

PANTHER PRIDE

-Ridge Point's All Sports Booster Club-

Team Sport Representative (TSR) Handbook



2015/16 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,

John Carpenter

President- Panther Pride





NOTES:

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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 taxes) 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.

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 it’s 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 annual Booster Ball, the revenues from which go to the general fund and benefit the program as a whole.





Panther Pride reciprocates for 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 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 of 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.

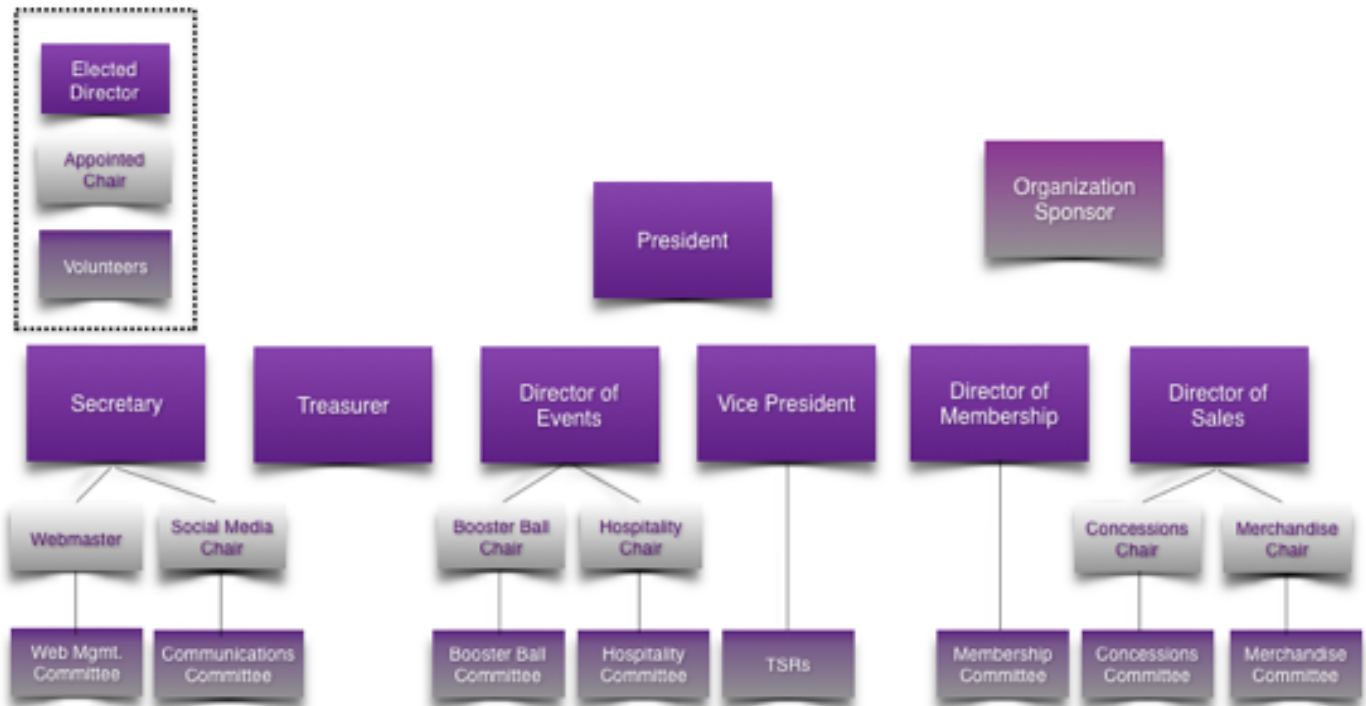
ORGANIZATIONAL SETUP

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 seven 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.





RPHS All Sports Booster Club Organizational Chart



Posting of information, meetings, and the Board of Directors

The organization's By-Laws, financials and meeting minutes are posted at www.ridgepointpanthers.org, and regularly scheduled board meetings are held, with schedules posted on the website as well. Members are encouraged to attend the monthly meetings and offer their input to help Panther Pride meet all of our goals and requirements.

