



2023 - 2024

**Program Representative
Information**



PTSA[®]

Staley High School Falcon Club

What does Falcon Club do?

HOMECOMING PARADE!

1

We provide \$ prizes to the top 3 groups with the best floats. We also provide a DJ, and a plethora of food trucks to enjoy before and after the pep rally!

ACT AS A HUB FOR ALL ACTIVITY AND CLUB ACCOUNTS!

2

We assist clubs/activities with their funds, and also assist with hospitality rooms for big events.

INDOOR CONCESSIONS!

3

Groups are scheduled throughout the year to work our indoor concession stand. Those groups will receive an allocation of sales for their club/activiy.

STAFF APPRECIATION!

4

Throughout the entire year we provide special treats for the teachers and staff at Staley.

SCHOLARSHIPS!

5

We provide 3 Staley Seniors with a \$500 scholarship! We start the application process in March/April!

SENIOR PARTY!

6

We have lunch catered at the DAC along with a DJ, Photo Booth and yard games. During the party we give away over \$500 in gift cards!

SPIRIT STORE

7

We partner with the Business Department to run the store. We provide many options for you to show up and show out for our Falcons!

MANY OTHER EVENTS...

8

We also host fundraisers that allow us to keep all these things running! We have BINGO, 5k, Silent Auction and more! Please follow us on social media to see what we are up to!



Staley Falcon Club

Program Representative Guidelines

2023-2024

Staley Falcon Club Mission

The Falcon Club is a partnership of Staley High School parents, teachers, staff, students and community members whose common goal is to support and serve all student activities.

We coordinate membership and fundraising efforts, promote school spirit and volunteerism and build public awareness and support for the achievements of our students and our school.

Thank you for supporting your Falcon(s) as a program representative. The purpose of this document is to outline the role and guidelines of a program representative.

Program Representative Role & Guidelines

The role of the Program Representative is important to the success of both Falcon Club and the activity you represent. There are three primary functions the Program Representative performs.

1. Communicate between the coach/sponsor and the parents.
2. Organize parents to assist with fundraisers, events, and activities.
3. Liaison between Falcon Club and parents, students, and the coach/sponsor.

Communicating is the single most important thing you must do.

A recurring theme is a desire for stronger communication among the coach/sponsor, the Program Rep and *all* of the parents. You cannot over-communicate in your role. Keep everyone informed on topics such as schedules for working concession stands, who is working what fundraisers, Falcon Club updates, and dates of special activities.

Following is a list of recommendations/guidelines:

- Become a member of Staley Falcon Club and encourage all members of the group, sport or activity you work with to become Staley Falcon Club members.
- Create a roster of all student participants in your activity. List student names, parent/guardian names, email addresses and phone numbers. Share this list with each of your parents. A parent/guardian contact form is included in your folder to assist you in creating a roster. Verify this information with the coach/sponsor.
 - *Tip:* If your activity has a large number of participants, it may be helpful to assign assistant Program Reps for each class or team (freshman, sophomore, junior and senior or junior varsity and varsity). They can be a great help in dividing the workload.
- Create a distribution list for communication to parents/guardians.
- Work with coaches/sponsors and parents/guardians to determine the best platform to use for communications - email, app or other.
- Attend each monthly Falcon Club meeting. If you have a conflict, arrange for another parent/guardian to take your place.

- Meet regularly with the coach/sponsor of your activity. The coach/sponsor may ask you to coordinate any or all of the following:
 - Work with the coach on the budget for the year that will help guide fundraising activities.
 - Participation in Falcon Club fundraisers.
 - Special events such as fundraisers, scrimmages, tournaments, events, banquets, award ceremonies, and/or group travel details.
 - Organize concession stand volunteers if/when your group signs up to work at a concession stand.
 - Keep the coach/sponsor informed of Falcon Club events and activities.

