

BLH - Parent Rep Manual



BLH Activities Rep's Duties

1. Required to join BLH and pay annual BLH membership dues
2. Attend scheduled BLH meetings as a voting member (Each activity represented on BLH will have one vote)
3. Coordinate & provide volunteers for concession stand as scheduled or contact at least 48 hours prior to event so replacements can be found.
Email/Text Lisa Mahoney 515-210-6350 desmahoney@aol.com or Pat Rush 515-710-8591
pat.rush@ibsa.com 48 hours before your scheduled event with the below:
 - Your volunteer names and phone numbers (in case of weather cancelations)
 - Students may work if over 14 yrs. of age IF accompanied by adult. (we may want to reword this)

****Please instruct your volunteers to show up 30 minutes prior to the game times listed and check in with the concession manager for assigned duties.**
4. Encourage members of your activity group to join BLH; members with graduating seniors – qualify to apply for BLH Bevington Scholarships (\$1,000 minimum)
5. Distribute BLH Annual Pancake Breakfast tickets to activity group's parents, students, supporters and return unsold tickets and proceeds to BLH
6. Coordinate Activity table for Chili Cook off (if participating)
7. Serve as liaison between BLH and your activity leader, i.e. Coach/director
8. Keep other BLH members updated on your group's activities, fundraisers, etc. via announcements during the BLH meetings "New Business"
9. Serve on BLH committees when possible
10. Reserving Gaming license for raffles, etc.
11. Promote school spirit for ALL activities – **GO RAILS!!**

Build Lincoln Higher Booster Club, Inc.

- ✓ BLH is a non-profit volunteer organization dedicated to the support of Lincoln High School.
- ✓ Our sole purpose is to raise money for school sponsored activities;
- ✓ Provide volunteers who assist with school sponsored events
- ✓ Promote communication between activity groups, teachers, coaches, students, parents, administrators, alumni and the community
- ✓ Generate enthusiasm, pride and spirit for school sponsored activities
- ✓ Generate community interest and participation in Lincoln activities

BLH has 5 main ways of raising money:

1. *Annual Chicken Bowl (entrance fees and chicken dinners)*
2. *Concessions for athletic events and other large events*
3. *Annual Pancake Breakfast (entrance fees)*
4. *Lincoln's RailShop (merchandise sales)*
5. *BLH membership dues*

****ALL of our net earnings are returned to the Lincoln community (\$30,000 - \$40,000 annual average)**

Approximately 60% of our funds go to non-athletic activities such as: (Scholarships for graduating Lincoln Seniors, Grants, Drama, Band and Orchestra Instruments and Band Uniforms, Senior Celebration, Vocal Music) **40% of our remaining funds** assist replacing athletic uniforms every 3 years.

2017-2018 BLH Contact list	Name	Phone	email
BLH President 2017 - 2018	Pat Rush	515-710-8591	pat.rush@ibsa.com
BLH Treasurer 2017 - 2018	Jason Levang	515-559-7600	jdlgmc3132@yahoo.com
BLH Secretary 2017- 2018	Emily Kehoe	515-537-3556	ekehoe2525@yahoo.com
Concession Managers	Pat Rush Lisa Mahoney	515-710-8591 515-210-6350	pat.rush@ibsa.com desmahoney@aol.com
Volunteer Coordinator	Lisa Mahoney	515-210-6350	desmahoney@aol.com
Membership Coordinator	Jessica Edmundson	515-202-0285	jessica.731@live.com
Railshop Coordinator	Teresa Rush	515-238-9872	rush6687@gmail.com
Chicken Bowl/Chili Cookoff/Pancake	Theresa Newton	515-556-7064	theresan74@gmail.com

BLH 2017-2018 MEETING DATES

All meetings are held in the Chandler Room #1240 (behind main office) @ 7pm.

September 6th, 2017	October 11th, 2017 (immediately after parent/teacher conferences)
November 1st, 2017	December 6th, 2017
January 3rd, 2018	February 7th, 2018
March 7th, 2018	April 4th, 2018
May 2nd, 2018	June 6th, 2018

**Other dates/events to note:

Chicken Bowl –Thursday August 17th, 2017
Chili Cook-off- November 17TH, 2017
Pancake Breakfast- January 27th, 2017

Membership Information

BLH is a volunteer booster club dedicated to the support of Lincoln High School and our sole purpose is to raise money to promote Lincoln High School, its students and school sponsored student activities.