The Board of Directors consists of elected, unpaid volunteers who serve one-year terms from June 1 to May 31 each year. Membership in Panther Pride is required to serve on the board and to be a part of official organization business. Nominations for upcoming Board of Directors elections or for mid-term board position openings are posted on the website. Nomination and election dates and procedures are noted in the organization's by-laws.





Money Handling

Procedures for handling Panther Pride's funds

The following procedures are in place to help Panther Pride to safeguard the money raised for our student-athletes, and to protect our volunteers and the organization:

- For merchandise and donations, 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.
- 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 "Panther Pride" or "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 the Treasurer or the bank. Cash should never be *stored* in a vehicle or in an individual's purse or briefcase.
- 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.
- When receiving money:
 - The recipient, in the presence of the deliverer, should count money.
 - The recipient should give a receipt to the person delivering the money (both parties should retain a copy of the receipt).

Online Deposit Record

As a TSR, you are authorized to transport and deposit cash and checks for Panther Pride. Many TSRs will make deposits themselves, but some elect to handoff money to a board member to ensure that the deposit is made correctly. Regardless of whether you deposit or handoff, if you are 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 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 ridgepointpanthers.org under the "Minutes/Procedures" tab on the left menu bar.





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 ONE WEEK, 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 of 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 filling it out 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 ridgepointpanthers.org under the "Minutes/Procedures" tab on the left menu bar.





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 online at ridgepointpanthers.org. 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. More information on the Fundraising Request process is covered in the "Website" section of this handbook.

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 of the athletic department's coordinated fundraising efforts.

Types of General Fund Revenues

1. 50% of Membership Dues- 50% goes to the General Fund, 50% goes to the sport or sports as determined by the member.
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
5. Booster Ball revenues

Memberships

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.



**Booster Ball**

The major fundraiser for the entire athletic program each year is the annual Booster Ball. Here are the details for 2015-16:

Date: January 9, 2016
Location: The Stafford Center
Theme: Panthers Just Want To Have Fun
Dinner, Live Concert and Dancing, Live and Silent Auctions

Online sales will kick off after Homecoming (Oct 5).

Individual Tickets- \$85 (\$95 after Oct 31)

Reserved Seating:

Panther Reserved: \$1000- Reserved table for 10

Event Sponsorships:

Platinum: \$1500-Reserved table for 10, Platinum signage and VIP package, Sponsor Gift.

Purple: \$1100- Reserved table for 10, Purple signage and VIP package, Sponsor Gift.

Silver: \$750- Two tickets, Silver signage and VIP package, Sponsor Gift.

White: \$400- White level signage.

Amenity Sponsorships:

Band Sponsor \$4000

Bar Sponsor: \$2000

Decorations Sponsor: \$625

Photography Sponsor: \$400

Casino Table Sponsor: \$300

DJ Sponsor: \$500

There are lots of people that work on the Booster Ball throughout the year, but a big part of its success comes from the efforts of the TSRs. Here are the ways Panther Pride depends on you:

- Generate excitement for ticket sales with your parents.
- Recruit volunteers to help with the auctions, decorations, administrative jobs and the set-up and teardown at the event.
- Look for auction items (large and small, silent or live) and any donations you can find (money, services, etc.)
- **Most Important: Put together an auction item for your team/sport.** A big part of the silent auction is made up from the team/sport items. Details will be sent to you as the event draws near, but it is never too early to start brainstorming with your parents and collecting items and/or money. This is one of the keys to the Booster Ball's success and we depend on all of the TSRs to help us fill the silent auction room with creative and fun things for our guests to bid on.





