Southern New Hampshire Spirit Boosters

2026/2027

Member Handbook
And
Information Packet

Welcome!!!

WELCOME to Southern NH Spirit Boosters(SNHSB). SNHSB serves as a legal fundraising organization for our members – the cheerleaders of East Celebrity Elite.

We are excited that you have chosen to inquire about becoming a member. Our board members work hard to provide fundraising opportunities for you and your cheerleader throughout the year. Participating in SNHSB will allow you and your cheerleader to raise money for his/her "Cheer Account", which will help defray the costs associated with competitive all star cheerleading. This is also a great experience for cheerleaders and parents to build relationships, have fun, and bond with other parents and cheerleaders in the program. We have a very exciting fundraising schedule set up for this season and we hope you are looking forward to raising money for your cheerleader!

In this packet, you will find guidelines and important information regarding how the organization works. We have board members and are a completely separate organization from East Celebrity Elite. SNHSB is a non-profit organization with 501(c)(3) status and is registered with the Attorney General's Office to legally solicit funds. We take pride in this organization and we ask the same of all of our members. Although we are two completely separate organizations, we do work hand in hand to accomplish the goal of allowing your child to participate in his or her chosen sport, all star cheerleading.

Behind every good organization is a strong support system. We encourage anyone who would like to help with feedback or constructive suggestions, to contact the Secretary members via email (Secretary@snhsb.org or drop a note in the Black Booster Mailbox at the gym, (located on the left wall in the alcove, in the hall next to the front desk).

While we realize there is a hard road ahead, we have promised our commitment to each other and to the members to do all we can to ensure the success of SNHSB. If we, as parents and members of SNHSB, all work together as a team, we can help our children reach incredible heights. Please stay tuned for future and frequent communication from us.

Sincerely,
SNHSB
Board of Directors

About Southern NH Spirit Boosters

Welcome to the beginning of another successful season!

Our volunteers and representatives will work hard to make this organization as successful as the cheerleaders we support and continue to work to provide a number of opportunities to our members for a well rounded organization.

What is SNHSB? Southern New Hampshire Spirit Boosters or SNHSB, are simply the "cheerleaders" for our cheerleaders. SNHSB is a federally registered non-profit corporation (501(c)(3) that consists of a Board of Directors, and Members. Participation in the organization is purely voluntary. SNHSB is governed by Articles of Incorporation and Corporate Bylaws to help ensure we comply with federal and state laws overseeing 501(c)(3) Non-Profit Organizations.

Why does SNHSB exist? SNHSB is here for two main reasons. First, we are here to help provide access to boys and girls from all backgrounds the chance to experience the world of competitive cheerleading by providing fundraising opportunities. SNHSB has benefited approximately 300 children from New England. Second, we are here to promote all of the attributes that we want our children to have –good sportsmanship, teamwork, and self-confidence to name a few. We must do this in a manner that focuses on the athletes regardless of the desires of the parents.

Who is the Board made up of? The board is made up of parent volunteers. While there is quite a bit of hard work, time and effort required by each board member, the benefits are simple. We do this because we care and we do so in a manner that focuses on the well-being of the cheerleaders.

Currently our Board is made up of:

President Tamzin Ladd
Vice-President Jenn Robare
Treasurer Jeremy Pereira
Secretary Michelle Kennedy
At-Large Member Samantha Margolis
At-Large Member Alyse Reardon

During the years that SNHSB has been in existence, there have been many strides taken to improve the organization. Our promise to you, the members, is to continue making strides. However, this will be difficult without your participation, please feel free to offer suggestions, concerns or comments that you feel will impact our organization.

Approved Fundraising Activities 2025-2026

- ❏ Canning (all info is in the canning handbook). For more information, please contact canning@snhsb.org
- ❏ Gillette Stadium Events Concessions

Fundraisers (optional):

- ❏ August/September - 8" Mums
- ❏ Seasonally - Canning
- ❏ June & February - Popcorn and/or Cookie Dough
- ❏ November- TBD

Team Fundraiser (Team parents must have the proposed fundraiser approved by the Booster Club Board). Examples: Tupperware, Candy Sales, Jewelry Show

All fundraisers must go through the Booster Club.