- Review and verify the account balance with Falcon Club.
 - To obtain funding for your activity:
 - You have a designated Falcon Club account. This is similar to a checking/savings account for your organization that is held and tracked by Falcon Club. Throughout the year, you will add money to this account by participating in the Falcon Club fundraisers, working concession stands, selling your activity's apparel, or doing other fundraising activities. Accessing this money is easy.
 - Fill out the Request to Access Fund from an Individual Activity Account form
 - attach receipts
 - both you and the coach/sponsor sign,
 - submit a hard copy request to the Falcon Club treasurer via the Falcon Club mailbox in the office or by putting it in the Falcon Club office safe.

- Make sure all deposits are turned in quickly to the Falcon Club office safe.
 - The treasurer will not accept deposits at home.
 - Money should not be kept at a program reps' home.

Thank you for supporting your sport or activity and our Staley Falcon Students!

If you have any questions, please reach out to your Falcon Club contact, Sarah DuRall at falconclub2vp@gmail.com or any other member of the Falcon Club Executive Board.

You can find the contact information for all Executive Board members on the Falcon Club Website (<http://staleyfalconclub.com>) as well as in your folder.



Membership Opportunities

Falcon - \$100

2 Falcon Club T-Shirts
Falcon Cross Body Bag
Falcon Trucker Hat
\$30 Allocation to activity of choice

Falcon Sticker/Window Decal
Water Bottle Carabiner
2 PTSA Voting Memberships

Teachers – 8 Jeans Days

Black - \$50

1 Falcon Club T-Shirt
Water Bottle Carabiner
Falcon Trucker Hat

Falcon Sticker
1 PTSA Voting Membership
\$15 Allocation to activity of choice

Teachers – 6 Jeans Days

Green - \$25

1 Falcon Club T-Shirt
Water Bottle Carabiner
\$5 Allocation to activity of choice

Falcon Sticker
1 PTSA Voting Membership

Teachers – 4 Jeans Days

Silver - \$15

1 Falcon Club T-Shirt
1 PTSA Voting Membership

Falcon Sticker

Teachers – 2 Jeans Days

Student - \$10

Staley Stunnaz Glasses

1 PTSA Voting Membership

Scan the QR code to register
for your membership today.



2023-2024 Staley PTA Board Member Contact Sheet

PRESIDENT:

Tracy Moran
816-457-1199
Personal email: tmorankc@gmail.com
FC email:
thefalconclubpresident@gmail.com
10570 NE Reinking RD KC, MO 64156

1st VP, INDIVIDUAL MEMBERSHIPS:

Virginia Malone
816-612-5070
FC Email: falconclub1vp@gmail.com

2nd VP, PARENT REPS:

Sarah DuRall
816-507-6024
FC Email: falconclub2vp@gmail.com
Personal Email: sldurall@gmail.com
3615 NE 95th Terr KC, MO 64156

3rd VP, BUSINESS PARTNERS:

Robin Fuksa
816-686-9514
FC Email: falconclub3vp@gmail.com
Personal Email: Robin.Fuksa@gmail.com

TREASURER:

Colleen Brenner
816-590-4746
FC Email:
falconclubtreasurer@gmail.com

SECRETARY:

Wendy Rust
816-309-2399
FC Email:
falconclubsecretary@gmail.com

CORRESPONDING SECRETARY:

Vicki Fitch
816-719-6412
FC Email:
staleyfalconclub@yahoo.com



Falcon Club Meeting Schedule *2023-2024*

**ALL MEETINGS AT
6:30PM IN THE SEC**

**First
Meeting
SEPTEMBER
14TH**

**OCTOBER
11TH**

**NOVEMBER
9TH**

**DECEMBER
13TH**

**JANUARY
11TH**

**FEBRUARY
7TH**

**MARCH
14TH**

**APRIL
10TH**

**MAY
9TH**



Activity Coach/Sponsor and Program Representative Financial Responsibility with Falcon Club

Falcon Club (FC) welcomes you to the 2023-2024 school year! The following guidelines will make your job as a Program Representative (PR) easier.

Communication with Treasurer – Please direct all correspondence to the Treasurer through email at: falconclubtreasurer@gmail.com or the FC mailbox located in the school's front office. Emails are monitored on a regular basis. The FC mailbox is checked weekly. Your requests are normally processed within one week and deposits every two weeks.