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.
- 100% of Concessions profits for shifts worked by your team.
- 20% of School Store revenues for shifts worked by your team.
- 80% of revenues for your sport's items sold in the school store.
- Sport fundraising event revenues.
- Sport direct sale merchandise revenues (sold by teams outside of Panther Outfitters).
- 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 Square Up accounts 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. Square allows TSRs to be in complete control of pricing and inventory, and sends them emails on all transactions and deposits to help with the accounting of the event or sale.
- 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 school store to increase their sales, keeping 80% of the revenue from their item's sales.
- 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.
- 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 100% of concessions profits and 20% of Panther Outfitter gross sales 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.





Merchandising Guidelines

Sport 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.)

“Ridge Point Panthers” General Merchandise

The Booster Club sells general RP merchandise to the benefit of the entire athletic program. 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 www.ridgepointpanthers.org under the Forms/Procedures tab on the left menu bar. 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 and Concessions Merchandise 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 sales of that item 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 Outfitter 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 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 will be given information on when volunteers are needed and will





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. We opened two new outside stands in fall of 2013, which is helping to increase the service the booster club provides to our spectators, and to increase the funds raised for the general and sport funds.

Concessions Volunteers

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 100% of the profits 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

- 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... Make sure door keys are in the box.
6. Lock all windows and doors.





"Panther Insider" E-Newsletter Guidelines

Our Panther Pride family is large and constantly expanding. The Panther Insider is our way to keep you up-to-date on the latest developments within our Booster Club.

We depend on TSRs, parents, students and coaches for much of The Insider's content, so encourage your sport to share photos, scores, stories and 3rd party content with our editor.

Subscriber Only Distribution

The Booster Club will periodically email The Insider to subscribers during the school year. The e-newsletter allows us to distribute athletics news, fundraisers and other information to the Panther Pride email subscriber list. Please pass the word on that anyone can subscribe to receive the newsletter- they do not have to be a member of Panther Pride. It is easy to subscribe on the website; you only need provide your name and email address. Subscriber information will not be shared or sold to third parties, and you can unsubscribe at any time by sending a "contact us" submission from the website asking us to unsubscribe you.

Deadline

Submissions must be received by the webmaster at webmaster@ridgepointpanthers.org, each Tuesday by 3pm. Submissions received after the deadline will be considered for the subsequent edition.

Editing and Refusal to Print

The editor reserves the right to edit submissions for length, clarity, or style standards. The Panther Insider will not publish submissions that are deemed offensive or that promote activity or values contrary to those promoted by Ridge Point High School Athletics. All submissions are subject to editing and may be used in current newsletters or saved for future use.

News Highlights

The editor reserves the right to highlight news submissions in the Insider when information about an athlete or team is deemed particularly noteworthy, unique, or exceptional. Please send 3rd party photos and news stories with source information so that proper credit can be given.

Photos

Submitted personal photos will be published with the news whenever possible, based on photo quality and space availability. Digital photos may be submitted by e-mail to the webmaster at webmaster@ridgepointpanthers.org. For best quality, digital photos should be submitted in at least 3" X 5" size at 300 dpi (or 900 x 1500 pixels). Photos may be cropped or touched-up before print. *Please note that student-athletes appearing in photos posted on the Panther Pride website and/or the Panther Insider must have a photo release on file with Panther Pride.*

Please subscribe TODAY! And, spread the word!!!





RPHS Social Media

Twitter is a great way to send and receive up-to-the-minute news and updates on game schedules, rain-outs, and to broadcast news, scores and achievements to the thousands of Panther faithful. Our Social Media Chair for 2015/16 is Caprice Bruckshen. Please text her any updates to be posted to twitter at 713-545-2977.

