



Flo's Gymnastics & FCA

PO Box 175

Sarver, PA 16055

(724) 353-9000

www.FlosGymnastics.com

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FCA Gems at Flo's Gymnastics Plus, Inc.
PO Box 175
Sarver, PA 16055
(724) 353-9000

Dear Parents:

The FCA Gems All-star Cheerleading organization is one of the premier programs in the tri-state area. Our cheerleaders are some of the best around and our coaching staff is phenomenal. The goal of the program is to help each cheerleader reach the peak of their cheerleading ability, while teaching them the importance of teamwork and striving to reach goals. This approach has led to our program claiming many regional and national awards at all age levels. In 2006, 2007, 2008 and 2009 our Diamond team competed at the Cheerleading Worlds in Orlando, FL.

All FCA teams have been and will continue to be competitive in the divisions in which they are placed. Our coaches do their best to ensure that all individuals are placed on teams based on the individual's abilities and the teams' needs. It is a privilege to be a member of ANY team at FCA and all of our teams work hard to be the very best that they can.

This is a very exciting and very involved sport. It takes dedication not only from the cheerleaders but also from you, their parents. We have some of the best parents around. It is imperative that the parents be a team and support the coaches in every decision they make. If the parents are split, it impacts the cheerleaders and can make it difficult to coach.

We have a lot of fundraising to help alleviate the costs of competition fees, camp fees, and uniforms. If you have any suggestions on fund raising, please talk with Amy Signorella. If you are interested in being a team parent, please see me. We understand that everyone's life is extremely busy, but the team parents could also use an extra hand at times. Please make yourself available as much as possible.

We are pleased that you have decided to join our program and look forward to continuing our unparalleled success in the coming year. Thank you for choosing us!

Cheerfully!

Flo Richey

TUITION

General Information

PLEASE PAY ON TIME!

Monthly tuition is not optional but a requirement. This is a team sport and you are paying for a spot on the team. All tuition is due the 1st of each month. You are expected to pay full tuition every month. Tumbling tuition is included in the cheerleading tuition (full year teams).

Please make tuition checks payable to **Flo's Gymnastics Plus, Inc.** There will be a fee of \$20.00 for any returned checks. Once two checks have bounced, payment is required to be by money order or cash.

A yearly registration fee is due on June 1, 2009 and expires May 31, 2010.

- New Members: \$35.00
- Returning Members: \$20.00 (if you are currently a member of the gym)

09-10 Team and Crossover Fees (June 2009 through and including March 2010) will be posted on the website once teams are finalized.

We reserve the right to increase prices at any time throughout the year.

FCA Accounts Page

All families will have an FCA Account spreadsheet on the website. This is updated every time you deposit money into this account and every time money is used for cheerleading expenses. Access to the FCA Account Page and private FCA information requires a login and password. The logins and passwords for all current FCA members will remain the same. All new members will receive a login and password via email.

Access to the restricted information is meant only for CURRENT FCA members and parents. Do NOT share your login and password with anybody outside of the program. If unauthorized access is detected/discovered, your access will be removed and you will need to call somebody to find out the posted information.

For any questions or problems with login and/or password, email Bonnie at cheering@comcast.net.

Discounts and Refunds

You receive a discount for each month your tuition is paid on or before the 1st. If you pay on the 2nd or after, you are responsible for paying the regular price. Tuition payments may be mailed to the gym. Payments sent by mail must be postmarked by the first of the month to deduct the discount for paying early. If the envelope is not postmarked and we receive it after the first, you will not receive the discount.

Post-dated checks do NOT receive the discount. If you pay early to receive the discount and ask us to hold your check, you will be charged the regular rate and the discount will be removed.

Tuition is not discounted for missed days or injuries. You may not deduct missed classes from your tuition arbitrarily. Failure to pay tuition due to an injury will result in your spot being permanently replaced on the team.

No refunds will be issued if a child discontinues lessons once a new month has begun.

Past Due Accounts

If payment isn't made by the 16th, a \$5.00 late fee will be added. If monthly tuition is not paid in full by the 20th of the month, your child will be benched until payment is received in full. This includes the possibility of removing the cheerleader from the next scheduled competition.

Competition fees will not be refunded if we pull your child out due to delinquent accounts. When you pay and if the routine has been changed for an upcoming competition and it is too late to work the cheerleader back into the routine, she will still be benched from that competition without compensation. Benched cheerleaders must attend practice and competitions, even though they do not practice or compete, they are still learning, watching, and supporting their team. If your child is benched due to delinquent accounts, an alternate will be brought in to learn your child's part of the routine. The alternate will replace your child until your accounts are paid in full.

If your tuition is two months past due, for example, you owe for September and you don't pay for September and October by October 20, you will be removed from the squad for the remainder of the year.

We email past due statements each month. If your account is past due and we haven't received a response from you, your name will appear on the website as owing tuition.

The simple solution: pay on time! We hate to bench the girls, please pay!!!

Super Seniors

This is a privilege that has been earned by cheerleaders that have graduated from high school and have been a part of FCA for at least two competition seasons. Monthly tuition is discounted. Cheerleaders are required to pay for everything else and no other discounts are available. Super Seniors must purchase all required items as needed or required for the team.

Open Team

This team is tuition free to athletes age 18 and over and must be out of high school. Athletes still in high school must pay tuition rates that are listed on the website. Cheerleaders are required to pay for everything else and no other discounts are available. Athletes must purchase all required items as needed or required for the team.

Private Lessons

Private lessons must be paid one week in advance. Students with accounts past due will not be permitted to take private lessons until all accounts are up to date. For private lessons not paid, a \$5.00 late fee will be added every 30 days from the date of the lesson. Students will not be permitted to take private lessons if there is any balance due in the tuition account.

If you are not able to come to a private lesson, it must be canceled 24 hours prior to your lesson time or you will be charged one-half the lesson fee.

If cheerleading practice is canceled or FCA is away at a competition and you have a private lesson scheduled, it is your responsibility to cancel your private lesson. Instructors and receptionists do not know when you are away.

Mixed Family Situations

If you have another family member sharing in the expense of this sport, it is your responsibility to make sure your accounts are paid up to date. It is not our responsibility to collect half from one party and the remainder from the other party. We can not possibly keep track of what someone else is responsible for paying; that is up to you and the other party. If you fundraise for the FCA account, please work that out between you and the other person.

UNIFORMS / CLOTHING

All FCA cheerleaders are required to purchase the following necessary items for competitions and practice. All items listed below and all items with FCA and/or the FCA logo must be purchased through Flo's Gymnastics. All products must be paid in full prior to ordering. Uniforms and uniform accessories are not returnable or refundable under any circumstance.

