

Southeast Polk Athletic Booster Club  
Policies & Procedures

These policies and procedures shall be reviewed every five years or sooner.

Hall of Champions

Requirements for membership in the Southeast Polk Hall of Champions were determined by a committee of coaches, teachers, administrators and Southeast Polk Booster Club members. An individual athlete must either be a state champion in his or her sport or be selected to an All-State first team or elite team by either the boys or girls athletic union, coaches' association or by the Des Moines Register. A team placed in the Hall of Champions must have won a state championship. Coaches and Administrators must be recognized as a superlative coach in the state of Iowa or be elected to the hall of fame for their particular sport.

Teams Qualifying for State

The Booster Club will sell state t-shirts and provide them free to the team members and coaches.

Equipment & Uniforms

All equipment, uniforms and other items purchased by the Booster Club must stay with the program.

Storage of Financials

The Athletic Office will store all old financial notebooks.

Cash Handling Procedures

The purpose of these procedures is to set guidelines for collecting, counting, depositing, and recording monies received.

At all activities that involve a cash drawer, monies will be double counted and recorded by at least two members. A receipt book (with 2 carbons) will be provided to record the total. Both of the members will sign and date the receipt, and indicate the source of the money. The deposit must be made no later than the next business day.

The Treasurer will receive a signed receipt, a second receipt will be left with the money being deposited in Bank Altoona, a third receipt will be given to the SE Polk H.S. bookkeeper, and the final receipt will be left in the receipt book.

When money is collected, if it is not taken directly to the bank, the cash drawer will be turned into the Athletic Director or their designee. The money and the receipt will be turned over to the SE Polk Senior High School bookkeeper to be recounted and deposited in Bank Altoona.

A starting cash drawer amount will be determined for the cash box. All other funds will be deposited by the next business day.

Money collected through the mail, or other miscellaneous sources, will be recorded and turned over to the High School Main Office at regular intervals, with a written receipt of the transaction being made by the SEP Senior High School bookkeeper. This receipt will be given to the Treasurer. Monthly summaries will be reported to the Treasurer.

Physical protection of funds through the use of bank facilities and locked cash boxes or drawers shall be practiced at all times.

No checks shall be cashed from cash receipts.

*Adopted 3/12/12*