Funds for Deposit – DO NOT leave money in the FC mailbox. All money and deposits must be dropped in the FC safe located in the FC Office. No money is to be turned in to the Treasurer at their home. Checks for deposit should be made payable to "Staley Falcon Club" and be stamped on the back. The stamps are located in the FC office. If your checks are not stamped, your deposit will be delayed until it is done. The Treasurer will contact you if you need to complete your deposit. Deposits will be processed every two weeks. All deposits in the safe by the last Tuesday of the month will be reflected on the Monthly Financial Report and available at the General Board Meeting.

Notification and Processing – Deposits must be counted and signed off by your activity (with cash amounts verified by two people). A Computerized Activity Deposit Form is available on the FC website: <https://www.staleyfalconclub.com/parent-rep-forms>. Please fill in your deposit details and include the form with your deposit. If there is a discrepancy in funds being deposited or an unavoidable delay, the Treasurer will contact you. Deposits will be processed every two weeks. Deposit instructions are on the Activity Deposit Form.

Location of Safe – The safe is located under the desk in the FC office in the school's front office. Please pull the drawer handle, place the deposit in the drawer and then close. The contents will drop into the safe. If you are unable to turn in deposits during regular school business hours, a custodian can unlock the door and escort you into the office.

Requesting Funds – When you need to access funds from your activity, please submit the following. Any missing item will delay your request.

- 1) Completed and Signed – Request for Funds form
- 2) Original Receipts/Invoices–dated within the last 30 days
- 3) If payment is to a vendor, the completed and signed vendor W-9 (unless a W-9 is already on file)
- 4) **Pre-addressed envelope**
- 5) Keep a copy of all your deposits, receipts, and requests for funds

Blank forms for requesting funds are available on the FC Website StaleyFalconClub.com and copies can be found in the FC office on the desk. Requests will be processed every week.

Last minute payment requests due to poor planning does not warrant an immediate response from the Treasurer.

Checks released from the Treasurer are mailed to the vendor or individual unless you request otherwise. If a check released from an activity fund has not cleared within 90 days, the activity will be asked to contact the individual/vendor to request the check be cashed immediately or determine if it has been lost. FC checks issued to a PR, Coach/Sponsor or parent that are lost and require a "stop payment" will be subject to a bank fee, which will be deducted from the replacement check.

Original Receipts – Receipts must be original. It is the PR's responsibility to communicate this requirement to everyone in their group.

W-9 – It is mandatory for a W-9 to be on file with the Treasurer for all vendors, suppliers and service providers. If you are requesting a reimbursement, a W-9 is not required. An updated list of W-9's on file will be available on the FC website. The Treasurer will continue to update this list as additional W-9's are received. Vendors, suppliers and service providers paid more than \$600 during the calendar year will receive a 1099 from FC as required by the IRS.

Payments to Outside Clinicians – Requests for payment to service providers must have a signed Clinicians Contract Verification form and an invoice from the service provider attached to the Falcon Club Request for Payment. Falcon Club will not make payments to any service provider without the approval and pre-authorization of the Activities Department.

Tax Exempt Letter – If an activity is purchasing items, a request for use of the FC tax-exempt verification "letter" can be made. This is **NOT** to be used for personal purchases by a Coach/Sponsor, PR, parent or participant. No retail or wholesale accounts are to be opened in the name of FC or any activity with this letter. If a vendor requires opening an account to qualify and receive tax-exempt status, it must be handled through the Treasurer. Violation of these policies for could result in the FC losing tax-exempt status and receiving fines for misuse. If the Treasurer or any Executive Board member becomes aware of misrepresentation or misuse by an activity of FC's tax-exempt status, the activity will no longer be eligible to benefit from the tax-exempt status and these actions will be reported to the appropriate authorities as required. FC reserves the right to deny any activity the use of the tax-exempt letter.