In order to reuse items from one season to the next, they must be in good condition and still fit the cheerleader appropriately. All uniform items (tops, skirts, booties and bows) will need to be inspected prior to the uniform ordering date. If the items are determined to be in too poor of condition to be used, they cannot be sold to another cheerleader for use. If the items are determined to be the wrong size for the cheerleader, but the uniform condition is acceptable, they may be sold to another cheerleader.

All individuals re-using uniform items from the previous year must complete the 'Uniform Re-Use Form' available on the website, receive the necessary signature, and submit the form to the locked box in the large balcony.

If a cheerleader significantly changes in size during the competition season, they may be required to order a new uniform – even if it will only be available for a couple of competitions.

Prices

All prices are estimated and are subject to change.

Uniform

A non-refundable deposit of 50% is due on June 1 and the balance is due on July 1. Failure to pay on time may result in the individual paying additional charges for additional shipping fees. It is very important that we order uniforms on time in order to have them for competition.

- Once a uniform is ordered, it is yours regardless if your child grows or quits the team.
- All used uniforms must pass inspection before they are sold or reused for the current season. If you decide to purchase a used uniform, it must fit properly, meaning, it shouldn't need major alterations. If you purchase a used uniform outside of the used uniform sale at the gym and it either does not fit correctly or is in too poor of condition to use for the upcoming season, you will be required to order a new uniform and any refunds of monies will be between you and the individual from which you bought the uniform.
- Hair Bow - ~\$20
- Top and Skirt - ~\$340 - 410 (depending on team)
- Briefs (cutie booties) for under skirt - ~\$25.00 - 29 (depending on the team)

- This item typically must be purchased yearly and is not guaranteed to last the entire season. This item is fragile and wears differently on different cheerleaders.
- ALL FLYERS ARE REQUIRED TO HAVE 2 PAIRS.

Other Items

Camp Gear (price varies on items purchased)

- Must be purchased at the beginning of the year
- We will be using the same camp gear as 2008-2009 season.

Warm-up Suit - \$95

Bag - \$32

Nfinity Evolution Cheerleading Shoes ~\$65

- These shoes are not machine washer safe. Therefore, do not wear them outside.

Black sports bra (purchase on your own)

- All cheerleaders, regardless of age, must wear a **BLACK** sports bra under the uniform. Bra straps must not be showing from the front, back, top or bottom of the uniform. **THE SPORTS BRAS WORN UNDER THE UNIFORMS MUST HAVE TRADITIONAL STRAPS – X-BACK BRAS ARE NOT PERMITTED BECAUSE THEY ARE VISIBLE OUT THE TOP OF THE UNIFORM IN THE BACK.**

Practice clothing (for Cheersport Nationals or Worlds) – TBD

Cheerleading Hair - ~\$16.00 All teams

- If the cheerleader is approved before **August 31st** only 1 ponytail needs to be purchased and brought to every competition.
- If the cheerleader is not approved by **August 31st** the cheerleader is required to purchase 2 ponytails.

Make-up Kit - ~\$35.00

- Returning cheerleaders do not need to purchase an entire new kit each year.
- New glue should be purchased yearly.

Uniform Alterations and Care

So that uniforms fit the cheerleaders properly, alterations are required. This is paid by the owner of each uniform. You are also required to find your own qualified seamstress. Do not have your uniform altered so that the fundamental appearance changes. If this happens, you will be required to purchase a new uniform.

All cheerleaders must wash uniforms after every competition. They are to be hand washed only using a mild detergent and no bleach. If you have a front loading washing machine or a top loader **WITHOUT AN AGITATOR** you can wash them inside out in the washing machine. Washing them in a regular washing machine will cause the sequins to come off prematurely and decrease the lifecycle of the uniform. **DO NOT DRY CLEAN!!**

Warm-up Suits can be machine washed using cold water and a mild detergent. **DO NOT BLEACH**, touch up with an iron or dry clean.

We would prefer you not sign other guestbooks, but if you must, always sign your name and never type anything negative. Do NOT list yourself as "FCA", "FCA Gem", "FCA (team name)", "FCA Mom or Dad"... Sign your name!! Do not use email addresses or screen names that have "FCA", "FCA Gem", "FCA (team name)", "team name (Emerald, Pink Ice, Diamond)", "FCA Mom or Dad". If you currently are using one, please get a new email address and/or screen name.

Coaches Personal Phone Numbers and Email Addresses

Do not email or call cheerleading or tumbling coaches on their personal cell phones or their home phones. If there is something you need to discuss, please call the gym and leave a message. If they call you from their personal numbers that does not mean you can store and keep their numbers for future use. If you currently have their cell phone or home numbers, please delete them so you are not tempted to call them.

If it is an emergency, please call your team parent and they will contact Bonnie or Flo.

FOR ALL QUESTIONS, CHECK THE WEBSITE BEFORE CALLING THE GYM!!!!

Most questions can be answered by reading the website.

We spend a lot of time updating the website to keep you informed.

TRYOUTS AND TEAM PLACEMENT

General Information

All returning FCA members must tryout at the actual tryouts. If you do not try out during the actual tryouts, you have to wait until the next season to return. All cheerleaders must be physically able to tryout at the actual tryouts. If you have surgery and are unable to tryout, you must submit a doctor's excuse and request a tryout for a later date. We will not hold any spots on any teams. Therefore, you will be placed on a team with openings at that time.

If you decide to take a year off, please rethink that. Some girls (or their parents) for whatever reason decide to take a year off and think they will return to the squad they were on or a squad of a higher level. This rarely happens. Taking a year off means you are not stretching, lifting, or tumbling three times a week. You lose a lot more than you realize.

Cheerleaders that have graduated and are still eligible to cheer may come back after the season has started if there are openings on the teams.

Requirements for Tryouts

- Tryout fees are posted on the website. All check should be made payable to Flo's Gymnastics and separate from any other payments
- All new cheerleaders must provide a copy of the cheerleader's birth certificate or a copy of cheerleader's passport. Returning members do not need to a new copy.
- A completed and signed waiver (must contain all cell phone numbers and a valid email address that is checked regularly)
- A Physician's Release Form – must be turned in before July 10, 2009

Team Placement

Individuals are placed on teams at the discretion of the coaches. Cheerleading is comprised of many different skills. Teams are designed with all of these variances kept in mind. There will be athletes on any given team that tumble, stunt, jump, fly, etc. at various levels. We match up athletes based on what is best for them as individuals and the team as a whole. Please remember that decisions are not based entirely on tumbling, but that stunting, pyramids, jumps, dance, motions and age are huge factors as well. It is simply not feasible (or desirable) for every team to have 36 exactly matched athletes. Some will be stronger tumblers than others and some will help us more with stunts than others. Every athlete is on the team for a reason – please trust the coaches. We work hard and push every athlete to improve their skills, even working on skills that are above what is allowed in routines at their team's current level.

