



## CHARLESTOWN PIRATE PRIDE

The Athletic Booster Club Organization of the

PIRATES & LADY PIRATES



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# "The HOW TO Guide" FOR USING PIRATE PRIDE



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Charlestown Pirate Pride is an **INDEPENDENT NON-PROFIT ORGANIZATION** of volunteers who work year around to enhance community involvement in all Charlestown High School sports while maintaining a support network for extra-curricular activities. It's all for the CHS Student Athlete!

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**[www.PiratePride.BLUE](http://www.PiratePride.BLUE)**

*July 2015*



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*More Pirate Pride information, including the Business Meeting Minutes and the Pirate Pride Constitution is available on-line at [www.PiratePride.BLUE/BoosterClub](http://www.PiratePride.BLUE/BoosterClub)*

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## **INTRODUCTION and MISSION STATEMENT:**

Charlestown Pirate Pride is an independent non-profit organization (501 C3), formed in 2006; and recognized by the Greater Clark County School Corporation as the official booster club of Charlestown High School Athletics .

This “How To” manual is meant to define and describe the structure organization operations; as well as, clarify how Pirate Pride is willing, able and purposed to be of assistance to each and every Charlestown High School Athletic Head Coach and Sport Chairman-Representative. For lack of better words, this manual’s intent is to keep everyone on the same Pirate Page; for the overall betterment of Pirate and Lady Pirate Athletics (GCCS 1260 NEOLA 9210).

**IMPORTANT:** All Fund Raising Activities **MUST** be approved via the appropriate GCCS Fund Raiser Request Forms **IN ADVANCE** of the event.

Since Pirate Pride is a Federally recognized non-profit organization, whose officers, directors, and members are all volunteers; the bottom line of involving Pirate Pride in your sport’s fund raising and booster activities is simple:

Pirate & Lady Pirate Athletics receives a 100% return on all profits.

Pirate Pride is ready to form a partnership with each sport program at Charlestown High School; in turn, providing a much broader scope of financial flexibility that the School Corporation cannot match. The partnership is easily outlined in this manual, and solely relies upon mutual support. If your sports program supports Pirate Pride, Pirate Pride can fully support your sports program. Together we can share our mission:

“To stimulate and maintain an enthusiastic interest in all phases of the athletic programs at Charlestown High School, both within the school and in the community. To provide financial assistance as needed in order that all student-athletes may participate in the athletic programs at Charlestown High School.”

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## **MEMBERSHIP AND MEETING SCHEDULE:**

The Charlestown Pirate Pride Booster Club welcomes all fans of Charlestown Pirate and Lady Pirate Athletics; especially alumni and parents of current and upcoming student athletes to become official Pirate Pride Members.

Pirate Pride Booster Club Membership dues are set at \$25.00 per person, annually. The membership includes an official Pirate Pride Member collared sports shirt (male or female appropriate) and Membership identification card. The identification card will provide members periodic discounts on select future Pirate Pride Booster Club and recognized Pirate Athletics purchases. Pirate Pride members are also named on the organization Member Roll, and published in seasonal CHS sports programs and the Pirate Pride website. Remember, 100% of Pirate Pride profits support Charlestown Pirate and Lady Pirate Athletics.

The new membership enrollment forms are available:

- Always on the Pirate Pride website at [www.PiratePride.BLUE/forms](http://www.PiratePride.BLUE/forms);
- Monthly at any Pirate Pride Business Meeting (second Monday at 6:30 pm);
- Periodically at Pirate Pride functions and events.

Completed membership enrollment forms can be submitted to any Pirate Pride Officer, mailed to Pirate Pride Membership, P.O. Box 639, Charlestown, IN 47111, or arranged through email request to [ePiratePride@PiratePride.BLUE](mailto:ePiratePride@PiratePride.BLUE).