Contact Information

Keep this page accessible throughout the season so you'll know who to contact for what & what you've signed up for!

Emails and handouts will be sent out on an as needed basis to keep all SNHSB members up-to-date.

Booster Club email address for general information and questions

secretary@snhsb.org

Board members contact information:

President	Tamzin Ladd	President@snhsb.org	978-987-3962
Vice President	Jenn Robare	VicePresident@snhsb.org	603-867-0689
Treasurer	Jeremy Pereira	Treasurer@snhsb.org	781-831-7778
Secretary	Michelle Kennedy	secretary@snhsb.org	770-823-4642
At-Large	Sam Margolis	atlargemember1@snhsb.org	617-458-9986
At-Large	Alyse Reardon	atlargemember2@snhsb.org	774-823-7427

Lastly, remember to spend your account money ***WISELY.*** Bear in mind that the competition season lasts for 4-5 months and teams practice year round, and with careful budgeting and consistent fundraising from you and your family, the money raised should cover those expenses that are most important. Remember, the more you fundraise, the more expenses you will be able to cover with money from your child's cheer account.

Tuition must be paid monthly, please do not rely on boosters to cover this expense. Booster members are allowed to carry a $400 balance with the gym from July thru February.

Contact name by fundraiser: (please direct specific questions about these fundraisers to the people below)

- **Gillette:**
  - Jenn Robare
- **Mums/Wreaths**:
  - Michelle Kennedy
- **Canning:**
  - Tamzin Ladd/Sam Margolis - Scheduling
  - Jeremy Pereira - Money

Frequently Asked Questions

Why fundraise?
Fundraising will offset the cost of this sport and make it more affordable. Fundraising is also a great way to meet other parents and cheerleaders in the organization.

What type of fundraisers do we offer?
We offer optional product fundraising such as canning, cookie dough, mums, and holiday wreaths & kissing balls. Our largest fundraiser is Gillette Concessions.

Who can work?
Depending on the event, either parent or cheerleader can work. If boostering for yourself and under 21, you will need to speak to the Booster Board members about your commitment.
Example: . At Gillette Stadium, you must be 18 to work.

How long can I expect to be at an event?
This depends on the event and how busy the event is. (More specific information regarding this is provided in later sections of this packet). *Example*: A concession event may be 5-12 hours.

How do you sign up for a fundraiser?
Each fundraiser has a different sign up process, but is always done on a first come first serve basis. Emails will be sent on a regular basis regarding upcoming fundraisers.

How many fundraisers can I do?
You must sign up for all required fundraisers. Product fundraisers have no limit to the number of people that can participate and are open to non-Booster families as well. Gillette Stadium Concessions do have a limited number of positions. The more you work the more you make – the more you make the less you need to pay out of pocket!

What do I do if I need to cancel?
Sign up wisely; Your original commitments are yours. If you need to take yourself off of a date, you are responsible to find someone to cover that event for you, and you are responsible for making sure the payout is paid to that person, you also are responsible for making sure your replacement receives the gate list and parking pass. For regular season events, once you are confirmed for an event, if you need to be

marked off of a date before the schedule is confirmed, please contact the fundraising coordinator for that event and the Secretary ASAP.

If you cancel within 72 hours or when Gillette closes the Gate List of an event you will incur a $125 fine. This will be debited from your account.

GILLETTE NO LONGER ALLOWS CHANGES AFTER GATE LIST CLOSING YOU WILL BE FINED IF YOU NO SHOW.

NO SHOWS are NO NO'S and a no show will be charged $150, and you can jeopardize your Booster Club membership. You could also be restricted from future events if canceling becomes a habit.

