attach a picture or a graphics file to your request to ensure that your item is documented and reserved for your sport. Once the process is complete, your sport will be the only one able to sell that item for the entire school year.

PANTHER OUTFITTERS STORE SALES

Sports may sell their preapproved general merchandise item and/or one sport specific item in the Panther Outfitters store. As with all other sales, 20% of the gross revenues from that item (which is the calculated profit on store sales) will go to the individual sports whose volunteers work the Panther Outfitters store. The other 80% will go directly to the sport selling the item.

As a convenience, individual sports may drop off order forms for any items they may be selling by special order at the Panther Outfitters store. The store will collect filled out forms and payments;





however, the sport selling the items will be responsible for picking up and processing these orders and payments, and for distributing the items.

PANTHER OUTFITTERS VOLUNTEERS

Each sport will be responsible for providing volunteers for shifts working merchandise sales at games, the Panther Outfitter store, and events. These responsibilities will be divided amongst the teams. Teams that staff the store will earn all of the profits (20% of the gross sales) from the store for their sport's account. An example: if a total of \$8,000 in merchandise is sold by Panther Pride in the month of September, \$1600 (20%) would be divided amongst the sports that worked shifts during that month. This can be a great source of revenue for your sport, with very little effort needed. TSRs can contact the Director of Sales or the Merchandising Chair to find out when volunteers are needed, and these people will also reach out to TSRs about helping to fill shifts at the store. TSRs should help recruit their team's parents to fill their shifts. If your sport does not work an assigned shift, profits will not go to your sport for that particular month.

Concessions

The Concessions Committee Chair depends on the TSRs to help to staff the concession stands for all of the home games at Ridge Point.

CONCESSIONS VOLUNTEER

Each sport will be responsible for providing volunteers for shifts working concessions at games and events. These responsibilities will be divided amongst the teams. Teams that staff the store will earn 40% of the revenue from that shift for their sport's account.

HIGHLIGHTS OF CONCESSIONS PROCEDURES

Each shift should have at least two volunteers. More detailed information on opening, closing and operations will be posted inside of the stands.

Opening Shift

1. Get cash box and keys from Concessions Committee Member prior to game time.
2. Have all volunteers arrive at least 30 minutes before game time in order to get inventory ready for sale.

Mid-Event Shifts

1. Arrive 15 minutes prior to your shift (This is only if you are NOT on the opening shift). Your TSR should have a point person available for you during the shift change to review how to run the stand.





Closing Shift

1. Return all items to proper storage locations and restock all drinks.
2. All utensils, pots, pans, etc., are to be cleaned and stored in their proper place.
3. Floors and counters are to be cleaned and left in ready condition for the next event.
4. Count money earned- 2 people must count money.
 - a. Place bills in the box.
 - b. No addition needed- a count sheet will be provided.
5. Hand cash box w/ count sheet to Concession Rep, or place money and count sheet in the safe located under the counter in the concession stand.
6. Lock all windows and doors and return door keys to your TSR/concession leader/Concessions chair.





Team Banquets

The scheduling and management of the end-of-season banquets falls upon the coaches and TSRs. When planning a banquet there are a few things to keep in mind:

- 1) Each year Panther Pride budgets \$10 per athlete, coach and coach's date from the General Fund to help pay for meals and the venue.
- 2) **Per UIL rules, parents', siblings' and other guests' meals must be paid for by the attendees.** Payments for these meals should be collected before the event, using your team's online store account. The e-commerce manager will assist you in setting up banquet ticket sales, and the funds collected online will be deposited directly into your team's account, with clear accounting that follows the UIL rules. *****Be sure to read the section on Sales Tax and Merchant Fees when pricing your banquet tickets.*****
- 3) Coaches and TSRs have the latitude to organize whatever they would like to do for their banquet. Teams can use their sport's account for additional banquet expenses at the discretion of the coach and Athletic Coordinator.