If an individual fails to maintain their skills or fulfill their designated roles, they may be moved to another team or removed from the team. Examples include, but not limited to: losing a tumbling skill or refusing to fly.

Once tryouts are completed, your daughter will be placed on the team that we feel is best for her and the team. If you and/or your daughter do not agree with our decision, please give it time. We believe you will come to understand why and you will also be satisfied.

Worlds Teams

Membership to the USASF is required to compete at the Cheerleading Worlds.

Any individual that accepts a position on a team that competes in a category offered by the Cheerleading Worlds does so understanding that if a bid is received and a decision is made by the coaches to attend the Cheerleading Worlds, attendance is mandatory and each cheerleader is financially responsible. Also, the money will be due very soon after the bid is received. Therefore, please plan ahead.

Medical Insurance

Flo's Gymnastics Plus, Inc. and FCA does not carry medical insurance for its students. All students should be covered by their own family insurance policies. It is understood that your family's policy is your only source of reimbursement.

If you would like to become a member of the USASF (US Allstar Federation), you may do so. The fee is \$25 and provides the cheerleader a catastrophic insurance. For additional information, please go to www.USASF.net.

Quitting/Removal from Program

General Information

This is a team sport and you are expected to finish out the season. If for any reason, you can not fulfill this commitment and quit, the following guidelines have been put into place.

- Tuition is not refundable once a new month has started.
- No refunds are given for items ordered, choreography, competition fees, and coach's fees.
- Once you quit or if you have been removed, you will not receive any items won at the competitions or any 'participant gifts', even though you paid the competition fees.
- If a cheerleader from FCA quits or is removed from FCA AND joins another allstar cheerleading program, they are permitted to return and tryout one time for FCA in future seasons. If they subsequently leave again, they will not be permitted to return. This does not apply to individuals that leave because they are moving two or more driving hours away and then moves back – these individuals do not have the 'one time' limitation.

Clothing/Items Not Picked Up

If you quit, you have 60 days to pick up items. All items not picked up within 60 days will be forfeited. It is your responsibility to pick up all items when they are ready for pick up.

Representing FCA Positively

Being an FCA Cheerleader is a privilege and can be revoked at any time for misbehavior. Cheerleaders are expected to represent themselves and FCA in a positive manner. FCA cheerleaders need to realize that people outside of FCA recognize them as a member of FCA whether they are at the movies, the mall, watching a sports game or at school.

If a cheerleader becomes pregnant, she may not continue to cheer due to her safety and the safety of her baby. If an individual is aware she is pregnant and fails to inform the coaching staff immediately, she will be immediately removed from the teams and may never return.

If a cheerleader is proven to be on recreational drugs or engaging in underage consumption of alcohol at a FCA function, she will be suspended from the squad. If a cheerleader is proven to be on recreational drugs or engaging in underage consumption of alcohol at a non-FCA event, punishment will be granted at the discretion of the coaches.

Practice

Safety and Discipline

Safety is a top priority at Flo's Gymnastics and FCA. Cheerleaders are to take stunts seriously. "Goofing off" will not be tolerated.

Discipline will be taken seriously by the coach. No whining, complaining, back talking, rolling your eyes or disrespecting any adult or team member. Poor sportsmanship will not be tolerated. This is a team sport and the support of your team members is **REQUIRED** at all times. Failure to support team members may result in disciplinary action up to and including being "benched", at the discretion of the coach. Also, cheerleader's parents that are excessively negative or obnoxious may be asked to leave the program. We are trying to create a positive learning environment for our cheerleaders.

General Practice Information

Please be sure to check the internet prior to leaving for practice. If you do not have Internet access, it is your responsibility to contact another member of the FCA cheerleaders before each practice. You, the parent, are responsible for ensuring your child has transportation to and from all practices. This is not the responsibility of the coaches or other parents in the program.

Cheerleaders are expected to be at the gym five minutes before practice and to be picked up on time. If for any reason you are going to be late, please call the gym immediately and let us know how soon you will be there.

Parents and cheerleaders who arrive at the gym early are to remain in the waiting area until the cheerleading coach signals the beginning of practice. Cheerleaders are not to run around and can not be on the mats or trampoline without the coach's permission.

Cheerleaders are to hang jackets/coats on the coat racks provided and neatly keep all belongings together in a bag if needed. Do not throw items on the floor. All items not placed accordingly will be placed in the lost and found bin. Cheerleaders will then need to go to the lost and found to locate items.

Cheerleaders are permitted to bring a water bottle to practice. **CLEAR WATER ONLY!**

FCA Infection Control Policy

It is common knowledge that athletic activities that involve skin-to-skin contact put athletes at a higher than average risk than the general population for community-acquired infections. Cheerleading actually involves more direct skin-to-skin contact than almost any other sport. Due to this, the gym takes available precautions to mitigate the risk of transmission, including disinfecting the mats at off times and providing hand sanitizer. However, the majority of the time, transmission of microbes occurs with direct skin to skin contact.

Therefore, for the benefit of all participants, the following procedures are now being instituted.

1. Any and all open cuts on exposed areas of the body must be securely covered with bandage material that will last the duration of the practice. (Please come with the open areas covered and do not ask at the desk for supplies -- except for new cuts that occur during a practice.)
2. All participants are to use the provided hand sanitizer at the beginning and end of practice and during each water break.
3. Any participants that gets cut at practice or opens up a wound must immediately stop, wash it out and bandage it up.

Individuals with open cuts that are not covered will NOT be permitted to participate in activities that risk skin-to-skin contact until they are covered.

If you notice another athlete having or getting a cut, open wound or an abrasion, please let the coach or the athlete know immediately.

Fingernails need to be kept short and filed smooth and cannot be a danger to other athletes. If there is an issue where you are getting scratched by fingernails, you need to let the coach know.

If you have open wounds on your knees and are on the floor a lot because of your part in the routine, you may want to consider wearing knee pads over your bandages to practice. Also, individuals are highly encouraged to shower immediately after getting home from practice instead of waiting until the next morning.