Here is a list of the official Twitter accounts for Ridge Point High School:

For program-wide info- The official Panther Pride Twitter account is @RP_PantherPride

Sport accounts:

Baseball- @RPHSBaseball
Basketball- Boys- @RPHSbasketball
Basketball- Girls- @RPHS_GirlsBBall
Cheer
Cross Country and Girls Track- @rphscctrack
Football- @RP_football
Golf- Boys- @panthergolf
Golf- Girls- @panthergolf
Soccer-Boys- @RPHSBoysSoccer
Soccer-Girls- @RPHSGirlsSoccer
Softball- @RPSoftball
Swimming
Tennis
Track- Boys- @RP_BoysTrack
Volleyball- @ RP_Volleyball

Other Ridge Point Accounts:

Ridge Point High School- @RidgePointHS
RP Band- @RPHS_Band
RP Color Guard- @RPHSGuard
Royals Dance Team- @RPHSRoyals
RP Student Spirit Pack- @RP_Pack
FFA- @RidgePointFFA
RP FCA- @RPHS_FCA
RP College and Career Center- @RPHS_CCR
RPHS Deca- @RPHS_DECA
Counselors- @RPHSCounselors

Facebook has also become a very popular way for parents to share information about games, athletes and school events. While Panther Pride does not have an official Facebook page, we do depend on many parents who communicate through Facebook for program updates and achievements. If you have information that you feel would be good to pass along to the Panther Faithful, please text it to Caprice and she will add it to her twitter feed, which will be mirrored on the main Panther Pride website.





Panther Pride Website

The goal of the website is to post the most current, accurate, and comprehensive information for Ridge Point Athletics, and to be a resource for teams, coaches TSRs and athletes.

Each sport has it's own separate page on the Panther Pride website which are organized similarly to the home page. These pages can be used in a variety of ways for the benefit of the coaches, athletes, their families and the Panther community. TSRs and coaches are strongly encouraged to contact the Panther Pride Webmaster to learn how they can benefit from this great tool for their sport provided by the booster club. We hope that each team can find a parent that knows how, or is willing to learn how, to manage the team's web page. The Webmaster manages the entire site, and can manage the team pages if there isn't a parent available. But the only information that is posted and updated is what is communicated to the Webmaster and team web page managers from our coaches, TSRs and parents. The most important step in having a great page for your sport is having your parents, coaches and you consistently keep the information up to date and correct. It will take a bit of time and dedication, but when you look at the pages of the sports that have taken advantage of it, it really makes a difference.

Website Organization

Home page

The home page is the main information page for Ridge Point Athletics, posting up to date notices, news, and other information needed by athletes, coaches, parents and anyone else interested in the Panthers. It is the main launch point for the Team/Sport pages, as well as a way to get to quick links for sign ups, game information and results and news stories.

Sport/Team Pages

Each sport has their own page on our website and it can be customized at the request of the coach and/or TSR. Link buttons for each sport's page are found below the headlines on the home page. Sport/Team pages are specific to your sport, showing practice schedules, equipment needs, meetings, fundraising, game results and anything else that needs to be posted.

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Other Links

Minutes/Procedures

Where booster club forms, financial reports and minutes from board meetings can be found along with links to the pages for:

- **Check Requests**

By filling out all of the information and attaching a copy or photo of your documentation, this link creates a digital record of the request and starts the approval process.

- **Deposit Records**

By filling out the information and attaching a copy or photo of your documentation, this link creates a digital record of your deposit to ensure the proper accounting and crediting of the funds to your sport's account.

- **Fundraising Requests**

By filling out all of the information and attaching documentation, the fundraising approval process is initiated, including the forwarding of info to the appropriate people to complete the FBISD requirements. This is an important step in ensuring that all fundraising activities keep within the boundaries set by the various governing bodies that oversee high school athletics and fundraising organizations.

Handouts/Documents

Important information on UIL and NCAA rules, picture release forms, and team schedules and other forms and handouts are located here. Coaches and TSRs can request to have their forms posted here.

Panther Outfitters, Membership, Booster Ball and other Sport shopping pages

These are links to the Panther Outfitters shopping page, team merchandise and online fundraising pages, memberships, Booster Ball tickets, and other booster club related items.