Pirate Pride Regular Monthly Business meetings are held on the second Monday of the month, beginning at 6:30 pm; and normally conducted in the Charlestown High School Media Center. Select monthly meetings are moved when conflicted with holidays. Pirate Pride does not schedule a July regular business meeting. All Pirate Pride Meetings are advertised on the Pirate Pride website calendar. Pirate Pride Business Meeting Minutes, once approved, are available for review and printing from the Pirate Pride website.

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## **INDIVIDUAL ACCOUNTS AND DEPOSITS:**

Charlestown Pirate Pride maintains individual and separate financial accounts in the name of each Charlestown High School sports program. (For example, an account in the name of Boys Basketball exists, in the name of Volleyball exists, in the name of Baseball exists, so on and so forth). The individual sport accounts are secured at a local financial institution as parts of the main bank accounts in the name of Charlestown Pirate Pride. All Pirate Pride financial accounts are managed and maintained by the Pirate Pride Treasurer. All Pirate Pride expenditure check drafts require the authorizing signature of both the organization Treasurer and President or Vice President. The organization Treasurer, on a regular basis provides each Sport Head Coach and Sport Chairman-Representative a report updating all recent Pirate Pride account deposits, expenditures, and balances.

Pirate Pride provides financial account resources to each sports program for purposes of fund raising, and spending flexibility. Pirate Pride agrees to help enforce, however does not control school corporation rules for extra-curricular activity fund raising; thus it is suggested that all sport Head Coaches and Sport Chairman-Representatives become familiar with the rules set forth by the GCCS for purposes of conducting activities within said compliance.

The flexibility of Pirate Pride financial account resources requires certain rules and procedure compliance to ensure financial structure, security and oversight. Head Coaches and Sport Chairmen-Representatives are required to follow the following rules and procedures concerning the deposit of monetary funds into their respective sports' Pirate Pride account:

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- A.** All fund raising, donation and incoming monies collected by each CHS Sport must be deposited in the Pirate Pride Bank Account located at the New Washington State Bank (1083 Market Street, Charlestown). Deposits after banking hours can be deposited in the bank night deposit box (Pirate Pride suggests placing your deposit and deposit form in a sealed envelope or bag when using the night deposit box). All checks and money orders must be made payable to Charlestown Pirate Pride. Any sport needing assistance with banking supplies should bring it to the attention of a Pirate Pride Officer. Since Pirate Pride is a non-profit organization and for audit purposes; coaches/representatives may not use personal accounts to front funds collected or solicited.
  - B.** All deposits must be accompanied by a completed Pirate Pride "Sports Fund Deposit Form"; which clarifies which Sport is credited for the deposit. It is suggested that a copy of the Pirate Pride Deposit form be retained and filed for recordkeeping by the Sport Chairman-Representative. (see form examples and directions within the appendix section of this manual)

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## **COST SHARING AND PURCHASING:**

Charlestown Pirate Pride conducts continual GENERAL fund raising efforts; in various forms throughout the year. Pirate Pride GENERAL fund raising enables the organization to conduct regular booster club projects and activities; as well as provide additional financial support to student athletes and CHS sport programs through cost sharing arrangements. Cost sharing involves Pirate Pride assisting with the funding of a individual CHS Sport project, with matching funds up to \$1,000.00 per school year. Perpetuation of available funding for all sports requires Pirate Pride to require CHS sport programs to “qualify” for Cost Sharing arrangements.

Qualifying for Cost Sharing arrangements requires an individual CHS Sport Program to be active in the Pirate Pride organization, according to the following minimum requirements:

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- A. The CHS Sports Program must designate a Chairman-Representative, providing their name and at least one mode of contact to Pirate Pride.
  - B. The CHS Sports Program Chairman-Representative, head coach, and/or the coach’s designee must attend at least seven (7) Pirate Pride Monthly Business Meetings each school year.
  - C. The CHS Sports Program must be active in assisting Pirate Pride with GENERAL fund raising endeavors.