We do not staff ahead of time for Gillette playoff games. If we make it to the playoffs and we cannot staff the event with willing volunteers, we will randomly pick for any playoff games as well. **Regardless of what games you work during the season, you still CAN be picked for any playoff games. Failure to work or find yourself a replacement will result in a $125 fine, loss of your deferred monies and termination of your membership for future seasons. Once the names are announced, it will be your responsibility to find a replacement and not the board members or coordinator.**

** If an event doesn't fill, the board reserves the right to have a lottery. **

We know emergencies do arise, but please always contact your lead if you will be tardy or cannot attend.

Some events have a limited number of spots, so canceling may jeopardize your membership if there are no open spots... meaning, there is no way to fulfill your requirement, so be sure to speak with the coordinator to see if this is the case before you cancel. We have to send lists of workers, by name, to the event locations ahead of time for security reasons. If you have a replacement, working on your behalf, you need to contact the coordinator for the event and let them know who it is. ***Never send a teen in place of an adult worker.***

When sending extra people (friends/family), the board does reserve the right to ask said friend/family member to not return to represent you in another event. Keep in mind it is your responsibility to inform your extra people of our rules and Gillette's rules. You will receive a fine if they do not follow the rules.

Please do not bring your child to an event. We are here to work. If you're bringing your child to a concert etc, they can not wait for you at the booth. They will need to leave the facility and meet you at your vehicle.

If you leave early from an event, the event will be prorated and will be up to the board to determine fine and/or possible termination from the Booster Club.

Excessive canceling when you volunteer for extra events can lead you to not being able to volunteer as a first come first serve basis.

What do I do if I am late for an event?

There will be a $75 fine if you are 15 minutes late. In addition, if you talk to the lead, he/she may actually turn you around and send you home if you will be/are even later than that and you will incur the $125 no show fine. We all travel far to get to the stadium. We all know that traffic is unpredictable. You cannot leave yourself 1/2 hour commute time for normally a 1/2 hour drive. The concerts, events, Pats games etc. draw thousands of people all trying to get to the stadium. Please plan accordingly!! There will be a progressive fine for habitual tardiness. **Communicate with your lead AS SOON AS POSSIBLE if you're expecting to be late for an event. There is no warning given for tardiness without proper notification.**

Fines

Gillette Fines	Amount	In addition to
Being more than 15 minutes late	$75	1st Offense
	$100	2nd Offense
	$125	3rd Offense and may be terminated from boosters
I volunteer and/or I am selected to work a playoff game and I do not show.	$150	And could jeopardize my membership
Canceling within 48 hours of an event	$125	And could jeopardize my membership
No showing for an event	$150	And could jeopardize my membership
Leaving an event before your lead has dismissed you (ONLY SNHSB lead can dismiss)	$150	And could jeopardize my membership
Dress Code/Health Code Violation Fines	$50	1st Offense- Not being sent home
	$75	2nd Offense- Not being sent home
	$150	3rd Offense- Sent home and membership is in jeopardy

How much do we get paid?

Each fundraiser will be paid according to the earnings of that particular fundraiser. Please refer to each individual fundraiser for more details. You can also check the ***Fundraising payment and percentages*** section of this packet for more information. Please note that all members that work an event are paid equally per event as mandated by our 501(c)(3)

How do we get paid?

Once payment is received from the various individuals, venues, companies, etc., which could take up to 12 weeks, and the amount is verified as being correct, the fundraising report will be generated and the money deposited. **Monies earned should not be relied on to pay the monthly tuition fee**. *Example*: If you work an event in January and the check arrives in a timely manner and the amount is correct, a fundraising report will be filed, the check deposited, and it should be posted on your child's March statement.

Payouts will not be paid until 30 days after the close of the event (i.e., Mums, Popcorn/Cookie Dough, Canning.) Canning payouts will be 30 days after the last bag has been turned in.

Please refer to each individual fundraiser for more details.