Cash Receipts – Cash that is acquired by an activity can **NOT** be paid directly for expenses. All funds (cash & checks) collected must be deposited and a check issued for expenses. A Coach/Sponsor and PR have the responsibility to the activity to insure its deposits and expenses are reflected accurately. FC and all activity groups benefiting from the FC umbrella are responsible for following MOPTA guidelines, including Robert's Rules of Order and are required to adhere to all IRS regulations.

Rogue Accounts – No activities are permitted to open accounts outside of their Falcon Club account. Any accounts opened outside of FC are in **ABSOLUTE VIOLATION** of FC policy. The FC 501(c)3 status is governed by financial checks and balances such as audits, insurance and bonding, member voting, submission of IRS Form 990, double documentation and monthly reviews. Students, staff, parents, community members and business partners that are entrusting your activity with payments or donations are entitled to have these checks and balances to retain the financial integrity of Staley High School.



Activity Coach/Sponsor and Program Representative Financial Responsibility with Falcon Club

Returned Checks – If a check deposited in an activity account is returned due to insufficient funds, it will be deducted from that account until the activity has recovered the funds. The Coach/Sponsor of an activity will be notified. Any insufficient transaction fees charged will be the responsibility of the activity and will be deducted from the activity account. If an insufficient check is received a second time from the same individual the activity will be asked to no longer accept personal checks from that individual.

The Monthly Activity Report generated will show a deduction of the amount of the insufficient check. When it is repaid, the activity report will show the deposit of funds for only the original check amount. Any transaction fee collected will remain with FC to cover bank fees assessed. Uncollected checks will be turned over to the County Prosecutor for collection.

Special Events Worked By Activity Groups – If an activity is scheduled to work concessions, special event concessions, or other event, it is the responsibility of those working to follow the instructions on the Indoor Concessions Stand Deposit Accounting form.

Money from concessions or other events is **NEVER** to be taken home! It is the PR's responsibility to communicate this information to parents working events on behalf of the activity.



NOTICE TO ALL GROUPS CONTRACTING WITH A SERVICE PROVIDER:

Pre-authorization from the Activities Office must be received for all contractors (choreographers, coaches, clinicians, trainers, speakers) who will provide either paid or volunteer service while working directly with students (individually or as a group). This authorization must be received by the Activity before services have begun. Please contact the Staley High School Activities Director for details and pre-approval.

Requests for payment to service providers must have a signed Clinician's Contract Verification form and an invoice from the service provider attached to the Falcon Club Request for Payment. No payment to any service provider will be made by Falcon Club without the approval and pre-authorization of the Activities Office.



ACTIVITIES OFFICE CLINICIAN'S CONTRACT VERIFICATION

This is to confirm that _____ filed a
(Name)

Clinician's Contract with the Activities Office on _____
(Date)

And has been cleared to provide _____
(Type of Service)

For _____.
(Activity Name)

Falcon Club may release payment to the above named individual when payment is requested.

Person Authorizing Contract: _____
(Please Print Activities Director Name)

Authorized Signature: _____
(Activities Director Signature)

Date of Approval: _____



REQUEST FORM TO ACCESS FUNDS FROM AN ACTIVITY ACCOUNT 2023-2024

When completing this form, **both** the Program Representative and the Coach/Sponsor **must sign** in order to access funds from the activity's Falcon Club account. The Coach/Sponsor will make the final decision and have final approval regarding how funds in their Staley Falcon Club activity account will be used.

Activity/Group _____ Amount of Funds _____

Requesting: \$ _____

Funds to be used for: _____

Make Check Payable to: _____

Address _____

City _____ State _____ Zip Code _____

*All checks are mailed directly unless you instruct otherwise. Faculty checks will be put in mailboxes.

Check One

___ Reimbursement (NOTE: Reimbursements will NOT be made if receipt/invoice date is past 30 days from request date. NO EXCEPTIONS!)