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Cost Sharing arrangement requests must be submitted using a correctly completed request form; in advance of purchases, for review and approval during a regular organization monthly business meeting. (see form example and directions within the appendix section of this manual) Cost Sharing arrangement requests should include a minimum of two (2) purchase research quotes; and from unavailability may be used to exempt the local supplier requirement.

Cost Sharing Arrangement requests are reviewed, approved or denied by the Pirate Pride Executive Committee, via majority vote.

**PURCHASE ORDERS:** Pirate Pride Purchase Orders can be obtained, along with all other Pirate Pride forms, on the Pirate Pride website. Purchase Orders can be used when placing an order with most vendors, in lieu of advancement payment. When a Pirate Pride Purchase Order is used to place an order, it is REQUIRED that a copy be forwarded to the Treasurer in person, via email ( [treasurer@PiratePride.BLUE](mailto:treasurer@PiratePride.BLUE)) or via the Pirate Pride mailbox at CHS when used to place an order. (see form examples and directions within the appendix section of this manual)

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## **CLAIMS PROCESSING:**

Given the availability of sufficient funds, a CHS Sports Program may submit claims (including verified correct payable invoices and paid sales receipt supported reimbursements) for payment processing from their respective sport fund. Claims processing requires submission of a correctly completed “Sports Fund Claim Form”, signed by the respective Sport Chairman-Representative and Head Coach, and submitted during any monthly business meeting; or by prearranged appointment with the Pirate Pride Treasurer. (see form example and directions within the appendix section of this manual) Once a CHS Sports Program claim is processed, the payment, accompanied by the appropriate invoice, is mailed by the Sport Chairman-Representative or Head Coach.

The organization Treasurer, on a monthly basis during the monthly business meeting, provides those in attendance a spreadsheet update of all recent Pirate Pride account deposits, expenditures, and balances (including those of each CHS sports program).

CHS Sports Program Head Coaches and Chairman-Representatives are asked to make every possible effort to conduct Pirate Pride financial business in a timely and well planned manner. Remember that all Pirate Pride expenditure check drafts require the authorizing signature of both the organization Treasurer and President or Vice President.

CHS Sports Program Chairman-Representatives play an important role in being a liaison between Pirate Pride and their respective sport Head Coaches, student athletes and parent boosters or supporters. For purposes of continuity, Pirate Pride requests that business related inquiries be communicated between either the CHS Sports Program Head Coach or designated Sport Chairman-Representative.

## **GRIEVANCE PROCEDURE:**

Head Coaches or their designated Chairman-Representative of any CHS Sports Program may exercise the right to file a grievance with the Pirate Pride Executive Committee; for purposes of complaint or unfair action notice. All grievances must be submitted in written form, confidentially, and officially (not anonymously) to the Pirate Pride President or Vice President.

## **ORGANIZATION FORMS:**

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**APPENDIX B: COST SHARING REQUEST FORM (Example and Printable Blank)**

**APPENDIX C: SPORTS FUND CLAIM FORM (Example and Printable Blank)**

**APPENDIX D: ORGANIZATION MEMBERSHIP FORM (Directions on form)**

**APPENDIX E: NO STUDENT INVOLVEMENT FUND RAISING FORM (GCCS)**

**APPENDIX F: PURCHASE ORDER FORM (Directions on form)**

**APPENDIX G: DONATION LETTERHEAD (Directions on form)**



*Charlestown Pirate Pride Booster Club*  
**- Sport Funds DEPOSIT Form -**

When presenting funds to the Treasurer of Pirate Pride for deposit into a sport's account within the Pirate Pride Booster Club treasury, complete and submit this form along with the funds to be deposited.

***Volleyball***

*(Sport Account to which the deposit is being made)*

**\$ 580.00**

*(Total amount being deposited)*

***T-Shirt Sales Fund Raiser***

*(Activity that generated these funds)*

If checks are part of this deposit, please list each check individually below (if additional space for checks is needed, attach a separate sheet).