You will receive an email detailing when and what funds have been deposited into your accounts.

What do you do if a payment is not posted on my child's account?

Contact the treasurer (treasurer@snhsb.org) with the date of the event and what the event was. The fundraising reports and records will be checked to see if you worked the event, canceled the event, were signed in for the event, etc. It will then be verified if we have been paid for the event and if it has been posted on a statement. Always remember to sign in or check in (if applicable) when working at an event to ensure credit for working!

What do I wear?

Be sure to read your email entirely as each fundraiser has its own dress code. Be prepared to work in all weather conditions.

Who do I contact for Fundraising?

Your first point of contact would be the Booster Club Secretary at secretary@snhsb.org. Additionally, you could contact the individual Board Member organizing the specific event or any Board member.

Do I really need email?

YES! Email is our number one way of communication. When last minute issues arise it is easier to send one email rather than make 70 calls. We will use it for all upcoming events and reminders.

How long does my membership last?

Membership lasts for one SNHSB Fiscal Year, which begins on July 1 and ends on June 30 regardless of when you sign up. Commitment events can start as early as mid-June depending upon Gillette's schedule. Membership sign-ups will be held in May and June for returning and new members. Memberships will not be prorated if you sign-up after May/June.

What happens to the money if my child is no longer in the program?

Any money already paid to your ECE account will be used toward any unpaid balances at ECE. Any money which has not been paid to your account will go into the general booster club fund after confirmation that your child is no longer in the cheerleading program. If for any reason your child, either voluntarily or involuntarily leaves East Celebrity Elite, your membership will end and you will no longer be permitted to fundraise.

What do we do with the money in the general fund?

The money in the general fund, which consists of funds generated from no show fines and funds from booster members who have quit the program, are used to cover the administrative costs of the organization (filings, fees, PO box, etc.). We occasionally will offer a scholarship to an athlete in need, due to an extenuating circumstance. Anything additional is split evenly among the remaining booster members at the completion of the season.

What if I am injured while fundraising?

Any injuries must immediately be reported to the SNHSB board. You are responsible for carrying your own medical insurance. SNHSB and the venues we work at are not liable for any injuries sustained while fundraising. The venues may or may not be liable.

What if my requirements are not met during the fundraising season?

You are responsible for fulfilling all requirements. Failure to do so can result in the termination of your membership for the current season, as well as any and all future seasons. The termination of membership includes the loss of all monies earned & ability to complete upcoming requirements. Some events have a limited number of spots or need to be completed in a certain time frame. If there are no open spots, or your tickets/money are not handed in, in a timely manner, there is no way to fulfill your requirement, which may jeopardize your membership. **If you are removed from Boosters, you will not be eligible to rejoin for the remainder of that season and one full Booster year, you will also not be eligible to work under another athlete for that same time period.**

Can I submit for reimbursement of travel expenses?

Yes! Starting in January, **if you have enough credit in your athlete's Lesson Link account to cover your monthly tuition thru the end of the season,** you may submit for reimbursement for cheer travel expenses. We will send an email closer to that time, however you will need your Credit Card receipt as well as the receipt for the travel expense. Types of things that can be reimbursed: airfare to a competition, car rental, spectator entry free.

Are there physical requirements to volunteer at Gillette?

Yes! Volunteers are expected to be able to stand on their feet for the duration of all events, lift 25 lbs, and perform all job assignments.

What are "deferrments"?

Gillette withholds a portion of funds for all events, to verify we have fulfilled our commitment to our contract. At the end of the season, the deferment is paid out. The rules surrounding timeliness, dress and health code, code of conduct, commitments, are all to ensure SNHSB receives the highest payout of deferment possible.

Proposing a New Fundraiser

How can YOU set up a new fundraiser to add to our current list?

SNHSB is always open to new ideas for fundraising opportunities. In order to establish uniform procedures for starting new fundraisers, the following guidelines have been put into place to introduce any "new" fundraisers. This will ensure that new fundraisers fit into the current schedule and objectives of SNHSB.