Calendars/Schedules

Has a monthly calendar with Panther athletics events. TSRs and coaches can request to have game and practice schedules and other special events published here. Sport specific pages can list schedules as well.

Links

Important links related to RPHS athletics are found here.

Sponsors

Links to sponsor's webpages—SUPPORT OUR SPONSORS!!

Board, TSR and Coach Contact info

All board members, coaches, and TSR's can be contacted by email from this page.

E-Newsletter Sign up

Where panther families, and fans can add their name to our always-growing email list. E-blasts are limited to the publication of The Panther Insider, and for important information that needs to be disseminated to the Ridge Point athletics family.





Team Banquets

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

- 1) Each year Panther Pride budgets \$15 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 Square Up account. The funds collected for guest meals are deposited into the team's account to ensure clear accounting that follows the UIL rules.
- 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. Panther Pride does have some limited decorations available to borrow for events. Contact the VP or Events Director for information.

Payments for Banquets

Most venues and restaurants will require a deposit to reserve the event date. For a deposit, submit a check request 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.

When submitting your check request(s) to pay for a banquet, please make two submissions:

- 1) From the General Fund: Player and coach funds at \$15/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

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.

FBISD Volunteer Background Checks

As a volunteer that works around the Ridge Point campus and interacts with students, all TSRs 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.fortbendisd.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





PANTHER PRIDE PERSONAL MEMBERSHIP INFO FLIER

PANTHER PRIDE

-THE RIDGE POINT ALL SPORTS BOOSTER CLUB-

RAISING FUNDS TO BENEFIT ALL OF RIDGE POINT'S SCHOLAR ATHLETES AND THE ENTIRE PANTHER ATHLETIC PROGRAM

-RENEW OR JOIN RIGHT NOW-

It's quick and easy at:

RIDGEPOINTPANTHERS.ORG

Credit Cards accepted online- Instructions for payment by check available.

Panther Pride is a 501(c)(3) charitable organization and donations are tax deductible to the extent allowed by law.



**RIDGE POINT FINISHED
FOURTH FOR THE 2015 UIL
5A TEXAS LONE STAR CUP**



This level of program-wide success has never been achieved by any school in Fort Bend I.S.D. and it is astounding for a school only 5 years old.

Your support has helped this happen and we need it to continue to ensure the Panthers will win more District, Area, Regional and State Championships, and soon bring home their first Lone Star Cup- A school-wide UIL State Championship.

GO ONLINE TO JOIN PANTHER PRIDE TODAY- HELP MAKE THIS GOAL A REALITY

BOOSTER MEMBERSHIPS

\$25 Booster Membership - Includes two Panther Pride decals

\$50 Booster Membership - Includes two decals and a **\$20** certificate to Panther Outfitters

\$100 Booster Membership - Includes 2 decals and a **\$40** certificate to Panther Outfitters

CHAMPION MEMBERSHIPS

\$250 Champion White

Includes two decals, *plus* website recognition *and* a **\$50** certificate to Panther Outfitters

\$500 Champion Silver

Includes two decals, *plus* website recognition *and* a **\$100** certificate to Panther Outfitters

\$1000 Champion Purple

Includes two decals, **2 tickets to the 2016 Booster Ball** *and* a **\$100** certificate to Panther Outfitters

This organization and its activities are not related to or sponsored by Fort Bend Independent School District.





PANTHER PRIDE CORPORATE MEMBERSHIP INFO FLIER

PANTHER PRIDE

-THE RIDGE POINT ALL SPORTS BOOSTER CLUB-

Raising funds for the benefit of all of our scholar athletes and the entire Panther athletic program

CORPORATE MEMBERSHIP

*In 2014/15 The Ridge Point Panthers not only achieved milestones in individual and team sports, but they also finished **FOURTH** for the **TEXAS LONES STAR CUP**. This level of program-wide success is astounding for a school only 5 years old. Your support will continue to help the Panthers win more district, area, regional and state championships, and eventually bring home the Lone Star Cup- A program-wide State Championship*

