



Welcome to the
2011 - 2012 CCACC Season

Membership Information Packet

Together we can make a difference



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Welcome,

The Contra Costa Amateur Cheerleading Association is a non-profit organization that benefits much more than just cheerleaders in the Bay Area. We have recently decided to change our acronym to a “better fit” doing business as (DBA) representation of our organization, “Cornerstone Collaborating to Aid Champions Club” (CCACC).

The primary objections and purposes of the CCACC shall be to promote and support youth and young adult participants in national and international athletics, promote scholastic achievement, and support all activities related to athletic and scholastic participation. We pride ourselves as a group who encourages athletes from every sport, high school and college bound students to participate in our organization who have added expenses related to sports, school sponsored events, books and tuition.

The CCACC achieves this through positive member interaction and support. We recognize that this organization would not exist without the support of our members and as such we are a member-oriented organization that puts the needs of our members first.

The CCACC members fundraise for our programs through contracts with many local entertainment and sporting event venues providing concession workers. We also accept matching funds from employers, corporate sponsorships, and grants.

In addition, the CCACC has a scholarship program that is open to all student athletes in the bay area, as well as to college bound students.

What sets the CCACC aside from other fundraising groups is that we welcome different teams, organizations and groups to join our organization but also welcome individuals who may want to defray the cost of their student/athlete. In addition, what a great way to meet new people, make great friends and earn money for a great cause.

We would like to personally invite you to be a part of our organization. We understand that for some it is much easier to write a check to pay a bill but on the other hand, it is great to know that by giving up a few hours you can earn extra money for your student/athlete. We have an enthusiastic board of directors who are willing to meet with you and your group to discuss fundraising possibilities and get you started with the 2011-2012 fundraising season.

Cheers,

CCACC - Board of Directors
ccacc@comcast.net



WHAT TO EXPECT & DISTRIBUTION OF FUNDS

The CCACC season is from May 1st through April 30th.

General Process & Steps to Getting Started:

1. GENERAL MEMBERSHIP APPLICATION, ANNUAL DUES & VOLUNTEER DAYS

All membership paperwork and annual dues must be completed in full and returned to the CCACC before you can sign-up to work any event. Membership dues must be paid with a check. In addition to this, volunteer days must be allocated prior to the day of the event and completed before you can request donations. All memberships end on April 30th, regardless of date that a member joined.

2. MEMBER COMMUNICATION – BIGTENT

Once your membership paperwork is received, you will receive a welcome confirmation email from our membership coordinator. CCACC uses BigTent for all member communication. Once a member has been approved and fees paid, the member will be granted rights of access to BigTent. All business pertaining to CCACC including meeting minutes, budgets, contracts, fundraising opportunities, corporate guidelines, etc. will be available for members to review on BigTent. It is the member's responsibility to access BigTent for sign-ups and review of corporate documents. We realize some members may not have Internet access and/or can be web/internet challenged, for that, once brought to our attention, we will suite you with a membership buddy to help you throughout the season.

3. REQUEST FOR DONATION DISTRIBUTION*

Each month the Treasurer will send a report listing each event that has been paid and posted. It is your responsibility to track the events that you have worked. Once you have worked an event that has been paid and posted, you will be able to submit a Request form for Donation Distribution via US mail or hand delivery (no email submissions will be accepted).

Requests must be received by noon on the 25th of each month. Requests made after the due date will be distributed per schedule* the following month.

*Refer to the Treasurer Timeline for Distribution Requests included in this package and can also be found on the Files section of BigTent.



MEMBERSHIP PLANS

Please take the time to review the following membership plans. As a non-profit organization, we have overhead expenses that your membership covers i.e., Attorney fees, CPA/Accounting, Insurance, Office Supplies/Equipment, PO Box and Postage.

General Membership – Plan A & B

This membership entitles you to access the BigTent website and other opportunities such as multiple venue fundraising benefits as well as other special events and fundraising opportunities sponsored by the CCACC. With this membership you are entitled to use the non-profit status for donation letters, sponsorship letters and special events fundraising opportunities that are not associated with existing CCACC contracted venues.