Guidelines:

1) Information on any new fundraising opportunities must be presented by email to the Board for review and approval. This should be done through the Booster Club Secretary.
2) Information must include:
    (a) What the fundraiser is
    (b) When it would take place
    (c) Where the fundraiser would take place
    (d) Amount of compensation
    (e) How many it will serve
3) If accepted, information will be presented by posting an email to the SNHSB members and by posting at the gym.
4) All approved fundraisers must be made available to all SNHSB members.
5) Any new fundraiser cannot conflict with current contracted fundraisers.
6) Payment from the event or fundraiser must be made directly to **SNHSB, PO Box 342 Pelham, NH 03076**. Delivery of any product or materials related to the approved fundraiser must be delivered to ECE c/o SNHSB, 1500 Shawsheen St. Tewksbury, MA 01876.
7) No funds shall be posted to accounts until full payment and documentation is received from everyone participating in the fundraiser.

In the event that it is a "product" fundraiser, all monies must be turned in with the order. Returned checks will result in a $35 fee. Ideally, all product fundraisers should have at least a 40% profit margin in order to make the most of the fundraiser.

Fundraising Payment Amounts and Percentages

This section will help you understand how much money can be made from each fundraiser that you do. Please read carefully, and if you have any questions, please feel free to contact one of the board members. We have taken many opinions and thoughts into consideration and have gone with the system that will benefit the majority and be fair to all. Thank you for your cooperation with these policies in advance.

Product Fundraisers:

All of our product fundraisers will be set up as optional fundraisers and are also open to non SNHSB members. Profits can be different depending on the actual fundraiser (*most will generate a 40%-50% return*). Always check the information on each individual fundraiser to make sure you understand the amount that will be deposited into your cheerleader's cheer account.

Raffle Fundraisers:

For these fundraisers, events, each cheerleader will fundraise through the sale of tickets. There is a possibility of making additional money depending on the nature of the fundraiser.

All Londonderry families will need to pick up raffles, turn in raffles and pick up prizes in Tewksbury.

Gillette Concessions:

The minimum pay for Gillette is typically $220 for a Revs game and higher for a concert or Patriots game. Workers have the opportunity to make commission on food & non-alcoholic beverage sales for each event.

Fundraising Policies, Rules, and Regulations

Gillette Stadium Concessions

This year we again have the privilege of working with Gillette Stadium in their concession stands to help raise money. Gillette Stadium has come to know us as a hard working and respectable organization and we are proud of this reputation. If you choose to work Gillette Concessions, please be sure that you are careful in your selection of dates and are able to work. Last minute cancellations or no-shows put our organization and Gillette in an awkward position and may result in our inability to fundraise at Gillette Stadium. If for any reason you cannot work a game you are scheduled for, please contact the Gillette coordinator SNHSBGillette@snhsb.org as soon as possible so that we can try to get a replacement. The minimum age to work at Gillette is 18 years old. . Payments from the Stadium to SNHSB take anywhere from 8-12 weeks.

Our group works many of the soccer, football, and other events, and we have outlined a little about what to expect when working at various events. For all events, you will be on your feet for most of the day and can involve anything from food prep to cashier.

Gillette does try to keep us in the same location; however, they reserve the right to make any changes in order to fit their concession needs. You must come prepared to be in any position at Gillette. If you require eyeglasses to read, make sure you bring them.

Football: This is typically a 10 hour day. The games are busy, especially during half time.
Soccer: This can vary from 6 hours to as long as 11 hours depending on a single, double or triple header game.
Other Events: Other events vary from Music concerts to high school or college sporting events. Hours on other events vary depending on the event.