FACULTY MEMBERSHIP

- \$15.00 MEMBERSHIP
- \$30.00 MEMBERSHIP (INCLUDES A \$20 PUNCHCARD TO THE RAILSHOP)

BLH MEMBERSHIP

- \$15.00 RAILSPLITTER BLH
- \$30.00 BOOSTER MEMBERSHIP (INCLUDES A \$10 PUNCHCARD TO THE RAILSHOP)
- \$50.00 MAROON MEMBERSHIP (INCLUDES A \$15 PUNCHCARD TO THE CONCESSION STAND)
- \$100.00 GOLD MEMBERSHIP (INCLUDES A \$15 PUNCHCARD TO THE CONCESSION STAND & \$20 PUNCHCARD RAILSHOP)
- \$150.00 CORPORATE MEMBERSHIP (INCLUDES RECOGNITION AT SPORTING EVENTS)

NAME: _____ PHONE: _____
EMAIL: _____ VOLUNTEER HUTCHINS ROUNDHOUSE
ADDRESS: _____

MAKE CHECKS PAYABLE & SEND TO : BLH, 2600 SW 9TH STREET, DES MOINES, IA 50315

BLH GRANT/FUNDS REQUEST FORM

Please note: all funds requested must be submitted to Phil Chia at salvador.chia@dmps.k12.ia.us for assessment of availability of general school funds. If LHS school administration denies the request (either partially or entirely) it then can be presented to BLH boosterclublhs@aol.com

DATE _____

ACTIVITY _____

ACTIVITY DIRECTOR/COACH _____

BLH PARENT REP NAME _____

1. Amount of funds requested from BLH \$ _____
2. Purpose of funds requested? (please feel free to attach additional information to further explain or support your request)

3. Date needed _____
4. Is your activity using any of its own funds for this purpose? Please explain.

5. Have you requested funds from other school sources? Please explain.

6. Will any other activity at Lincoln benefit from this purpose? Please explain.

*Please feel free to attach additional information to further explain and support your request.

By-laws of
The Build Lincoln Higher Booster Club
Incorporation: October, 1988

The following By-laws are hereby adopted by the Build Lincoln Higher Club, Inc., which By-laws become effective as of the date of their adoption and approval by the Board of Directors.

ARTICLE I

PURPOSE

The Build Lincoln Higher Booster Club (BLH) is a non-profit organization dedicated to the support of all sponsored student activities. The Build Lincoln Higher Booster Club will engage in activities that will:

- Provide monetary support to BLH recognized school sponsored activities;
- Provide volunteers who will assist with BLH/school sponsored events;
- Promote communication between activity groups, teachers, coaches, students, parents, administrators, alumni and the greater community;
- Generate enthusiasm and spirit for school sponsored activities;
- Generate community interest and participation in Lincoln High School activities.

ARTICLE II

MEMBERSHIP

Section 1 - Members

The membership of this organization shall be composed of individuals who have paid their annual dues.

Section 2 - Dues

Each member of BLH shall pay an annual dues that is determined by the Board of Directors. The dues shall be payable May 1st of each year. The fiscal year of the organization shall run from May 1st through April 30th.

Section 3 - No Restriction of Membership

There shall be no restriction placed upon membership of BLH by reason of race, creed, color, sex or national origin.

Section 4 - Honorary Memberships

The Board of Directors may declare an individual an honorary member of BLH. An honorary member will not be required to pay dues.

ARTICLE III

BOARD OF DIRECTORS

Section 1 - General Powers

The business and affairs of BLH shall be managed by its Board of Directors, which shall function as a governing Board of Directors.

Section 2 - Members

The Board of Directors of BLH shall consist of the Executive Committee, the adult representatives of each school sponsored activity, the standing committee chairpersons and appointed advisors.

Section 3 - Meeting of the Board of Directors

The Board of Directors shall meet at least once per calendar quarter. The place, date and time of each meeting shall be as determined by the Board of Directors or its President.

Section 4 - Voting

The voting members of the Board of Directors shall be the Executive Committee members, appointed standing committee chairpersons, and one adult representative. As designated by the sponsors of each school sponsored organization. All voting members must be dues-paying members of the Build Lincoln Higher Booster Club, Inc. Members of the Board of Directors must be present at any meeting of the Board of Directors to cast their votes on any question presented to the Board of Directors of this organization. Proxy voting shall be permitted with the understanding that each activity shall be presented by one vote. The proxy representative must register a written proxy notice with the Secretary of BLH at the beginning of the Board of Directors meeting. A simple majority of the voting members present, including those represented by written proxy, shall approve or reject motions presented.

Section 5 - Minutes

Written minutes of all meetings of the Board of Directors of BLH shall be kept by the Secretary or such other person as directed by the Board of Directors. Robert's Rules of Order Revised shall prevail during the transaction of business at any meetings of the Board of Directors.

ARTICLE IV

OFFICERS

Section 1 - Officers

The officers of BLH shall be the President, the President-elect, the Secretary, the Treasurer and the Assistant Treasurer, each of whom shall be elected by the Board of Directors from the Membership.