PLAN A	General Membership Plan \$50 + 1 volunteer day
PLAN B	Student Membership Plan* \$25 or 1 volunteer day

*The Student Membership Plan is for our Student/Athlete youth and young adult members under the age of 25 that do not have a parent and/or guardian active in fundraising activities through the CCACC. The Student Membership Plan entitles you to all the above membership opportunities plus scholarship opportunities through the CCACC. All Student Members can pick one of two membership options: 1) \$25 in the form of a check made out to the CCACC or 2) 1 volunteer day (first volunteer day worked).



ENROLLMENT SUBMISSIONS & CONTACT INFORMATION

To setup your CCACA account* please print and complete the Member Information form and associated documents attached. Please mail the completed forms, membership check, and other required documents i.e., copy of alcohol TiPS and/or TEAM training cards, proof of age of minors that planned are planned to work venues) to:

**C C A C C - Membership
P.O. Box 641383, San Jose, CA 95164**

If you should have any questions regarding membership enrollment including access to BigTent, feel free to contact our Membership Coordinator. All inquiries can also be sent to our general email address at:

ccacc@comcast.net

*Member information and checklist to be completed prior to fundraising.



2010-2011 MEMBERSHIP INFORMATION

(circle one) NEW RETURNING

PARENT(S)/MEMBER NAME:

ADDRESS, CITY, ZIP:

HOME PHONE:	CELL PHONE:	EMAIL ADDRESS:
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STUDENT/ATHLETE NAME(S):

SCHOOL/ORGANIZATION:

MEMBERSHIP PLAN SELECTION

<input type="checkbox"/> Student Member	<input type="checkbox"/> \$25.00	OR
	<input type="checkbox"/> One Volunteer Event	
<input type="checkbox"/> General Member	\$50 + 1 Volunteer Event	

✓ CHECK LIST ✓

Membership Information Form
Membership Fees made out to CCACC
Photo copy of current TIPS or TEAM card (if available)
Young adults ages 16-21 must have a photo copy of CA ID/License or Passport on file with the CCACC, if none available student id card accepted
Rules of Conduct Form
Liability Form
Dress Codes and Rules at HP Pavilion – San Jose Sharks Form

Signature:	Date:
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MEMBER & VOLUNTEER WORKERS CONTRACT
Rules of Conduct & Basic Policies
2010 – 2011

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We are fortunate to have the opportunity to fundraise at many venues throughout the bay area. With the opportunity come rules set by the venues and the CCACC. As members, we must adhere to these rules/regulations at all times and ensure that workers volunteering under your membership do so as well. Failure to comply with the rules listed below may result in separation from the CCACC. **Please read all sections, initial and return with your membership paperwork to the CCACC.**

	I understand that I must show up for work at the designated times posted for this event. I understand this includes being in uniform and ready to perform assigned tasks throughout the scheduled event. Failure to comply may result in disciplinary action up to and including termination from the CCACC.
	I understand that if I sign up to work an event and not show up, or cancel without providing a replacement, <u>I will be charged</u> a no show fee of \$85 by the CCACC. I understand that if I have signed up additional people I will be charged the same amount for each no show.
	I understand that I will always show up for work in a complete uniform. If I arrive out of uniform I will be asked to leave and be charged a no show fee of \$85.00. This holds true for any additional people I have working with me.
	I understand that I cannot report to work in an impaired condition nor consume alcoholic beverages while at work or on venue property.
	I understand that there is no smoking at anytime at any venue or at any CCACC activity except in designated smoking areas.
	I understand that I may not bring more than \$20.00 in personal money to a stand location. Credit/Debit cards are ok. All personal items need to be in a clear bag to be brought into a venue. No backpacks or duffle bags will be allowed.
	I understand that I am not to mix personal money with venue money at any time.
	I understand that the use of foul, abusive or uncivil language, fighting, sexual harassment, insubordination, indecent behavior, threaten or insulting others in any type of communication (i.e., email, text messaging, negative conversations, etc.), horseplay, scuffling, throwing things amongst members, venue leads or customers will not be tolerated.
	I understand that harassing, threatening, intimidating, coercing, or interfering with fellow personnel, the CCACC board, its members or clients, making false or vicious or malicious statements concerning any personnel, the CCACC board, its members or clients will not be tolerated and may require disciplinary action up to and including termination from the CCACC.
	No cell phones are allowed to be used when working an event especially when serving customers. Phones must not be heard or in view including text messaging.