Signing Up

Gillette sign-ups are done via email on a first come first served basis and are sent out as soon as the schedule is released, typically at the start of the cheer season. Because we have a specified number of permanent spots per event, limits will be set on the amount of games that each person can work in order to give everyone a chance to sign up. Once all requirements are met, if all of the spots are not filled on the games, the restrictions will be lifted and you can sign up for additional spots. Please select which games you would like to work carefully as a no show or tardiness can impact the amount of money made by the rest of our group. *You are signing up for "slots", so if you are asked to fill 5 events, as long as your required events are met, you may bring someone to help fill your "slots" (i.e. If the Doe family has to work 5 events and 1 is a Pats game, 1 is a concert and 2 are soccer games, Jane & John Doe could both work one soccer game and 1 concert together and then John could work alone at the Pats game. This would fulfill their requirements, but do so in 3 events instead of five).* Once your dates have been sent to the coordinator, you will receive an email confirmation which dates you have been signed up for and if you need to pick any other, if dates have already been filled. ***The coordinator receives many email requests, so please allow up to two weeks to receive a confirmation email. It is your responsibility to keep track of the events you signed up for. A space has been provided on the contact information page at the front of this packet for you to keep track.***

Getting Paid

The average base pay for 2025-2026 was $291/$310 with deferment. Lowest event was $232 with deferment. There is a possibility to make more than the minimum if our stand makes enough for us to make a commission, which can vary from 18-21% of the sales, excluding beer. ***However, Gillette has a list of criteria that needs to be adhered to in order to get the full 21% (100% on time arrival, sending the amount of people we promised, cleanliness, no last minute cancellations/changes etc.)*** We will also be responsible for any stand shortages. This means at the end of the night, if the inventory and money do not match, the difference will come out of SNHSB's paycheck. So we must be careful, during inventory counts, waste counts, and when making change. Payments from Gillette take anywhere from 8-12 weeks.

Important Points

- **Always arrive at the time asked**-we lose money if members arrive late.
- **Black bottoms are the required uniform for Gillette. Shorts must be at least 7 inches long (inseam). Items not Allowed: Leggings, Jeans Yoga pants, skirts, skorts and sweatpants. If you arrive in the wrong black bottoms you will receive a $150 fine and you will be sent home for not wearing the appropriate black bottoms.**
- **Nails must be trimmed and not excessively long in length.**
- You must wear your Gillette issued polo shirt, and apron.
- **Shirts** must be purchased from Gillette. **We will place the order for the size you request (we will send out an email to order once the season starts) The cost is $16 per shirt and will be deducted from your Gillette payout. At the end of the season you can return the shirt to get your $16 back.** You will be responsible to bring your shirt home, clean it and wear it to all Gillette events. If you arrive in the wrong shirt. There will be a $150 fine and you will be sent home for not wearing the appropriate Gillette shirt.
- **Hats,** If bringing in your own personal hat to wear, they must be the appropriate logo. Patriots hats may only be worn during Patriots games, A Revs hat during a Revs game, all other events may only be a plain black hat with **NO** logos. Gillette is also providing hats this season. If you do not wear the Gillette Hat or a Gillette approved hat this will be a $150 fine for not wearing the required uniform.
- Jeans and open shoes are not acceptable. You must wear appropriate shoes there, you cannot change once you arrive at the booth.
- **Please do not forget to sign your name and group (SNHSB) at your workstation**. Failure to do so may result in you not getting paid.
- **Working at Gillette is a privilege** – please follow directions, be polite and courteous. A problem with a member of our group could result in our loss to participate in this fundraiser. If you bring a friend/family member and they do not show for a scheduled event, you will not be able to bring an extra person to another event. If you bring a friend/family member and they are out of uniform, do not follow our rules, you will not be able to bring an extra person to another event, and you will be fined according to our fine schedule.
- **Parking passes for the stadium are emailed to our Gillette coordinator** and she will email them to those working.
- **We do not staff ahead of time for playoff games.** If we make it to the playoffs and we cannot staff the event with willing volunteers, we will randomly pick for

any playoff games as well. **Regardless of what games you work during the season, you still CAN be picked for any playoff games. Failure to work or find yourself a replacement will result in a $150 fine, loss of your deferred monies and may jeopardize your membership for future seasons. Once the names are announced, it will be your responsibility to find a replacement and not the board members or coordinator.**

- **At any time Gillette can ask for our group to split up.** These are circumstances beyond our control and we must do what Gillette needs from us.