**A. CHECKS IN DEPOSIT:**

<b>Check #</b>	<b>Who Wrote the Check</b>	<b>Amount of Check</b>
<b>1234</b>	<b>James Smith</b>	<b>\$25.00</b>
<b>4321</b>	<b>Jane Doe</b>	<b>\$50.00</b>

*Example*

**Total Amount of Checks from this page----\$ 75.00**

**Total Amount of Checks from other pages\$ 0.00**

**B. CASH IN DEPOSIT:**

**Total Amount of Currency-----\$ 500.00**

**Total Amount of Coins-----\$ 5.00**

**DEPOSIT TOTAL** **\$ 580.00**





*Charlestown Pirate Pride Booster Club*  
**- Sport Program Cost Sharing REQUEST Form -**

Sport \_\_\_\_\_

Date \_\_\_\_\_

Coach \_\_\_\_\_

Chair Person \_\_\_\_\_

Item Requested \_\_\_\_\_

Cost of Item \_\_\_\_\_

Purpose for Item \_\_\_\_\_

List Other Possible Contributors and Amounts Pledged

Requesting Sport \_\_\_\_\_

Athletic Fund \_\_\_\_\_

Pirate Pride \_\_\_\_\_

Outside Contributors \_\_\_\_\_

Two (2) Bids

Company	Brand-Item Model #	Store	Cost
_____	_____	_____	_____
_____	_____	_____	_____

Coaches Recommended Bid/Explain

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*Charlestown Pirate Pride Booster Club*  
**- Sport Funds CLAIM Form -**

This form is to be completed and submitted with each invoice or request for reimbursement and (along with the original invoice or actual receipts) submitted to Pirate Pride Booster Club Treasurer in a timely manner.

Swimming

(Sport Account expense to come from)

Varsity Sports

(Name of payment recipient)

4687 Decatur St., Austin, TX

(Address of payment recipient if not on invoice)

\$ 276.30

(Total amount of claim)

*Example*

*Both the sport's varsity coach and the Pirate Pride Parent Representative for the sport must sign below as an indication of their mutual desire to have this claim paid from that sport's account within the Pirate Pride Booster Club treasury.*

*Mr. Pirate Coach*

(Varsity Coach Signature)

*Mrs. Pirate Parent*

(Parent Representative Signature)

**Mr. Pirate Coach**

(Printed Name)

**Mrs. Pirate Parent**

(Printed Name)

**Nov. 12, 2011**

(Date)

**Nov. 12, 2011**

(Date)

*Please Note: If this claim involves an expenditure that is part of a prior approved Pirate Pride-Sport Cost Share arrangement, a copy of that approved arrangement form must also be attached to this form.*

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**Do not enter anything below this line. This space for Treasurer accounting/tracking.**

Date Received: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Check# \_\_\_\_\_

Other: \_\_\_\_\_

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*Charlestown Pirate Pride Booster Club*  
**- Sport Funds CLAIM Form -**

This form is to be completed and submitted with each invoice or request for reimbursement and (along with the original invoice or actual receipts) submitted to Pirate Pride Booster Club Treasurer in a timely manner.

\_\_\_\_\_  
*(Sport Account expense to come from)*

\_\_\_\_\_  
*(Name of payment recipient)*

\_\_\_\_\_  
*(Address of payment recipient if not on invoice)*

\$ \_\_\_\_\_  
*(Total amount of claim)*

*Both the sport's varsity coach and the Pirate Pride Parent Representative for the sport must sign below as an indication of their mutual desire to have this claim paid from that sport's account within the Pirate Pride Booster Club treasury.*

\_\_\_\_\_  
(Varsity Coach Signature)

\_\_\_\_\_  
(Parent Representative Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

*Please Note: If this claim involves an expenditure that is part of a prior approved Pirate Pride-Sport Cost Share arrangement, a copy of that approved arrangement form must also be attached to this form.*

---

**Do not enter anything below this line. This space for Treasurer accounting/tracking.**

Date Received: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Check# \_\_\_\_\_