___ Vendor Payment: Invoice/Order Number: _____ W-9*: ___ On-File or ___ Attached

***Must have W9 on file or attached to request form in order for payment to be processed. If request is submitted without a W-9, request will be returned unpaid. No exceptions.**

Please Note: Activities must receive pre-approval from the Activities Office for persons providing a service to the activity that involves direct work with students either one-on-one or as a group. Please attach an approved Clinician's Contract Verification form when required along with an invoice for services with your request. No payments to individuals providing these services (examples choreography, coaching, training, etc.) will be made without pre-approval by the Activities Office.

Coach/Sponsor Signature

Coach/Sponsor Printed Name

Date

Official Program Rep Signature

Official Program Rep Printed Name

Date

Official Program Rep Phone Number

Official Program Rep Email Address

All requests in the Treasurer's inbox (email) and/or in Falcon Club Mailbox by Thursday, 3pm will be processed and mailed by Tuesday. Email completed requests and supporting documentation to: falconclubtreasurer@gmail.com OR return to Falcon Club mailbox (located in School's Admin Office). **Questions? Email: falconclubtreasurer@gmail.com.

Falcon Club use only:

Date Received: _____ Date Paid: _____ Check #: _____

Comments:

Falcon Club Activity Deposit Record

Revised 7/25/2020

Date: _____
 Activity Name: _____
 Prepared By: _____
 Contact Phone: _____
 Contact Email: _____
 Fundraiser/Source: _____

1. Please stamp the back of your checks with the deposit stamp located on the FC desk.
2. Please put your checks in chronological order by amount.
3. Please stack your bills in denomination.
4. Please do not rubberband or paperclip money or checks.

List of Cash Deposited:

Coin:	# of Coins	Totals
\$ Coins:		\$ -
50 Cent:		\$ -
Quarters:		\$ -
Dimes:		\$ -
Nickels:		\$ -
Pennies:		\$ -
Total Coins:		\$ -
Bills:	# of Bills	Totals
\$1		\$ -
\$2		\$ -
\$5		\$ -
\$10		\$ -
\$20		\$ -
\$50		\$ -
\$100		\$ -
Total Bills:		\$ -
Total Cash:		\$ -

List of Checks Deposited:

Checks	List Name on Check	Check #	Amount
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
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56			
57			
58			
59			
60			
61			
62			
63			
64			
65			
66			
67			
68			
69			
70			
Number of Checks:			0
Total Checks:			\$ -
Total Deposit:			\$ -

List of Checks Deposited:

Checks	List Name on Check	Check #	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

If you have any questions, Please contact:

falconclubtreasurer@gmail.com

Signature 1 _____

Signature 2 _____

Date Received:	INITIALS
Date Deposited:	

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	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) ▶ _____ 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. <input type="checkbox"/> Other (see instructions) ▶ _____	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.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
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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.

Sign Here	Signature of U.S. person ▶	Date ▶
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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-INT (interest earned or paid)

- 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.



Earn Money

Have Fun

Support Other Falcon Activities/Sports/Clubs

Work Staley Falcon Concession Stands

Falcon Concession Stand Earning Opportunities

Working at the Staley Falcon Concession Stand is a great way for clubs/sports/activities to earn/raise money.

Here's a breakout of potential earnings:

- \$50 for softball/baseball regular season games
- \$175 for indoor regular season games
- Tournaments* or other special events* earn 35% of sales

*Clubs/Sports/Activities that sign up for regular season games receive preference for sign ups for Tournaments and other special events



CONCESSION STAND GUIDELINES

Each Falcon Club activity has the opportunity to raise money for their group by working concessions. This is a fun way to meet other parents within the group, get involved with Staley High School events and make money! In order to follow city and county regulations along with providing extreme transparency, new guidelines have been implemented.

