

**Seton Hall Prep**  
**Athletic Department Parent Club Guidelines**

This guideline is to serve as a outline of what we expect with team parents helping during the season (and off season in some cases).

**Fundraising Guidelines**

1. All fundraisers must be approved by the Headmaster and the Director of Athletics and Activities. All groups must request each year, regardless of whether it was approved in past years.
2. All requests should be in one month prior to the start of the season.
3. Boosters are not allowed to send out letters to their community without approval and Seton Hall Prep letterhead is not to be used.
4. All fundraising must be voluntary for students and parents.
5. All fundraising must be coordinated through the Athletic Department.
6. Groups and organizations may only participate in a maximum of 2 fundraisers per Year.
7. Two groups may NOT do the same type of fundraiser at the same time.
8. If fundraisers are offered to raise funds for trips students who do not or cannot raise the money must have the same opportunity to go anyway.
9. Fundraising projects MUST NOT involve students in door-to-door sales.
10. Parents and Clubs must deposit monies through the Director of Athletics.
11. Money raised under the umbrella of SHP Athletics must go into an SHP Sport Account (1714). **Outside accounts are not authorized.**
12. Parents must be present during all fundraisers.

## **Team dinners**

### **Year end**

A parent in charge contacts the Director of Athletics and clears a date with him. The AD will check with both Monsignors to make sure they can make the dinner. The contract should be given to the AD and he will place a deposit on the night.

The cost of the dinner for each family, should cover the cost of the teams guests,clergy, coaches etc. Generally the cost should factor in any other extras for the night.

*No family should be held out if the cost is too high. Those families should alert the parent in charge, and he or she, should return to the AD with such request.*

Typical invitees that should be on the list:

- Both Monsignors
- Director of Athletics
- All clergy
- Coaches and guest
- Mike Gallo
- Managers (these young men at times have been left out by mistake)
- Rich Morris
- Goldie
- PJ Candido
- Any friends you feel should be

## **In-season Dinners**

All dates/requests for the dinning hall should originate with Barbara Farley. She will ensure that the date is documented in our facility calendar. If you know of dates at the first of the season, you should place them all in (even early dismissals)

Barbara Farley:

[bfarley@shp.org](mailto:bfarley@shp.org)

### **Team financial accounts**

All monies raised or collected for dinners etc, must go through the Athletic Department. Each team that raises monies from any fundraiser, have an individual account with the school. The AD keeps a ledger. No personal accounts should be used. No outside bank accounts are allowed. Checks are simply made out to Seton Hall Prep and deposited into their accounts by the AD/Barbara Farley.

### **Apparel sales *spring 2019***

Currently we have a Athletic contract with Under Armour. All varsity teams are wearing UA, and most sub varsity. We are currently under a contract with and utilize Leezar Sporting Goods. That is negotiable, and if team parents would like to utilize a different vendor, it must be approved by the AD. Please note that all sales through Leezar and UA wear, helps the entire department. ***In addition, parents are prohibited in creating magnets, shirts, or any item that reflects a team without prior approval***

### **School logo/colors**

All apparel sales that are conducted MUST be pre approved. We are currently investigating a licensing of our logo and colors and this new format MUST be adhered too. If any apparel deviates from this, the team ***will not be allowed to wear them or sell them.*** This is very important for the entire school community. All ideas (fonts, logo,colors etc) must be sent via email to AD, who will share with the proper individuals for approval.

### **Game day needs**

Any parents in charge of apparel sales, concession stands etc and is in need of tables, chairs, electrical cords, etc must contact the AD a few days prior.

### **Parent Socials**

All social gatherings should be told to Director of ATHletics so that the Administration is aware of such gathering.

### **Senior Day**

Although year end dinners are primarily to focus on seniors, many teams do senior day. ***All dates must be preapproved with Director of Athletics.*** As a general rule, it is conducted at the last regular season game and IS NOT allowed during a county , or state game. Any outside catering for such a night must be approved as a few facilities do not allow.