MEMBER & VOLUNTEER WORKERS CONTRACT
Rules of Conduct & Basic Policies
2010 – 2011

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	I understand that should any conflicts that might arise during a work shift needs to be brought to the attention of the CCACC lead worker immediately. Do not take matters into your own hands or contact a venue manager or call a board member to resolve this issue during your shift. This problem needs to be taken care of at the venue worked and if then it is not resolved then you may contact a board member the following day.
	I understand when signing up to work an event I will be assigned to work a certain job by the event coordinator and no special request will be accepted.
	Volunteers will be individually responsible for their cash drawers. Any shortages will be addressed and discussed on a case-by-case basis. I understand that if there is a shortage that tips can be collected and used to help defray the shortage.
	I understand that if my membership with the CCACC is terminated, monies accumulated on behalf of my volunteer hours or those hours of others that have worked for me will be forfeited and absorbed into the scholarship and/or general fund.
	I understand that rules may vary from venue to venue and that all rules must be followed at all times.
	I agree to follow all instructions given by supervisors and stand leaders that are appointed by each and/or CCACC event coordinator.
	I have received a copy and have read the following information: "What to Expect & Distribution of Funds", "Venue Dress Code Rules", and "Treasurer Timeline".
	I have received a copy and have read the Aramark Appearance and Uniform Standards Policy for working at the HP Pavilion. I agree to follow all policy requirements at all times when working at any game, concert, event and/or other functions at HP Pavilion. I understand failure to comply may result in disciplinary action up to and including permanent suspension from working at the HP Pavilion for the remainder of the season.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____



RELEASE OF LIABILITY 2010 – 2011

I, _____ Hereby WAIVE AND RELEASE, hold harmless and forever discharge the CCACC and it's Officers, members and venues of and from any and all claims, demands, debts, contracts, lawsuits, damages and liabilities, of every kind and nature.

I understand that the activities that I will participate in are of a volunteer nature and I am at risk for possible injury. By this waiver I assume any possible risk and take full responsibility and waive any claims to any personal injury.

If a volunteer is a minor we require a parental consent for each volunteer. Each parent/guardian will be contacted prior to an event for verification of consent.

Signature of Member/Volunteer (18 or older):	
Date:	Phone Number:

A parent and/or guardian must sign this section for all members and their volunteer workers under 18 years of age.

Minor Name:
Parent/Guardian Signature:
Relationship to Minor:
Phone Number:



FUNDRAISING VENUES, DRESS CODE & RULES

All venues require a proper dress code. The following dress code is enforced not only by each of the venues but is strongly enforced by the CCACC. There are **no exceptions** to this rule. If you arrive at a venue to work and not in complete compliance with the dress code you will be asked to leave the venue and will be charged \$85.00 for that event. This is considered a no show by both the venue and the CCACC. Although, the dress codes may seem very strict, it is very important that we follow the guidelines that the venues have given us.

The following dress code will be strictly enforced at the following venues.

SLEEPTRAIN CONCORD PAVILION/SHORELINE/OAKLAND A’S & RAIDERS, HP PAVILION “SAN JOSE SHARKS”, SPARTAN STADIUM & SANTA CLARA & PLEASANTON FAIR GROUNDS

Black pants, Black shoes must be closed-toed, no slip on, sandals or heels allowed. Your hair should be out of your face. White shirt to be worn into venue. Some venues will provide us with a uniform once you arrive. No excessive jewelry is to be worn & dangle earrings are to be no lower than your earlobe. If, for any reason a venue decides to allow a different uniform you will be notified prior to the event. Come dressed & ready to work.

HP PAVILION “SAN JOSE SHARKS”

The HP Pavilion “Sharks Tank” has a VERY STRICT appearance and uniform code. Attached you will find the Aramark Appearance and Uniform Standards Policy for HP Pavilion. Please read thoroughly and ensure you initial the section found under the Member and Volunteer Workers Contract pertaining to the HP Pavilion policy.