FOOD HANDLING CERTIFICATION REQUIREMENTS:

- The Health Department guidelines are that 80% of workers in all stands must be Food Handling Certified
- The cost is \$25/person
- There are two online options for certification, or there is on-site training
 - Clay County Public Health Center
800 Haines, Liberty, MO 64068
816.595.4200
Online Food Handling Course: statefoodsafety.com
30 days to go in person to get your card after taking class online
 - KCMO Health Department
2400 Troost Avenue, Kansas City, MO 64108
816.513.6008
Online Food Handling Course:
<https://www.premierfoodsafety.com/kansas-city-food-handler-training>
30 days to go in person to get your card after taking class online

GENERAL CONCESSIONS GUIDELINES

- Must have at least one worker with Food Handling Certification per event
- Updated Start Up Funds Form (attached)
- Updated Deposit Form (attached)
- Updated deposit procedure (see Deposit Form)
- Updated Opening Stand Form (attached)
- Updated Closing Stand Form (attached)



CONCESSION STAND GUIDELINES

- If there are deliveries of product that day, the group working that evening may be asked to put the delivery away. The Parent Rep will be notified ahead of time if this is the case
- Must wear closed toed shoes
- Must be able to provide 4 – 6 volunteers for non-special event
- Student volunteers ratio to adult volunteers must be 3:1
- Special events will need more volunteers. Exact numbers will be determined by event
- Keep track of your groups dates worked and the volunteers that worked each event through the year. For your own deposit accounting purposes.
- Will continue to use Google Docs for signing up for dates to work concessions
- Make sure the Google Doc is filled out in its entirety
- There will be an events calendar in the stand filled out with the events for the year. Your group will need to check the calendar and make sure hot dogs, buns and pretzels are thawed if there is a concessions event in the next three days. Additionally, the cheese machine will need to be left ON if there is an upcoming event
- Walkie talkies will now be in the stand. If walkie is not in stand, the custodian will need to be informed.
- All of the forms, checklists, and general procedures will be in the accordion file in the stands

Thank you for working concessions!

If you have any questions, comments, or needs, please feel free to text or call Melissa at 816.462-2515 or send us an email at falconclubconcessions@gmail.com.

UPDATED: August, 2021

INDOOR CONCESSION STAND START UP FUNDS FORM

1) Date? _____ 2) What is the event that was worked? _____

3) Count out Start Up Funds and Fill out Below:

COINS	TOTAL	BILLS	TOTAL
Dollars		\$1	
50 Cent Pieces		\$2	
Quarters		\$5	
Dimes		\$10	
Nickels		\$20	
Pennies		\$50	
		\$100	

TOTAL COIN: \$ _____

TOTAL BILLS: \$ _____

TOTAL COINS and BILLS: \$ _____
 TOTAL CREDIT CARD CHARGES: \$ _____
 TOTAL DEPOSIT: \$ _____

4) PRINT Below to Verify INDEPENDENTLY counted totals:

Volunteer #1 PRINTED Name: _____ Phone Number: _____

Volunteer #2 PRINTED Name: _____ Phone Number: _____

5) Place this form in the lock box with the start up funds to be used the next time the concession stand is opened

THANK YOU FOR WORKING THE CONCESSION STAND TODAY!

STALEY INDOOR CONCESSION STAND OPENING CHECKLIST

- _____ Count Start Up Funds in lock box and Verify cash matches start up form (\$300 for regular even and \$600 for special event)
- _____ Turn on Popcorn Machine (all three switches)
- _____ Verify the Cheese Machine is already On (left one only unless special event)
- _____ Fill Bottom of Roasting Pan with Water (just enough to float)
- _____ Turn on Roasting Pan (150°)
- _____ Remove 2 packages of Hot Dogs from Refrigerator
- _____ Put Hot Dogs on roller (start at highest level for first batch; level 2 for remaining)
- _____ Hot dog buns are on top shelf above roller (this is just FYI)
- _____ When Hot Dogs are done, put in bun and wrap in foil
- _____ Place Foiled Hot Dog in Roasting Pan
- _____ Make Popcorn
- _____ Remove Pretzels from fridge and place on counter by microwaves
- _____ Prep Nacho Trays with Chips (fill them well and not with a bunch of broken chips)
- _____ Prep Jalapenos in Small Containers and put in Refrigerator
- _____ Pull Candy out of Refrigerator and put on Display on front counter
- _____ Put out Condiment bottles
- _____ Put out Napkins
- _____ Open Rolling Window