Absences

This is a team sport. WE TAKE ATTENDANCE VERY SERIOUS! Cheerleaders are expected to be at every practice, including tumbling.

No make-ups are permitted for missed cheerleading and tumbling practices. You are expected to be there. Attendance will be taken by the coaches at every practice.

Cheer

Each cheerleader must call the gym to report off from practice when sick (sick meaning excessive throwing up or in the hospital). Cheerleaders are expected to come and view practices when sick. Therefore, cheerleaders calling in sick, regardless of the reason unless admitted to the hospital will be marked as unexcused. We do not accept doctor's excuses as approved absences. For extended illnesses or injuries, please submit a release from the doctor to return to practice and competitions.

For all other reasons, please submit to the cheerleading coach a written excuse with reason listed a minimum of two weeks prior to missing cheerleading practice. Excuses must also be submitted two weeks prior to when you will be late for cheerleading practice or when you need to leave early from a cheerleading practice. Formal excuses must be printed off the website, filled out and handed directly to the **cheerleading coach**. The cheerleader will be informed by the cheerleading coach if the miss will be unexcused. Simply submitting a form does not guarantee that the miss will be an excused absence. Also, excessive vacations will NOT be excused.

If injured please call the gym or your team parent IMMEDIATELY. We need to know this information prior to practice. Do not show up at practice with your arm in a sling or on crutches without first notifying the coaches.

The last practice scheduled before a local competition is MANDATORY and all practices two weeks prior to all national competitions are MANDATORY. There may be a rare situation that a cheerleader is excused, that decision would be made by the coach. Cheerleaders with an unexcused absence for a mandatory practice will be taken out of the routine for that competition. Mark your calendar now and be prepared for additional practices during these two weeks. Exceptions may be made at the discretion of the coaches. If all practices cannot be attended, the possibility of being replaced in the routine exists.

In case of inclement weather, please call the gym at (724) 353-9000 for information about class cancellation. When a class is canceled due to bad weather, there will be a message on the answering machine.

Tumbling

All cheerleaders are required to attend tumbling here at Flo's. Attendance is taken at each tumbling practice. Tumbling tuition is included with your cheerleading tuition. All cheerleaders are required to pay and attend tumbling. If you are physically not able to tumble, you are still required to pay this portion of the tuition.

When you must miss tumbling, you need to submit a completed formal excuse printed off the website and hand it to the front desk. This must also be submitted two weeks prior to missing tumbling, when you will be late for tumbling or leaving early. **The Diamond team is to submit their tumbling excuses directly to Coach Beth.**

Tumbling For Returning FCA Cheerleaders

Tumbling is a requirement during the months that there is no cheerleading practice. If you do not attend tumbling during these months, you are still responsible for payment and will not be permitted to tryout for the next season until your account is paid in full.

Practice Attire

Cheerleaders are required to wear designated camp gear to every practice. If you misplace a camp gear item, please see the front desk to purchase a new one. Camp gear must fit the entire season. If it becomes too small or is ordered too small, new camp gear will have to be purchased.

- Cheerleaders are to purchase camp gear through the gym (put your name in every article of clothing).
- Cheerleaders are to wear camp gear to every practice.
- Long hair must be tied back.
- No long fingernails. If a coach tells you to cut your fingernails, you must comply.
- Make sure your camp gear and uniform are clean (follow washing instructions). Once a cheerleader is in approximately fourth grade, she may need to start wearing deodorant. Please make sure their clothing and bodies smell fresh at all times.

Worlds team(s) will be required to purchase new camp gear to wear in Florida.

Practice sneakers must be clean. You will not be permitted on the mats with dirty shoes. Please have a separate pair of shoes you use for practice. Bring your shoes with you and change them at the gym. Do not wear play shoes or shoes worn outside on the mats. The mats must be kept clean and safe for all classes.

Special Occasions: The following is a list of days that the girls can wear different colors to practice. They must still be in shorts and a t-shirt. If they do not have the correct colors they are required to wear camp gear.

Valentines Day (2/14-2/20): pink, red and/or white

St. Patrick's Day (3/14-3/20): green and/or white

Halloween, (10/25-10/31): orange, black and/or white

Christmas (12/12-12/17): red, green and/or white

Parent Viewing

The parent viewing area is in the balcony. Parents are to remain in the balcony throughout the entire practice. Under no circumstance are parents permitted on the mats. Parents are not permitted to yell at their child or the coach from the balcony or anywhere else in the gym. Please keep noise down. Talk with a whisper.

Weekday practices are open for viewing from the balcony areas. All weekend practices are closed with the exception of the last weekend of each month. If your team practices only on weekdays, practice will be closed the day that you have tumbling. You will be permitted to watch tumbling (tumbling only) the last day of the month or the last weekend. If a holiday or a FCA event occurs on the last week or weekend of the month, you will have to wait until the end of the next month to watch tumbling.

Please leave the coaching to us!! Do not talk to your child or offer help during practice. If spectators do not remain quiet or obey our rules, the entire practice will be closed. Do not for any reason yell at the girls or the coaches.

All parents must wait **24 hours** before calling the gym with problems or concerns. Please give yourself this time to "cool off". A lot of times things look differently the next day. If you need to talk to a coach, please call the gym and schedule a conference. If a parent does not wait 24 hours and approaches, calls, or emails a coach, the parent will not be permitted into the next scheduled open practice. If a parent comes down on the cheer floor for any reason and approaches their child or the coach, the parent will not be permitted to view practice for one month on the first infraction and the remainder of the season for a second infraction.

If a parent calls the gym without waiting 24 hours, the call will not be returned.

Vacation Dates

2009-2010 Vacation Dates (no practice on the following dates):

Tuition is not adjusted for these days/weeks off.

Event	Days Off
Mother's Day	May 10, 2009
Memorial Day Weekend	May 24-25, 2009
Independence Day Vacation	June 29 thru and including July 5, 2009
End of Summer Vacation	August 16-22, 2009
Labor Day Weekend	September 5-7, 2009
Thanksgiving Holiday	November 23-28, 2009
Christmas Holiday Break	December 20 thru and including Jan 1, 2010
Monday after Nationals Break (Spirit of Hope)	January 18, 2010
Week after Nationals Break (Cheersport)	February 8-12, 2010
Easter Sunday	April 4, 2010

Please note that there will be no FCA cheer practices or FCA tumbling classes during the time off. If you are enrolled in a recreational tumbling class, you may have class. Please refer to that schedule for vacation days.

