CONCESSIONS AND SPIRIT WEAR: COMPLIMENTARY ITEMS & TRANSACTIONS POLICY

Purpose

The purpose of this policy is to establish clear, consistent, and accountable standards for the Prairie Ridge High School Booster Club's concessions and spirit wear operations and to ensure that sales, pricing, inventory, complimentary items, concession tickets, refunds, exchanges, and related transactions are handled fairly and in accordance with Board-approved procedures. The policy also helps protect the Booster Club's financial resources, inventory, and charitable mission.

Scope

This policy applies to all Booster Club concessions and spirit wear activities and to Board members, committee members, volunteers, coaches, school personnel, the Athletic Director, event personnel, and others acting on behalf of or participating in these activities. It establishes standards for sales, pricing, discounts, refunds, exchanges, complimentary items, concession tickets, inventory removal, and related financial controls.

Policy Statement

The Prairie Ridge High School Booster Club is committed to conducting concessions and spirit wear operations in a consistent, transparent, and financially responsible manner. Sales, complimentary items, discounts, inventory, and concession tickets shall be handled in accordance with Board-approved policies and procedures, and no individual may receive an unauthorized personal benefit.

Limited complimentary food, beverages, or other items may be provided when permitted by this policy or authorized through a Board-approved program for approved operational, recognition, or fundraising purposes. All participants shall follow these standards unless an exception is authorized under this policy.

Procedures / Standards

- **Sales and Payment Standards**
    - o All concessions and spirit wear sales are final except where a refund or exchange is expressly permitted by this policy.
    - o Spirit wear exchanges may be permitted for defective merchandise or an incorrect size when the item is unworn, resalable, available in inventory, and requested within 14 days of purchase.
    - o Prices shall be established by the Board or under Board-approved pricing guidelines. Discounts, promotional pricing, waived payments, complimentary items, or inventory removal outside this policy require Board authorization or delegated authority.
    - o All sales shall be processed through the approved point-of-sale system or another Board-approved payment method. Cash and electronic payments shall follow the Booster Club's Cash Handling and Deposit Procedures.
    - o Personal purchases by Board members, volunteers, coaches, school personnel, committee members, and others shall be processed and paid for in the same manner as public purchases unless otherwise expressly permitted by this policy.

- **Complimentary Food and Beverage Standards**

  The Booster Club may provide reasonable quantities of food and non-alcoholic beverages at no charge to individuals actively performing authorized Booster Club duties and to first responders providing emergency, safety, or event-support services.

  - Complimentary items are limited to reasonable quantities for personal consumption during the event and are not compensation or an unrelated personal benefit.
  - They may not be provided to family members, friends, or others who are not performing authorized duties.
  - Volunteers do not receive free food, beverages, or spirit wear solely because they volunteer. Any separate volunteer meal or beverage program must be approved in advance and applied consistently.
  - Inventory may not be removed for personal use unless properly paid for or specifically authorized and documented.
  - Leftover perishable food may be distributed as determined by the Board.

- **Athletic Director, Coaches, and Event Personnel**

  The Athletic Director, coaches, school personnel, and individuals working at an event may not take food or beverages for themselves or another individual unless the appropriate concession ticket is surrendered or the item is otherwise properly paid for and recorded. Verbal requests or informal authorization do not substitute for a ticket or payment.

- **Concession Ticket Standards**

  - Concession tickets may be provided to the Athletic Director for event-related duties, with the quantity determined by the Board for each applicable event.
  - Tickets must be presented and surrendered when food or beverages are received; redeemed tickets shall be retained for reconciliation.
  - Food or beverages shall not be provided solely on a verbal request or because an unused ticket remains in someone's possession.
  - Tickets are for event-related food and beverage needs, are not compensation or cash, have no cash value, and may not be exchanged for cash, used for spirit wear, or transferred for cash or other consideration.
  - Lost, misplaced, destroyed, or otherwise unavailable tickets shall be treated as unredeemed and shall reduce the Athletic Director's allocation for the next applicable event. Unredeemed tickets shall be carried forward until fully accounted for.
  - The concession committee or designated Board member shall maintain records of tickets issued, redeemed and surrendered, and unredeemed or unreturned.

- **Spirit wear Standards**

  - Spirit wear shall be sold at Board-approved prices and purchases are final except for exchanges permitted by this policy.

- Volunteers, Board members, coaches, school personnel, committee members, and others are not entitled to complimentary spirit wear solely because of their position or service.
- Complimentary spirit wear may be provided only when authorized by the Board or as part of a Board-approved promotional, recognition, or fundraising program applied consistently.
- Board members may purchase spirit wear at the same Board-approved selling price available to other purchasers. They may not receive special discounts or preferential pricing solely because of Board position unless part of a Board-approved program available on the same terms to similarly situated individuals. Purchases must be processed and recorded as sales.

- **Exceptions and Accountability**
  - Exceptions must be approved by the Board or a specifically authorized delegate. Exceptions involving complimentary items, significant discounts, waived payments, inventory removal, ticket allocations, or refunds/exchanges outside this policy should be documented.
  - No individual may independently authorize a discount, giveaway, waived payment, inventory removal, or exception for themselves or a related person.
  - The Booster Club shall maintain appropriate records of sales, concession tickets, and other transactions as required by applicable financial procedures. Changes to concession ticket allocations shall be documented in Board minutes or other official Board records.
  - Individuals responsible for concessions and spirit wear activities shall follow these standards consistently and refer questions or requested exceptions to the Board or its designated authority.

This Policy was adopted by the Board of Directors of the Booster Club on:

Date: ______________________________

President Signature: ______________________________

Secretary Signature: ______________________________