Section 2 - Election and Term of Office

The officers of BLH, except for the President, shall be elected by the Board of Directors at the annual meeting of the Board held in May of each year. Each officer shall hold office for a term of one year, from the annual meeting at which the officer is elected until the next annual meeting or until a successor shall have been elected or until he or she shall vacate the office by death, resignation, or dismissal by the Board of Directors.

Each officer of BLH shall hold the same office no longer than two successive years.

Section 3 - Vacancies

The vacancy in any office caused by death, resignation, dismissal or any other reason, shall be filled by the Board of Directors for the unexpired term of office.

Section 4 - Duties

The President shall preside at all meetings and transact any other business which may pertain to the office as authorized by the Board.

The President-elect shall perform the duties of the President when the President is absent or unable to discharge the duties or at the request of the President, and in the case of vacancy in the Presidency until such vacancy is filled. The President-elect shall serve as the liaison with all

committee chairpersons. The President-elect shall serve as President during the next succeeding year.

The Secretary shall keep a correct record of all proceedings.

The Treasurer shall receive and issue receipts for all money and place it in a banking account approved by the Executive Committee. The Treasurer will be bonded. The Treasurer will keep a correct itemized record of receipts and expenses, pay all approved bills upon receipt, and give a report showing the current financial standing at each regular meeting. An independent audit may be called at the discretion of the Board of Directors. An internal audit will be conducted at least once per year by a committee as appointed by the Executive Committee and approved by the Board.

The Assistant Treasurer shall assist the Treasurer as assigned. The Assistant Treasurer shall be bonded.

Each officer will surrender to his or her elected successor all written records and properties of this BLH upon expiration of his or her term of office, resignation, or dismissal.

ARTICLE V

EXECUTIVE COMMITTEE

The Executive Committee shall consist of all officers of BLH, the immediate past president and at-large members as elected by the Board of Directors at the annual meeting of the organization held in May of each year. The Executive Committee shall meet at least once each calendar quarter. The Executive Committee shall manage the business affairs of BLH pursuant to the policies of the Board of Directors and may authorize expenditures included within the budget of BLH. No non-budgeted expenditure that exceeds \$1000.00 may be approved by the Executive Committee without prior approval of the Board of Directors. The Executive Committee shall appoint all committee chairpersons. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE VI

AMENDMENT TO THE BY-LAWS

The power to alter, amend, or repeal the By-laws, or to adopt new By-laws, shall be vested in the Board of Directors, who may alter, amend, or repeal the same at any regular meeting of the Board of Directors of the corporation by a two-thirds a (2/3) majority vote of the Board of Directors, after all Board members have been notified in writing on month before such meeting is to take place.

Dated at Des Moines, Iowa, this 25th day of October, 1988.

The Build Lincoln Higher Booster Club, Inc.