MUSIC & CHOREOGRAPHY/DANCE CAMPS

Camp is mandatory for all squads (with the exception of any cheerleaders ages 5 and under on Tiny Squads). Some squads may be required to attend choreography camp plus a dance camp. You will need your camp gear and shoes for camp. All cheerleaders are to have their hair done for camp as instructed on the website. All camps and choreography are closed to spectators.

Camp and Choreography Fees

Approximated cost for choreography and music will be given out as soon as we confirm. Camp must be paid in full BEFORE the first day of camp. All members are required to pay a choreography fee. There may be separate fees for choreography camp and dance camp.

Cheerleaders joining later in the season will also be responsible for paying this choreography fee. Choreography fees that are collected from members joining late are put into a fund that the coaches use throughout the year. These funds are used for new music and/or additional choreography that are needed throughout the year. These items are expensive; the funds are used to reduce the costs to team members.

Crossovers pay choreography fees for each team they are on. If the team had choreography camp and dance camp, the crossover is responsible for both fees.

COMPETITIONS

Attendance

Parents are responsible for ensuring their child has transportation to and from all local and out of town competitions. This is not the responsibility of the coaches or other parents in the program. If you, the parent, are not able to attend a competition, you must make arrangements for another adult to be responsible for your child at the competition if you are unable to be there. We will post directions for competitions or competition locations on the website. If directions are not posted, it is your responsibility to get directions.

We will let you know what time you are to be at the competitions. It is important that you are there ON TIME! Do not be late. Please allow ample time traveling to competitions. Allow yourself plenty of extra time to get lost, for bad roads, for parking, to walk into and find the team. If we say be there at 10:00, we don't mean 10:05!

All competitions are mandatory, meaning you can't get up the morning of a competition and just decide not to show up. It is not an option to miss a competition. Should you fail to appear at a competition without prior notification of and permission from the coaches, you may be removed immediately from the squad for the remainder of the season.

If you are unable to attend a scheduled competition, a written excuse must be submitted to Coach Jennifer at least **two months** prior to the competition date. If possible, you will be replaced for that competition by an alternate. You are responsible for paying the competition and coach's fee. You will be replaced by the alternate, but will still receive the award if one is given. Also, please realize that it is possible that because you cannot attend the competition, your team may not be able to attend the competition. It is not considered 'acceptable' to not be able to attend a competition. Therefore, this should be reserved for absolute situations that cannot be avoided (such as family weddings, etc..).

Injury

If you must miss competition due to injury or hospitalization (the morning of a competition), call your team parent IMMEDIATELY! It is a good possibility that your squad may not be able to compete. There is no compensation given to any team members in this situation.

It is the responsibility of the cheerleader to get her uniform to the alternate, regardless of whether the items will fit the other individual. Please make sure it is clean. All injured cheerleaders are to be at all competitions (local and out-of-town).

When a competition is missed (either due to injury, illness or other reasons) and it requires the alternate to perform in your absence, it may require you to sit out additional competitions due to the competition schedule (either before or after the 'missed competition') so that the routine can be reworked to accommodate your absence.

Alternates

Alternates will be selected on an as needed basis. Alternates do not pay for practice time or competition fees unless they are permanently replacing a cheerleader for the remainder of the season. The coach will let the alternate know when she will be replacing a cheerleader so that she can be at practice. Cheerleaders that are being replaced are to be at the competition if possible.

The award that is won at the competition is for the individual that is currently a permanent member of the team. If the individual that competed on the floor was replacing an injured athlete that is still paying tuition and competition fees and is still considered a member of that team, the prize goes to the injured athlete. The alternate can purchase the award from the cheerleading competition company, if this option is available at the competition. If the individual that competed on the floor was replacing an athlete that quit, then the individual that competed on the floor will receive the prize regardless of who paid the competition fee. All attempts are made to get everybody that competed on the floor and injured athletes that are still part of the team a prize.

If the competition is a Worlds bid awarding competition and an at-large, partial paid or a paid bid to the Cheerleading Worlds is received, this award belongs to the cheerleaders that will be competing on the floor at the Cheerleading Worlds. It does not belong specifically to the individuals that paid for that competition. The USASF rules are quite clear that the money must be used for the individuals on the floor at Worlds.

Awards

Cheerleaders must be in full uniform (including cheer shoes) for their award ceremony. Do not wear warm up pants, jackets, or bring anything with you to awards. Crossovers should be in the correct uniforms for awards whenever possible. Crossovers that are not in the correct uniform on stage are not permitted to retrieve the award/trophy and should not be in the front of the group for professionally taken pictures on stage.

Also, crossovers are to be at award ceremonies for ALL of their teams unless there is an absolute conflict with their other team. It is not acceptable to miss awards because you are 'resting' or 'want extra time to get ready' for the second performance.

When they are announcing the places, FCA cheerleaders and parents are not permitted to cheer until AFTER their team name is announced.

General Behavior Guidelines

We will not tolerate poor sportsmanship from our athletes or their parents. Cheerleaders and/or parents that repeatedly display poor sportsmanship will be removed from the program.

Your team needs as many people cheering as possible for you so cheer for all the others! Cheerleaders are to sit together and cheer for FCA teams when performing. At some of the competitions you will be asked to come early and cheer on the first FCA team and stay until the end to cheer on the last FCA team of the day. At the larger nationals, we will assign certain teams to cheer each other on. During the time your team is not assigned to cheer on our teams, you will have free time.

Cheerleaders age eight and under need to stay with the team until they compete. After they compete, the parents must come to where the cheerleaders are sitting (or designated area) and take the team members from the Team Mom so the coaches can go with the next team. All cheerleaders are to report to the floor for awards. After awards this age will stay with the coaches or Team Mom until their parent comes and gets her from the coaches/Team Parent. Please come **immediately** to get your child! If for any reason there are children that fall into this age group that stay with the group after the group has been released to their parents, they are the responsibility of the parent because there will NOT be somebody present watching them.

Cheerleaders ages nine and older are to sit with the team until the end of the competition. Cheerleaders are not permitted to run around. There will be a responsible adult sitting with each squad. However, it is expected that cheerleaders at this age will know not to leave the immediate area without permission and will not 'sneak away' from the individual in charge of their group. Please make sure you child is aware of the rules and follows them for the safety of everybody involved.

It is also expected that all cheerleaders and friends/family be respectful and polite to the members and fans of all other programs. Cheerleaders are to sit and cheer on the other teams. Pack snacks in bags. Cheerleaders are to respect and obey orders coming from the adults in charge. Their orders come directly from the coaches.

