

ATHLETIC GATE MONEY/GATE WORKERS

At the beginning of each sports season an e-mail is sent out by each campus secretary requesting gate workers. The workers are then scheduled in the calendar and if they are unable to fulfill their commitment it is their responsibility to find their replacement. ALL WORKERS MUST BE A SCHOOL EMPLOYEE OR ON THE SUB LIST.

Athletic department will make sure that the clock operator, bookkeeper and chain crew are assigned for each game but these people must be reported on the extra duties sheet that is put in the gate money box for the secretary in order to get paid.

Each campus is responsible for finding workers and maintaining a gate money box for athletic events for their campus.

Start money is either taken from candy/coke or a check is requested from petty cash. If it is taken from candy/coke then it is immediately returned to candy/coke fund after the first game.

Gate money is counted after every game and all but what is needed for the next game is deposited in the athletic fund.

Workers that have signed up will be responsible for picking up the money box from the office the day of the athletic event and returning it to the administrator of that campus at half time of the last game of the night.

The office secretary will be responsible for documenting workers for each night on the extra duties sheet and should be turned in to the payroll clerk with all of the sub information for each month.