Other: \_\_\_\_\_

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*Charlestown Pirate Pride Booster Club*  
**- Membership ENROLLMENT Form -**

FORM DIRECTIONS: Complete one (1) form per person using ink, and accompany it with the Annual Membership Donation fee payment of \$25.00 US dollars, in the form of a personal check or money order, and mail them to Pirate Pride Booster Club, P.O. Box 639, Charlestown, IN 47111; or hand deliver it to a Pirate Pride Executive Committee member. Lifetime Memberships may also be completed on-line at the organization website at [www.PiratePride.BLUE/Forms](http://www.PiratePride.BLUE/Forms)

Name (first/last): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

***Notice #1: Submission of your email address will be kept confidential by the Pirate Pride Booster Club, while also added to the organization eNotification List.***

***Notice #2: The donation fee of \$25.00 shall be considered membership dues and will include membership ID card, and a membership male or female collared sports shirt.***

Membership Sports Shirt Gender *(circle one)*:                      FEMALE                      or                      MALE

Membership Size *(circle one)*:                      ADULT SMALL                      ADULT MEDIUM                      ADULT LARGE

ADULT X-LARGE                      ADULT 2X-LARGE                      ADULT 3X-LARGE                      ADULT 4X-LARGE

----- **[ ORGANIZATION USE ONLY ]** -----

Received by Pirate Pride Representative: \_\_\_\_\_

Payment Form Received: \_\_\_\_\_ Date: \_\_\_\_\_

**Fund Raising Request Form  
Adult Support Group  
(NO Student Solicitation and/or Student Involvement)**

School:	
Date of request:	
Adult support group:	
Description of proposed fund raising project:	
Beginning date of project:	
Ending date of project:	
Cost per unit to purchaser:	\$ _____
Estimated profit:	% or \$ _____
Profit to be used for:	
Telephone number of sponsor:	
Signatures:	
_____	_____
President	Date
_____	_____
Treasurer	Date
_____	_____
Project Coordinator	Date

<b>Disposition of Request:</b>	
<u>Approved</u>	<u>Denied</u> <u>Signatures</u>
<input type="checkbox"/>	<input type="checkbox"/> _____ Principal
	Date

<b>Post Activity Follow Up (Return to Principal):</b>			
The following financial report must be submitted to the principal within two weeks following the conclusion of the approved fund raising project.			
Receipts:	\$ _____	Expenses:	\$ _____
\$ Profit:	\$ _____	% Profit:	\$ _____
Comments:	_____		
	_____		
Treasurer's Signature:	_____	Date:	_____







# CHARLESTOWN PIRATE PRIDE

The Booster Club of Charlestown High School Pirate & Lady Pirate Athletics

P.O. Box 639, Charlestown, IN 47111  
www.PiratePride.BLUE A Non-Profit 501c Organization



## DONATION RECEIPT

The purpose of this document is to certify the below donation details for the below identified donator. The below donation or sponsorship is directly made toward an approved activity to directly benefit the below identified Charlestown High School Athletic Group, through the Charlestown Pirate Pride Booster Club, a non-profit organization for the facilitation of fund raising activities in Charlestown, Indiana. ***This form is completed by a fund raising representative, on behalf of the below identified group activity, and provided to the donator upon completion and receipt of the donation identified below.***

GROUP/SPORT NAME:	DATE:
FUND RAISING ACTIVITY NAME:	
DONATOR NAME:	
DONATOR ADDRESS:	
CONTACT NAME:	PHONE#:
DONATION DESCRIPTION:	
DONATION VALUE OR MONETARY TOTAL AMOUNT:	

DONATION RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(Printed name of above Fund Raiser Representative)*

I, the undersigned, certify the above information to be true and accurate on behalf of the above identified fund raiser group; as an agent of this transaction.

FUND RAISER REPRESENTATIVE SIGNATURE: \_\_\_\_\_