Additionally, a shirt, apron, hat and badge will be provided at this venue. If you fail to turn in any part of your uniform, you will be charged the following:

Apron \$10.00 Shirt \$10.00 Hat \$5.00 Badge \$5.00

VENUE CONTACTS

VENUE	EVENT COORDINATOR	EMAIL CONTACT
CONCORD SLEEPTRAIN PAVILION	Kelly Junta	kjunta@astound.net
SJ HP PAVILION – SHARKS	HELEN MATUTE CHRISTINA ROBE	Ma2te4@yahoo.com christinarobe@comcast.net
SHORELINE AMPHITHEATRE	Helen Matute Christina Robe	Ma2te4@yahoo.com christinarobe@comcast.net
SANTA CLARA FAIRGROUNDS/ SJ EVENT CENTER/SPARTAN STADIUM	CHRISTINA ROBE	christinarobe@comcast.net
ALAMEDA COUNTY FAIRGROUNDS	Rich and Cindy Ma	ejsmom3@comcast.net
VANGUARD BINGO *No dress code enforced.	Connie LaScola Cynthia Houston	bingo4scv@gmail.com cynthia.houston@century21.com

FUNDRAISING AT HP PAVILION – SAN JOSE SHARKS ARAMARK APPEARANCE AND UNIFORM STANDARDS

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HAIR

- Neatly combed and kept in an easily manageable style.
- Extremes such as shaving the head/eyebrows or frosting/streaking hair are unacceptable. If hair is dyed, it must be all one natural color. “Zebra” or striped style highlights are unacceptable.
- Take care to assure that hair will not hang over eyes or face, particularly if hair is longer than shoulder length.
- Wigs and hairpieces are unacceptable, except for medical cosmetic purposes. Hair extensions are acceptable only if they appear as natural and consistent with hair color and style.
- Use appropriate hair confinement in food areas, where required by law. Must wear uniform caps or visors.
- “Natural” or “afro” hairstyles are acceptable if neatly packed and shaped. Dread-locks hairstyles are acceptable if kept short and neat and not extending beyond the collar. Cornrows are acceptable if kept neat and in straight rows.
- For women
 - Plain barrettes, comb or headband in gold, silver or tortoiseshell without ornamentation of any kind are acceptable. Wear no more than two barrettes or combs. Hair ribbons, leather and plastic stickpin barrettes and knitted chignon (bun) holders are acceptable.
 - If hair is teased, keep it to a minimum and tease only for body and shape.
- For men
 - Sideburns may not extend past the bottom of the ear.
 - Hair must not touch the back of the collar nor may the length on the sides be longer than covering the upper half of the ear. Under no terms are ponytails acceptable.
 - Mustaches must not extend past the corner of the mouth and must be neatly trimmed.
 - Beards must be full and neatly trimmed and cannot be in the early stage of growth. Beards with “thin beard lines” are not acceptable.
 - Fu Manchu’s, goatees and soul patches are unacceptable.

JEWELRY

- Small (class size) rings, wedding bands and dress wristwatches are acceptable. No more than one ring per hand can be worn.
- Necklaces, bracelets on the wrist or ankle, and other body piercing rings or studs of any sort are unacceptable. “Plug” earrings are not acceptable. Body piercing jewelry cannot be covered with band-aids or tape. Inserting plastic string or wiring in piercing holes is not acceptable.
- Medical alert jewelry such as bracelets or necklaces is permitted with the approval of the Human Resources Manager.
- For women
 - Earrings must be matched set of a post style and not exceed $\frac{3}{4}$ inch in size. Hoop or dangling earrings of any shape or size is not permissible. Only one earring per ear is acceptable and it must be worn on the lower part of the earlobe.
- For men: Wearing earrings of any type is not acceptable.

NAMETAGS

- Always wear the nametag issued proudly in an upright, readable position on the upper left side of the outermost garment. If the uniform is a polo shirt, the nametag should not cover the Sharks or the building’s logo.

UNDERGARMENTS

- If an undershirt is worn under the uniform shirt, it must be plain white with no printed designs and must have a conventional crew collar. Undershirt sleeves should never show past the sleeve of the uniform shirt. If the uniform shirt is unbuttoned at the top (e.g., Concessions), a white V-neck undershirt is preferred. Printed or solid colored undershirts other than white are unacceptable.