PAYMENTS FOR BANQUETS

Most venues and restaurants will require a deposit to reserve the event date. For a deposit, submit a check request at rppantherpride.com on the PANTHER PRIDE/Coach and TSR Support page, with a copy of the estimate attached as documentation. Deposits are paid from the team's account.

It is customary for a venue to submit an invoice for the balance due after the event is over. You will not need to have a check at the event to pay the balance. Let your venue know that you are a booster club and that the final payment has to be submitted with an invoice, and that the request will go through an approval process. A check will be mailed or delivered within two weeks. If a venue has an issue with our process, you can have the Panther Pride President contact them to discuss the terms. The venues listed in the appendix have all worked with Panther Pride and understand our system of payment.

If you are using a caterer or other contractor that requires a down payment and/or pull payment at the event, you can pay the expense yourself and submit a check request to be reimbursed, or you can get the invoice ahead of time and request a check from Panther Pride prior to the event. *****Note that around banquet time the volume of check requests is high and can take longer to be processed. Please plan ahead as it is very difficult to rush check requests with Panther Pride's thorough spending approval process.**

When submitting your check request(s) to pay for banquet meals, please make two submissions or clearly describe the splits in athlete/coach meals (paid from the General Fund) and guest meals (paid from team accounts with ticket sale funds):

- 1) From the General Fund: Player and coach funds at \$10/person, with a list of attendees attached as documentation (roster, coaches and their dates).
- 2) From the Team's Account: Guest meals and other banquet expenses. Documentation can be the bill from the venue, receipts for reimbursement, etc.

The Appendix has a list of venues that have been used successfully in the past to help in organizing your banquets. Many teams use the Commons at Ridge Point with a catered meal as a way to keep expenses reasonable.





Coach Thank You Gifts and Athlete Awards

Per UIL guidelines, “Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. *The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift.*”

To ensure that this limit is not exceeded, TSRs need to report the value of gifts to coaches to the Athletic Coordinator via a Check Request submitted at rppantherpride.com.

Ridge Point student-athletes are amateur athletes governed by the Texas UIL. Student-athletes may not accept awards or gifts of value paid from booster club funds until their amateur high school careers are over. For this reason, awards are not given to underclassmen with remaining eligibility, or to seniors who have eligibility remaining during their senior year, even after the end of the school term (i.e., spring sports with playoffs or state meets that take place after graduation, or fall athletes that may be competing in winter or spring sports). To avoid any possible rule violations, athlete awards should be limited to recognition only, with no more than a certificate given to commemorate the award. It is permissible to enter the student-athlete’s name on a perpetual award kept at the school, as long as no actual trophy or plaque is given to the athlete to commemorate the award. Senior thank you/memento gifts should be approved by the athletic coordinator to ensure there is no risk to the student-athlete’s eligibility.

FBISD Volunteer Background Checks

As a volunteer that works around the Ridge Point campus and interacts with students, all TSRs and other parent volunteers need to complete the FBISD volunteer background check annually. The check is completed online at the FBISD website, under the human resources department header (<http://www.fortbendis.com/departments/human-resources/criminal-history-checks/cha---volunteers>). Background checks expire with the end of each academic year, and must be completed again each fall.





APPENDIX





CASH AND CHECK COUNT SHEET



PANTHER PRIDE CASH AND CHECK COUNT SHEET

Team:		Date
TSR Name:		Venue:
Opening Cash Box	\$	
Counted by: 1)		2)

END OF SHIFT TALLY

CASH		CONCESSIONS		MERCHANDISE
Dollars	Total (# of bills)	Team Purchase		
\$100		Purchase Amt		
\$50		Number Bought		
\$20		Number Sold		
\$10		Cost Sold		
\$5		Discount Cost		
\$2		Amt Sold @ Disc		
\$1		Not Sold		
Coins	(# of coins)	Team Purchase		MISC. NOTES
\$1		Purchase Amt		
\$0.50		Number Bought		
\$0.25		Number Sold		
\$0.10		Cost Sold		
\$0.05		Discount Cost		
\$0.01		Amt Sold @ Disc		
Checks	(# of checks)	Not Sold		
Closing Cash Box (not in tally above)		\$		
Counted by: 1)		2)		
Counted and received by:				Date:





PANTHER PRIDE DONATION FORM

If sending donation by mail, please mail to: RPHS Booster Club, 500 Waters Lake Blvd., Missouri City, TX 77459
Please make checks out to "Panther Pride"

To be completed by Donor:

Donor/Organization Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Donor Phone: _____ Email: _____

Description of Donation: _____

Value of Gift: _____ ***** ***Value of gift must be determined by the donor********

Restrictions on item: (Applies to goods or services to be used or auctioned off by Panther Pride. Please be specific and include any expiration dates and/or limits on usage times, dates or locations)

Donor Signature: _____ Date: _____

To be completed by Panther Pride Representative:

Name: _____ Phone: _____

Committee Members Signature for Receipt of Item: _____

Special Instructions:

Panther Pride, Ridge Point High School's All Sports Booster Club, is a not-for-profit, Section 501(c)(3) charitable organization: ID 27-2512245.
The amount of contribution that may be deductible for federal income tax purposes is the excess value contributed by the donor over the value of goods or services received. A copy of this form serves as the donor's receipt.





W-9 TAX IDENTIFICATION CERTIFICATE

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific Instructions on page 3.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:65%; border-bottom: 1px solid black;"> 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. RPHS All Sports Booster Club </td> <td style="width:35%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> 2 Business name/disregarded entity name, if different from above </td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> </td> <td style="border-bottom: 1px solid black; vertical-align: top;"> 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> 5 Address (number, street, and apt. or suite no.) See instructions. 500 Waters Lake </td> <td style="border-bottom: 1px solid black; vertical-align: top;"> Requester's name and address (optional) </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> 6 City, state, and ZIP code Missouri City, TX 77459 </td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> 7 List account number(s) here (optional) </td> <td></td> </tr> </table>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. RPHS All Sports Booster Club		2 Business name/disregarded entity name, if different from above		3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	5 Address (number, street, and apt. or suite no.) See instructions. 500 Waters Lake	Requester's name and address (optional)	6 City, state, and ZIP code Missouri City, TX 77459		7 List account number(s) here (optional)	
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6 City, state, and ZIP code Missouri City, TX 77459													
7 List account number(s) here (optional)													

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width:30px; height: 20px;"> </td> <td style="width:30px; height: 20px;"> </td> <td style="width:30px; height: 20px;"> </td> <td style="width:30px; height: 20px;"> </td> <td style="width:30px; height: 20px;"> </td> <td style="width:30px; height: 20px;"> </td> <td style="width:30px; height: 20px;"> </td> <td style="width:30px; height: 20px;"> </td> <td style="width:30px; height: 20px;"> </td> <td style="width:30px; height: 20px;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width:30px; height: 20px;">2</td> <td style="width:30px; height: 20px;">7</td> <td style="width:30px; height: 20px;">-</td> <td style="width:30px; height: 20px;">2</td> <td style="width:30px; height: 20px;">5</td> <td style="width:30px; height: 20px;">1</td> <td style="width:30px; height: 20px;">2</td> <td style="width:30px; height: 20px;">2</td> <td style="width:30px; height: 20px;">4</td> <td style="width:30px; height: 20px;">5</td> </tr> </table>	Social security number																				or										Employer identification number										2	7	-	2	5	1	2	2	4	5
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
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Sign Here	Signature of U.S. person ▶ <i>Jana Wornell</i>	Date ▶ 1/1/2022
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.





STATE SALES TAX EXEMPTION CERTIFICATE

Form No. 01-339 (Back)
APR 2019
RCW (Rev. 4-13/8)

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Panther Pride (RPHS All Sports Booster Club)	
Address (Street & number, P.O. Box or Route number) 500 Waters Lake Blvd	Phone (Area code and number)
City, State, ZIP code Missouri City, TX 77459	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

501(c) 3 Charitable Organization

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here →	Purchaser <i>Jina Wornell</i>	Title Treasurer	Date 01/01/2022

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.**