Rosemary Hillman, Chairperson

Edie Else, Secretary

As amended May, 1989; April, 1993; April 1995: April 1996

2017 - 2018 Build Lincoln Higher Parent Reps

Club/Activity	Season	Representative	Phone	Email
Alumni	year round	John Thielke Kris Cooper	206-542-3641	johnthielke@gmail.com Kriscooper@mchsi.com
Band / Orchestra	year round	Jennifer Hyslope	515-777-6615	jennifer.hyslope@dmschools.org
Baseball	summer	Lisa Mahoney	210-6350	desmahoney@aol.com
Basketball Boys	winter	Deb Feller Roxanne McGlothlen	515-512-2760	
Basketball Girls	winter	Tracy Canada		tracy.canada@yahoo.com
Bowling Boys	winter	Terry Hodges	515-314-0206	Terry.Hodges@unitypoint.org
Bowling Girls	winter	Terry Hodges	515-314-0206	Terry.Hodges@unitypoint.org
Cheerleading	fall / winter	Teresa Rush	515-238-9872	rush6687@gmail.com
Cross Country Boys	fall	Brenda Caligiuri	515-208-9393	brenda.caligiuri@dmschools.org
Cross Country Girls	fall	Kathleen Klinge	515-250-9367	kathleenklinge@wellsfargo.com klingeklan@msn.com
Debate/Speech/Mock Trial	spring			
Drama	fall / spring	Tera Yoder	515-770-3540	beadygirlbeads@gmail.com
Football	fall	Roseanne McElvain	515975-0549	alica.mcelvain@dmschools.org
Golf Boys	fall	Jason Levang	515-559-7600	jdlgmc3132@yahoo.com
Golf Girls	spring	Dan Vollstedt*		Daniel.Vollstedt@dmschools.org
National Honor Society	year round	Nyla Lamp		
Raillettes	fall / winter	Ashley Johnson*	515-423-7668	raillettes@gmail.com
Railmen	fall / winter	Ron Hyde*		ronald.hyde@dmschool.org
Robotics	fall / winter	Rhonda Davis	515-244-2336	bdavis2336@msn.com
Senior Celebration	spring	Georgia Schiltz	515-250-5287	schiltzfam@msn.com
Show Chior	fall / winter	Jessica Edmundson	515-202-0285	jessica.731@live.com
Soccer Boys	spring	Teresa Rush	515-238-9872	rush6687@gmail.com
Soccer Girls	spring	Jessica Edmundson	515-202-0285	jessica.731@live.com
Softball	summer	Kathleen Klinge	515-250-9367	kathleenklinge@wellsfargo.com klingeklan@msn.com
Swimming Boys	winter	Kelli Worth	515-745-4255	Kelliworthdesigns@yahoo.com
Swimming Girls	fall	Kelli Worth	515-745-4255	Kelliworthdesigns@yahoo.com
Tennis Boys	spring	Kris Hoover	515-285-4070	bkhoover4@msn.com
Tennis Girls	spring			
Track & Field Boys	spring	Virginia & James Simmons-Waters	515-331-3599	tosie_s@yahoo.com
Track & Field Girls	spring	Kathleen Klinge	515-250-9367	kathleenklinge@wellsfargo.com klingeklan@msn.com
Vocal Music	winter / spring	Jennifer Hyslope		jennifer.hyslope@dmschools.org
Volleyball	fall	Lisa Volden-Toben	515-339-0907	lskstkoben@hotmail.com
Wrestling	winter	Randi Kahoe Andrea Griffith	515-473-8422 515-494-2691	randimariekn@yahoo.com A.Griffith626@gmail.com
Executive Committee:				
Principal		Paul Williamson	515-865-5383	paul.williamson@dmschools.org
Activities Director		Phil Chia	515-306-5789	salavador.chia@dmschools.org
BLH President 2017 - 2018		Pat Rush	515-710-8591	pat.rush@ibsa.com
BLH Treasurer 2017 - 2018		Jason Levang	515-559-7600	jdlgmc3132@yahoo.com
BLH Secretary 2017- 2018		Emily Kehoe	515-537-3556	kehoeem@wellmark.com
Concession Manager		Pat Rush Lisa Mahoney	515-710-8591 515-210-6350	pat.rush@ibsa.com desmahoney@aol.com
Volunteer Coordinator		Lisa Mahoney	515-210-6350	desmahoney@aol.com
Membership Coordinator		Jessica Edmundson	515-202-0285	jessica.731@live.com
Railshop Coordinator		Teresa Rush	515-238-9872	rush6687@gmail.com
Chicken Bowl/Chili Cookoff/Pancake		Theresa Newton	515-556-7064	theresan74@gmail.com
*Coach				

2018 FALL CONCESSION SCHEDULE

DATE	EVENT	OPPONENT	VOLUNTEER ARRIVAL TIME	# OF VOLUNTEERS	GROUP
THURSDAY, 8/24	10th Football	Roosevelt	5:00	6	BOWLING
TUESDAY 8/29	Swim/Volleyball	Ankeny	4:30	2	SILVER CORD
THURSDAY 8/31	10TH Football	East	5:30	6	BAND
FRIDAY, 9/1	Varsity Football	East	6:00	12	WRESTLING
THURSDAY, 9/7	10TH Football	Ottumwa	5:30	6	BOYS TRACK
Tuesday, 9/12	MS Football		4:00	5	NHS
TUESDAY, 9/12	Swim/Volleyball	Ottumwa/East	4:30	2	SILVER CORD
Thursday, 9/14	10th Football (roosevelt)		5:15	6	SOFTBALL
Friday, 9/15	9th/Varsity Football	Hoover	4:15/1st Shift 6:30/2nd Shift	8/12	BASEBALL
Thursday, 9/21	9th Football	Ankeny Centennial	5:15	6	CHEER
Tuesday, 9/26	Ms Football		4:00	5	BAND
Tuesday, 9/26	Volleyball	Hoover	4:30	2	SILVER CORD
Thursday, 9/28	10th Football	Dowling	5:15	6	NHS
Friday, 9/29	Varsity Football	Dowling	6:00	12	BOYS BASKETBALL
Wednesday, 10/4	Powder Puff		6:30	4	SILVER CORD
Thursday, 10/5	10TH Football	Ankeny	5:15	6	GIRLS TRACK
Friday, 10/6	Varsity Football (homecoming)	Sioux City West	6:00	12	WRESTLING
Tuesday, 10/10	Volleyball	Roosevelt	430	2	SILVER CORD
Thursday, 10/12	10TH Football	Ames	5:15	6	GIRLS BASKETBALL
Saturday, 10/14	9th Volleyball	Multiple schools	8:30 (shifts)	2/shift	VARSITY VOLLEYBALL
Tuesday, 10/17	Ms Football		4:00	5	BAND
Thursday, 10/19	9th Football	North	5:15	6	NHS
Friday, 10/20	Varsity Football	CBAL	6:00	12	BOYS/GIRLS SOCCER