SHOES/BELTS/SOCKS

- Shoes, belts, socks must be completely solid black in color. No logos or zebra stripes allowed as part of their design.
- A belt must always be worn with pants that have a belt loops—no exceptions. Belts must be made of leather or have a leather look. Cloth or belts with ornamentation is not acceptable. The belt buckle may be gold, silver, or black and unobtrusive in size.

- For shoes, ties/laces and eyelets must be black also. Shoes must cover feet completely (closed-toed), comfortable and supportive for standing and walking for hours. They must be clean with no ornamentation and in good repair at all times. Slip resistant soles are recommended for safety reasons.
- Socks must extend above the ankle at a minimum of 3 inches. No anklet type socks are allowed.
- For women: Black nylons may be worn in place of black socks.

PANTS

- Pants must be completely solid black in color. Jeans/denim, cargo pants (multiple pockets), corduroy, stretch and sweat pants of any type or color is unacceptable. Pants with visible logos such as Dickies and Ben Davis are not allowed.
- General Concessions and Merchandise department workers may wear pants with Dockers like fabric.
- Cuffed pants, pants that drag or are frayed, torn and in disrepair are not acceptable.
- All pants must be worn at the hip and not in a “sagging” form or style.
- Faded pants or pants with designs or style stitching are not acceptable.

SHIRTS

- Wear only the uniform shirt issued by ARAMARK. The uniform shirt must be clean, pressed and completely tucked into pants.

APRONS

- All aprons should be tied securely around and to the back of the waist. Never wear it untied or loosely tied. All aprons must also be clean, pressed and free of stains.

CAPS/VISORS

- Caps/visors must be worn squarely on the head, not far forward screening eyes and not too far on the back of the head. Do not wear a cap or visor backwards or sideways.



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SHADED GLASSES

- Sunglasses may not be worn in the arena except for medical cosmetic purposes. Medical verification from a doctor must be submitted to Human Resources before being allowed to wear sunglasses indoors.

TATTOOS

- Tattoos that may be visible to guests are unacceptable.

MAKE-UP

- Make-up should be worn conservatively and be complimentary to facial features. Extreme colors and amounts are unacceptable.
- Nail polish should be moderate, neatly applied, with no nail appliques. Acceptable colors are variations of pink, red, peach, and natural. French tips with white tips are acceptable. Unacceptable colors are blue, green, yellow, black and purple. Colors must be solid and matching. Designs, rhinestones or multi-colored nails are not acceptable.

PERSONAL HYGIENE

- Use deodorant/antiperspirant at all times; however, the use of cologne or perfume is discouraged since many people are allergic to these items.
- Fingernails must be clean with length not exceeding ¼" past the fingertips.

OTHER

- Gum chewing, eating or drinking, wearing lanyards or wearing/using cell phones including text messaging or the use of pagers on the concourse and in the view of guest is strictly prohibited.
- Designated guest smoking areas is prohibited. Employee smoking area is located at the back employee entrance only.
- Eating or taking breaks with family or friends where guests can see employees are unacceptable.
- Going into the arena especially to observe an event is not allowed at any time!



MONTHLY TREASURER TIMELINE

For your convenience, we have provided important dates outlining monthly activities pertaining to keeping the business running. **Please note, these are target dates.** Dates may vary slightly due to weekends and holidays. If you have requests outside of these timelines, please contact the Board of Directors to see if arrangements can be made.

5th – 12th	P.O. Box mail will be collected at Post Office.
10th – 15th	Venue checks, corporate & private donations, membership fees, etc. will be deposited.
15th – 20th	Monthly Activity Report posted on BigTent.
20th – 25th	P.O. Box mail will be collected at Post Office.
20th – 25th	Venue checks, corporate & private donations, membership fees, etc. will be deposited.
25th	Donation Request Forms must be received by this date.
28th – 31st	Donation Requests and other Accounts Payable checks will be prepared for distribution.
1st – 10th	Check distributions disbursed and/or mailed.
5th	Requests to Cheergyms.com and NorCal will be hand delivered and/or mailed prior to the 5 th of each month.