Non-members and families are not to sit with the cheerleading squads unless the coaches have designated someone. Children age 8 and under are to sit with their parents (and cheer for the other FCA teams) after they have competed.

Please keep the area clean at competitions! Please be neat at competitions-don't leave the bleachers or seating area a mess. Please keep track of all your clothing and cheerleading articles—keep everything in your FCA bag.

At certain competitions, the cheerleading company may have a VIP section for family and friends of the team performing on stage. We ask that all FCA teams and their family members and friends sit in the area and cheer for the FCA team that is performing. Please reserve the front two rows for family members that have a child on stage. Also, under no circumstances should FCA parents enter the VIP section BEFORE our team is scheduled to perform in order to 'get a good seat'. This is not fair to the team performing on the floor and their families.

At competitions coaches are working with all of the teams and do not have much time in between warm ups, performances and awards. Please respect the little bit of time that the coaches do get when you see them in the halls and while they are eating – this may be their only opportunity to get a drink or eat (coaches are lucky if they get 15 minutes out of the entire day to eat). The only exception is if it is an extreme emergency. Do not take offense if the coach says she can not talk at that time.

Sometimes situations occur at competitions that are out of the coach's control. Do NOT for any reason yell at the coaches, judges, or any person in charge at the competition.

Parents and cheerleaders are never to call any competition company for any reason.

Appearance

Cheerleaders are not permitted to walk around at competitions wearing their uniforms inappropriately (with skirts or tops unzipped, skirts rolled down, booties without skirts, etc...). Cheerleaders are not permitted to wear part of their uniform with street clothes (i.e. no uniform tops with jeans or uniform skirts with tank tops).

Cheerleaders are required to wear the make up that is part of the cheerleading uniform. Make up must be applied according to the directions we supply. Nothing is to be added to the eyes that is not included in the kit. If the cheerleader has not applied the make up appropriately, the coaches have the right to make the cheerleader redo her make up.

USASF rules state that cheerleaders are not permitted to wear jewelry. All jewelry in body piercings, visible or not, must be removed. Clear plastic jewelry is not permitted and must be removed. There are no exceptions.

Hair

All cheerleaders have the option of wearing fake hair that is color matched and ordered at the beginning of the year. If they choose to not wear the fake hair, they must get a 'hair contract' (available on the website) signed prior to the first competition.

All cheerleaders must have fake hair with them at every competition so that if their hair is not acceptable, they can put the fake hair in. If hair is found to be unacceptable the first day of a 2 day competition, the cheerleader will be required to wear fake hair the second day.

The time to get your hair approved by Coach Jennifer is at the beginning of your cheer practice whenever she is taking attendance. Do not do your hair on a day when you have tumbling first.

Styling Instructions:

The hair should be all the way up in a high ponytail, unless it is cut above the shoulders and should then be done with the front up and back down. You can be creative in how you pull it back in the front (a part, a bump, etc.) but approval is dependent on whether Coach Jennifer likes the look. Generally, the pony tail should either look like the fake hair we use or have big full curls. The ponytail can be worn straight if it still looks full and finished and hasn't just been 'thrown up'. No tight curls (The curls can be done tight to begin with and then separated). No small braids or twisties. No fake hair pieces are to be used other than the ones that we offer! Each cheerleader's hair will look different from each other. Some will be approved straight and some will need to be curled. It is the finished look of the hair that is important. It should look like a lot of time was spent fixing your hair, if it doesn't, you will put in fake hair.

Competition Fees

All competition fees must be paid in full by the deadline marked on the paperwork or the internet. If your competition fees are not paid by the deadline, you will be charged an additional \$10.00 late fee for each week it is past due. Your name will also be listed on the website. Please be prompt on returning paperwork and competition fees. These need to be mailed in prior to each competition. If they are sent in late, late fees are required—up to \$360.00 per team at some competitions.

There will be a coaches' fee added to every competition (whether you attend or not) to cover the coaches' time and expenses. For local competitions, the coaches' fee is \$5/day/cheerleader. For competitions that require over night stay or nationals, the coaches' fee is \$20/cheerleader. For competitions that require airfare the coaches' fee is \$30/cheerleader. The coaches' fee for teams going to Cheerleading Worlds is \$75.00/girl. Crossovers do not pay double coaches' fees. If you quit, you will not be refunded coaches' fees. We still have to replace you which require changing the routine and extra work on our part.

Regardless of the reason why an individual is not participating in a competition it is the responsibility of the individual that has a permanent spot on a team to pay the competition fees and coaches' fees.

No refunds will be given once a cheerleader has quit for any competition fees once the due date has past.

If a FCA team does not go to a scheduled competition and if competition fees are refunded by the cheerleading company, the money will be put back into your FCA account after the refund check has been received.

The coach reserves the right to pull a squad out of a competition at anytime even up to the time of warm ups at the competition. The squad may not receive a refund and will not be compensated.

Waivers

Waivers must be completed in full with correct information for each cheerleader for each competition. Crossovers must complete one waiver for each squad they are on. The waivers will be posted on the internet. Individuals must download forms and turn them into the Team mom/dad by the date posted on the website. Failure to submit waivers by the deadline will result in your daughter not competing at that competition.

Overnight Competitions

At competitions requiring an overnight stay, we will let you know what time you are to be there by. It is imperative that you are there by that time. Please keep your team mom's cell phone number on hand for ALL competitions in case of an emergency.

Hotel Accommodations

For competitions that require an overnight stay, instructions will be provided on the website. If we are familiar with the location, hotel suggestions may be listed. These are only suggestions and you are responsible for reviewing the hotel information/policies before booking. Individuals are responsible for securing their own hotel reservations. We do not have 'required' hotels. If

we do secure optional blocks of rooms at hotels close to the competition venues, the information will be posted on the hotel page of the website and available on a first come, first served basis.

The only exception to this is WORLDS. Accommodations and arrangements for WORLDS are different and have very different requirements. Details and requirements for WORLDS will be posted on our website and must be strictly adhered to. Cheerleaders on the teams performing at WORLDS are required to stay with the team – no exceptions.

NOBODY IS PERMITTED TO SECURE BLOCKS OF ROOMS AT ANY HOTEL USING THE FCA OR GEMS NAME OR IN ANY WAY IMPLY THE BLOCK IS A SANCTIONED BLOCK OF THE ORGANIZATION.

There must be one parent in each room. If you have adjoining rooms, there must be one adult in each room. Cheerleaders that have graduated from high school are permitted to stay in a hotel room without another adult present. However, other than their siblings, they cannot have other cheerleaders stay with them that have not yet graduated from high school, unless another non-cheerleader adult is present in the room.