RENEW OR JOIN TODAY AT RIDGEPOINTPANTHERS.ORG

(VISA, MC, PAYPAL, AMEX, DISC)

IF YOU PREFER TO WRITE A CHECK

PLEASE MAKE CHECK OUT TO "PANTHER PRIDE",

FILL OUT THE INFO BELOW AND RETURN IT WITH A CHECK AND THIS FORM TO: Panther Pride, 500 Waters Lake Bl., Missouri City, TX, 77459

COMPANY NAME: _____

Contact Name: _____

Address: _____

City/Zip: _____

Phone: _____

Email: _____

Panther Pride is a 501(c)(3) organization and donations are tax deductible to the extent allowed by law.

Panther Pride's tax exempt and W-9 forms are available upon request.

CHECK YOUR LEVEL

2015/16 CORPORATE MEMBERSHIPS

- ☐ **\$500 BUSINESS BOOSTER** - Includes two Panther Pride decals, website recognition with link to your business website and a \$40 certificate to Panther Outfitters.
- ☐ **\$1000 PANTHER NATION** - Includes Business Booster benefits *plus* a hyperlinked banner on ridgepointpanthers.org and **2 tickets to the 2016 Booster Ball**.
- ☐ **\$1500 PANTHER PACK** - Includes Panther Nation benefits *plus* your business announced at all Ridge Point home varsity games *and* a **\$750 Silver Booster Ball sponsorship** (2 tickets to 2016 Booster Ball and event signage).
- ☐ **\$2000 SUPER PANTHER PACK** - Includes Panther Pack benefits upgraded to a **\$1,100 Purple Booster Ball Sponsorship** (a reserved table for 10 at the 2016 Booster Ball and event signage).
- ☐ **\$2500 ULTIMATE PANTHER PACK** - Includes Panther Pack benefits upgraded to a **\$1500 Platinum Booster Ball sponsorship** (includes a reserved table for 10 and premium signage at the event).



This organization and its activities are not related to or sponsored by Fort Bend Independent School District





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. December 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) RPHS All-Sports Booster Club	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ▶ _____ <input checked="" type="checkbox"/> Other (see instructions) ▶ 501(c)(3)	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) 500 Waters Lake Blvd. City, state, and ZIP code Missouri City, TX 77459	
Requester's name and address (optional)		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. 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> on page 3.																			
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																			
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="9" style="text-align: center;">Social security number</td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		Social security number																	
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Employer identification number																			
2	7	-	2	5	1	2	2	4											

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).	
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 on page 4.	
Sign Here	Signature of U.S. person Date ▶ 2/15/12

General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.	Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
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**STATE SALES TAX EXEMPTION CERTIFICATE**01-339 (Back)
(Rev. 4-1318)

SAVE A COPY

CLEAR SIDE

Texas Sales and Use Tax Exemption Certification*This certificate does not require a number to be valid.*

Name of purchaser, firm or agency RPHS All-Sports Booster Club (Panther Pride)	
Address (Street & number, P.O. Box or Route number) 500 Waters Lake Bl.	Phone (Area code and number) 281-450-2084
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:

501c3 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 	Title President	Date 10-7-14
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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.





TEAM BANQUET VENUES AND CATERERS

Quail Valley Event Centre	Tyson Stittleburg- General Manager	281-403-5910	TStittle@missouricitytx.gov
	Ken Lewis- Food and Beverage Mgr	281-403-5910	klewis@missouricitytx.gov
Sweetwater Country Club	Jennifer Keefe- Director of Catering	281-980-4100	jkeefe@sweetwatercc.com
Sienna Golf Course	Elisa Lopez	281-778-4653	elisalopez@siennagolf.com

Restaurants (can cater any size or host small events)

La Escondida 281-403-3306

Caterers that have worked successfully in the Ridge Point Commons

Russo's Italian Kitchen 281-431-6637