Personal Payments

If you or someone on your behalf makes a payment to SNHSB with a personal check and the check is returned due to insufficient funds, then future payments using a personal check will no longer be accepted by SNHSB. The only acceptable methods for future payments will be cash, money order, or cashier's check. You will also be responsible for a $35 returned check fee, as well as any other expenses incurred during this transaction.

Working for Someone

If you fill in for someone, that person is responsible for transferring the funds to you once the payouts are received.

For example:

It is within 72 hours of an event, and a member sends an email to the group stating that they are unable to work, could someone cover for them. You respond that you can work. You will work under their athlete, not your own. When the payouts come, they will receive the payout in their ECE account. They must transfer the funds to you. **The Booster club will not get involved in the transfer of funds.** Be careful when working for someone. Only work for someone if you know them, and trust that they will transfer the funds to you.

<u>If the person you filled in for leaves the Booster Club before payouts are made, the funds will not go to the gym, and will remain in the general funds. You will not get paid.</u>

lol

Code of Conduct

1. Conduct yourself with decorum and politeness at all SNHSB and ECE functions. This includes fundraising activities, social events, practices and competitions.
2. Follow the rules and regulations of the arenas and venues where we are fundraising or competing.
3. Harassment of cheerleaders, SNHSB members, SNHSB Board members, ECE program members, vendors, volunteers or contributors will not be tolerated.
4. There will be no unwarranted or unwelcome contact between members of SNHSB or fundraising entities or their personnel. Unwarranted contact shall include but not be limited to: unsolicited emails and calls.
5. **Unauthorized distribution or use of private , mobile numbers, and home addresses, or private email addresses of any of the SNHSB members or board members are considered a violation of this code of conduct**.
6. I (and my guests) will be a positive role model for my child, his/her teammates, and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at events.
7. Abide by the rules and policies of SNHSB.
8. Smoking and/or vaping will not be tolerated while working a fundraising event. If caught, you will be immediately sent home and fined accordingly.

Email Communication(s)

Users must take the same care in drafting an email as they would for any other communication. To ensure the proper use of SNHSB members' email addresses every effort will be made to keep members' email addresses confidential. In this regard, we ask that you adhere to the following:

DO NOT:

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.
- Please refrain from any negative comments on your social media while working events. Checking into a venue then complaining about the event shows poorly

on our group. Please be respectful of our venue that is allowing us to fundraise for our children.

When contacting a board member, please use their booster club email only. If a member contacts a board member via text message or social media, you will be ignored. The **only** exception is if you are late for an event and you need to contact your lead via their number.

Anonymous letters

Anonymous letters will not be read or addressed. Letters need a signature.

Duty of care

Complaints pertaining to any of the listed behaviors should be formally reported to any Board member of SNHSB. Complaints will be investigated as defined in the SNHSB By-Laws. Cause for complaints can include, but not limited to:

1. Violations of the SNHSB Corporate By-Laws.
2. Violation of the Code of Conduct.
3. Violation of any rule, policy or procedure set forth in this document.
4. Conduct that might be viewed as detrimental to the welfare, interests, or character of Southern New Hampshire Spirit Boosters or East Celebrity Elite

Actions concerning complaints may include, but not limited to:

1. Written warning to the member.
2. Suspension of fundraising privileges.
3. Suspension of SNHSB membership, resulting in loss of earned funds.

KEEP THIS PAGE TO KEEP TRACK OF THE EVENTS YOU HAVE SIGNED UP FOR

EVENT DATE	EVENT NAME	COMMITMENT or EXTRA	WHO IS WORKING