It is requested that cheerleaders not be left alone in hotel rooms with alcohol (Therefore, just don't bring it). If cheerleaders are caught drinking at a competition or it is obvious they have consumed alcohol, they will be immediately removed from the program (including not competing the next day if they are caught on day 1 of a 2 day competition). Therefore, it is best to avoid providing them this temptation.

Boys are not to be in rooms alone with cheerleaders when we stay at hotels. Cheerleaders will also be removed from the squad for overtly sexual behavior.

You must follow all hotel policies. Young children are not to run around the hotel without an adult with them. When a swimming pool is available, each cheerleader is limited to 30 minutes of swimming per day. We are there to compete; children need to be well rested for their team!

Door Decorating

You are required to follow all hotel policies regarding whether or not hotel doors can be decorated. Please check with them before decorating. If they do permit you to decorate your doors, do not use suggestive photographs or words carrying sexual innuendos.

Buses

Occasionally for the out-of-town competitions, a bus is rented. Cheerleaders and their family members have the option to purchase a ticket to ride on the bus. All tickets must be paid in full when reserving a seat on the bus. Your seat will not be reserved until it is paid for. If for any reason you change your mind and decide not to ride the bus, there are no refunds for bus tickets. The only reimbursement is if there is a waiting list for others to ride the bus. These tickets must be turned in to Amy Signorella and she will inform you of a refund or not.

All cheerleaders riding the bus must be accompanied by their parent on the same bus. If the parent is not going to the competition, that parent must make arrangements with another adult to be responsible for their daughter.

If more than one bus is taken, you are to ride the same bus for the trip to the competition and the trip home from the competition.

You are permitted to bring snacks and drinks. All drinks must have a lid or a cap. Garbage bags will be provided. Please clean up after yourself. No "R" rated movies will be shown on the bus's video equipment.

FCA General Gym Guidelines

There is a NO SMOKING policy inside the gym. Please use the ashtrays provided outside the building. Do not throw your cigarettes in the grass or driveway.

Please clean up after yourself. Food and drinks are permitted in the seating areas only. Please keep the area neat for other spectators. Please clean up after siblings watching practice. This is YOUR gym. If we all work together, we can keep the gym looking nice and clean for everyone! If something needs immediate attention, please let the front desk know.

Only the students enrolled in class will be allowed to be on the mats at any time. Children not enrolled in class are to remain in the waiting area.

Please do not let children play in the parking lots. No ball playing permitted in the front lawn area (overthrown balls can cause injury to people and/or automobiles). Please stay off the bushes. We try our best to make the gym look nice; please don't let your children ruin these areas!

Please do not flush feminine products or applicators down the toilets. These do not flush properly. The toilets then have to be completely removed, repaired and replaced. Therefore leaving only one toilet in operation until a plumber can get to the gym. Wastebaskets are provided in each stall for proper disposal.

No pets are permitted inside the gym at any time.

Cheerleaders celebrating birthdays -- If you would like to bring treats for your squad for your birthday, we ask that you please only bring "mess-free" snack to the gym to be given out after practice. Do not bring cupcakes or cookies with sprinkles or icing on them to the gym.

Do not bring anything of value to the gym. We are not responsible for items lost or stolen. We have a lost and found at the gym. If you forget something at the gym, please check the next time you are there. Please do not call the gym regarding forgotten or lost items.

FCA Clothing

Parents can order FCA T-shirts, FCA sweatshirts, FCA hats and FCA jackets to show your support. We usually place one order per year. **ALL FCA CLOTHING MUST BE PURCHASED THROUGH THE GYM!!!**

You are not permitted to use the following on any clothing items or accessories unless approved by Flo:

FCA	Gems	Any team name (Emeralds, Topaz, Diamonds, etc..)
FCA Gems	A gem or diamond shape	Any part of the music for a saying for clothing/accessories

FUNDRAISING/FCA ACCOUNT

General Information

We offer fund-raising to help alleviate the cost of competition fees, camp fees, uniforms, travel expenses and other associated costs in order ensure that as many cheerleaders as possible have the opportunity to participate in the program.

Monies from fundraising activities will go directly into the cheerleader's account. These funds can be used to pay for the following:

- Uniforms
- Shoes
- Camp Gear and other FCA Clothing
- Warmups and Bags
- Hair and Makeup
- Travel Expenses (under the guidelines outlined below)
- Choreography, Music, and USASF 'fees'
- Competition and Coaches Fees

Monies from fundraising activities CANNOT be used to cover the expenses of tuition or private lessons.

Each cheerleader has her own FCA individual account. If there are siblings in the program, there is one "family" account. Please feel free to track and verify every transaction. If a cheerleader quits and has fund-raised money in her account, it will go towards the expenses (postage, bank fees, paper, ink...) of managing this account. It cannot be transferred to another account. Additionally, all monies remaining in the accounts at the end of the year will be carried over to the next season. At no time will money be refunded to the individual out of the account.

We are very excited about the wide variety of fundraising opportunities available to our cheerleaders and very much want to be able to keep providing those options. Therefore, it is important that people understand that the purpose of the fundraising opportunities is to provide cheerleaders with the ability to participate in this sport. The purpose is not to provide individuals with 'part time' jobs or a way to have 'family vacations'. If individuals are found to be utilizing the funds in a manner not consistent with the purpose intended and the guidelines provided, they will NOT be permitted to continue fundraising. This determination is solely at Flo's discretion.

Examples considered to be improper utilization include, but are not limited to:

- Buying items for other cheerleaders and then 'collecting' monies from them for the items (even at a reduced cost)
- Submitting expense reimbursement forms for hotels where the cheerleader did not stay

Using FCA Account Money for Travel Expenses

Money from FCA accounts can be utilized to offset the cost of required travel and overnight stays at the out of town competitions.

The Travel Expense Allowance/Request for funds must be completed and submitted AT LEAST 2 weeks prior to the competition. Emailed information will not be accepted. Once you see

online that the funds have been deducted from your account, please stop by the desk and ask for your check.