If you need anything, text or call Melissa at 816.462-2515

STALEY INDOOR CONCESSION STAND CLOSING CHECKLIST

2 Volunteers:

_____ Place Cash Box, Start Up Funds Form, Deposit Form, your Phone, Deposit Envelope and Pen on the counter and handle Deposit According to Instructions on Deposit Form

_____ Make sure Cash Box and pen are returned to drawer

_____ Make sure deposit, start up funds and ipads & chargers are returned to the lock box in tortilla box on shelf

Remaining Volunteers:

_____ Close Rolling Window

_____ If Next Event is Within 3 Days, Pull Hot Dogs, Buns and Pretzels from Freezer and put in cooler to thaw

_____ If Next Event is Within 3 Days, LEAVE CHEESE MACHINE ON and make sure two bags are in machine

_____ If Not, Turn Cheese Machine OFF and pull out Cheese Nozzle and Clean Thoroughly with Soap and Water

_____ If Turning off, Pull out Cheese Bag and Re-Fasten and Mark Date on Bag with Sharpie Marker and Put in fridge

_____ Turn off Popcorn Machine and Clean Out

_____ Turn off Roasting Pan and Clean Out

_____ Wash all Utensils with Soap and Water and Put Away

_____ Seal Pretzel Salt & Cinnamon and Sugar Containers

_____ Seal Opened Nacho chips bag with Tape and Mark Date on Bag with Sharpie Marker

_____ Restock Candy

_____ Restock drink coolers – Rotate Based on Date

_____ Put Condiments back in fridge

_____ Wipe Down Countertops

_____ Drain Sinks

_____ Sweep Floor

_____ Leave Dirty Towels in Buckets

_____ Text Melissa (816-462-2515) if any items need to be ordered

_____ Turn off Light and Make Sure Door Closes

INDOOR CONCESSION STAND DEPOSIT FORM

1) Date? _____ 2) What is the event you are working? _____

3) Names of volunteers and the activity they want credited:

Volunteer 1: _____	Volunteer 1 Group Credit: _____
Volunteer 2: _____	Volunteer 2 Group Credit: _____
Volunteer 3: _____	Volunteer 3 Group Credit: _____
Volunteer 4: _____	Volunteer 4 Group Credit: _____
Volunteer 5: _____	Volunteer 5 Group Credit: _____
Volunteer 6: _____	Volunteer 6 Group Credit: _____
Volunteer 7: _____	Volunteer 7 Group Credit: _____
Volunteer 8: _____	Volunteer 8 Group Credit: _____

4) Steps for DEPOSIT –

- Two people take cell phone, cash box, Start Up Funds Form, deposit envelope, and pen and work at counter
- Count out start up funds (\$300 for regular events and \$600 for special events)
- Fill out Start Up Funds Form; put aside
- Count out remaining cash
- Fill out the remainder of this form with cash counts for deposit
- Take picture of this deposit form (not the cash, just this form)
- Text the picture of this form and text to Melissa at 816.462-2515
- Put this form, cash and coins into deposit envelope
- Deposit into safe in the lock box in the tortilla box on the shelf in the stand
- Put Start Up Funds Form back into lock box with start up cash
- Take all items and place back into the concession stand

COINS	TOTAL		BILLS	TOTAL
Dollars			\$1	
50 Cent Pieces			\$2	
Quarters			\$5	
Dimes			\$10	
Nickels			\$20	
Pennies			\$50	
			\$100	

TOTAL COIN: \$ _____

TOTAL BILLS: \$ _____

TOTAL CREDIT CARD: \$ _____

TOTAL COINS, BILLS & CREDIT CARD: \$ _____

5) PRINT Below to Verify INDEPENDENTLY counted totals:

Volunteer #1 PRINTED Name: _____ Phone Number: _____

Volunteer #2 PRINTED Name: _____ Phone Number: _____

OFFICE USE ONLY	GROUP TO RECEIVE ALLOCATION: _____ FLAT RATE ALLOCATION - AMOUNT \$ _____ OR SPECIAL EVENT % _____ - AMOUNT \$ _____
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