These funds can be used for reimbursement for expenses for the following items:

- Airline/Train Tickets
 - limited to 2 adults plus the cheerleaders per family per competition
 - cannot request mileage and airline tickets reimbursement for the same competition
 - receipt for purchase must be attached in order to receive funds
- Rental Car
 - limited to one vehicle per family
 - the estimated costs and reservation confirmation must be attached
- Mileage
 - based on calculated estimated gas expenses from the gym to the competition venue
 - the allowed amount will be posted for all out of town competitions
- Hotel Room
 - limited to the room in which the cheerleader(s) is staying and limited to one room per family unless there are 3 or more cheerleaders in the one family and then they are eligible for 2 rooms
 - limited to Fri to Sun nights (3) unless the competition is more than 6 hours away and then Thursday night can also be included
 - the hotel confirmation with costs must be attached to the form
- Entrance Fees to the Competitions
 - limited to 2 adults per family
- Worlds Packages
 - limited to cheerleaders only and 2 adults per family (if you are not an alternate or on the floor competing, then you can not use these funds).
- Bus Costs
 - limited to cheerleaders and 2 adults per family

In order to utilize monies in the cheerleader's FCA account, an Expense Reimbursement Form must be completed, all necessary receipts/confirmations must be attached, and the form submitted to the front desk. Once you see that the monies have been taken out of your FCA account, you can stop by the front desk to pick up your check.

At any point in time, Flo can require you to submit the actual receipt for the above requested expenses. Failure to submit proof of actual expenses can lead to being prohibited in participating in any future fundraising opportunities at FCA. If it is determined that fraud was committed and funds were obtained for hotels that the cheerleader did not stay at or for items (like a rental car) that were not obtained, that cheerleader's family will be prohibited from all future fundraising at FCA indefinitely.

Individual Fundraising

- Five percent of the profit of all individual fundraisers goes directly to the FCAPO to cover overhead expenses of the organization and other activities that benefit all of the cheerleaders.
- You may pick and choose which fund-raisers you would like to participate. You have the option to not do any individual fundraising. Examples of individual fund-raising products we have done in the past: Home Interior Candles, Joe Corbi Pizza, Sarris Candy, PNC Park, Heinz Field, Summer Festivals, etc....
- The proceeds you raise go directly into your individual account. You can not count on the money until it is in your account. It takes time to turn paperwork around and we do it as promptly as possible.
- Your account can be viewed on-line. Please make sure you check this weekly.
- This account is not to be used as a savings account. Plan to spend all money by the end of the season.
- Do not call the gym regarding fundraisers. For information, refer to the website or call the person in conducting the fundraiser.
- For events held at PNC Park, Heinz Field and the Petersen Event Center, it may take up to 6 weeks for the funds to hit your FCA Account.

Participating in an Individual Fundraiser (IFR)

We would appreciate parents volunteering to take charge of some fundraisers. We also encourage your suggestions.

- Information for all individual fundraisers can be found on the website. It is not routinely placed in the mailboxes. If interested, please check the individual fundraiser site regularly.
- Orders must be paid in full in advance. No orders will be accepted without full payment on the due date. Please submit one check or money order payable to FCA.
- Please make arrangements for pickup on the delivery date – if you cannot make arrangements to have your items picked up at the designated time DO NOT PARTICIPATE in the fundraiser. We will not be responsible for orders not picked up. There is no area at the gym to lock items. Some items are perishable and need proper refrigeration. The person in charge of the IFR or the coaches will not find refrigeration or storage.
- Please deliver your items in a timely manner and in good condition to your friends and family. If items don't look good or taste right, they will probably not order from you in the future and it gives FCA a bad name.

Conducting an Individual Fundraiser (IFR)

All IFR must be approved by Amy Signorella (pizza, candles, cards, etc..) before they are offered to the cheerleaders. Please email the information to FCAFundraising@yahoo.com.

Individuals are not permitted to conduct individual fundraisers, without getting prior permission as noted above, under ANY NAME that implies in any way that funds are being raised for your child that is an allstar cheerleader at this gym to cover their expenses for this sport. This means that you cannot say that you are having a fundraiser for your 'GEMS Cheerleader' or any other name because your daughter cheers for this gym. Individuals found to do this will NOT be permitted to participate in any fundraisers at FCA.

Also, ALL funds obtained during a fundraiser must be submitted to be placed into the individual accounts. At no time are funds to be distributed to individuals in the form of cash. This includes all tips, bonuses and any other profits obtained. Individuals are responsible for not accepting cash for any fundraisers and insisting that it go into their FCA accounts.

Any items you wish to sell (t-shirts, spirit items or anything cheerleading related) to the FCA family, must be approved by Flo.

Once approval is granted follow these instructions:

- All individual fundraisers must be made available to all members of FCA. We do not do fundraisers that are limited to one individual team within FCA. However, we do realize that not all fundraisers can have 300 people taking part in them. Those fundraisers that will only accommodate a certain number of participants will be posted and filled on a first come, first served basis.
- Once securing permission to conduct the fundraiser, please email FlosGymnastics@zoominternet.net AND cheering@comcast.net with detailed information to post on the website. (Sending it to both locations helps to get the information posted more quickly.)
- Please put information in the designated place at the gym. Information should include order deadline, delivery date, profit made on item and any other necessary details. Please put a reminder on the paperwork to use one check to pay when submitting order.
- Do not accept orders without full payment.
- Accept only ONE check or money order per family. Check must be made payable to FCA. All checks either made payable to FCA or FCAPO that bounce, will have a return check fee of \$20 added. Once two checks bounce, all future payments must be done via money orders or cash.
- As soon as delivery date is selected, please email Flo with details to be posted on the website.
- Please complete a spreadsheet with the following information:

CHEERLEADER NAME	COST OF PRODUCT	PROFIT INTO ACCOUNT	CHECK #	CHECK TOTAL
TOTAL:			-----	

At the bottom of the spreadsheet have a total row. Please make sure all columns and rows add up correctly.

- All individual fundraising money must be turned in to Flo. You will write two separate checks, one payable to FCA for the profit portion that will go into the individual accounts and one check made payable to FCAPO for the 5% FCAPO portion. You must also submit two copies of the spreadsheet--one for FCA and one for FCAPO. Please give spreadsheets and checks/money orders to Flo within one week of delivery of the product.
- If the spreadsheet and the money don't match, everything will be returned to you. This slows down the process of putting earned money into the individual accounts. Please make sure it is correct before submitting it to Flo.
- Please bundle one dollar bills in groups of 50. Please stack bills in order with smallest denomination on the top to the largest on the bottom. Please make sure bills are face up facing the same direction.

All fund-raising checks must be made out to FCA or FCAPO, or as directed in the instructions for the particular fundraiser.

CHANGE OF ADDRESS/PHONE NUMBER/EMAIL

Please make sure you notify the office and your team parent of any changes in your address, phone numbers and email addresses.

Please note: This manual is subject to change at any point in time.