

Memorandum

To: State Association Sanctioning Coordinators

From: B. Elliot Hopkins, NFHS Sanctioning Officer, and Lisa Tarbutton, Administrative Assistant

Subject: July - August NFHS Sanctioning Newsletter

Date: August 3, 2010

We would like to say thank you for all your hard work during the last school year and for your continued assistance and patience with the new online sanctioning process. We feel that after the first year, the online system has been a success and we appreciate your efforts in learning the new process. However, we feel we can make the process even better if we make a few adjustments on the website. Most of these changes deal with making the system more user-friendly for the event managers. We have also received some suggestions from you as well and plan to make all of these improvements by mid-August. The majority of the improvements are enhancements to the user's interface with the various sanctioning screens.

The most important change to be made involves the sanctioning fee for high school sponsored events. While the non-high school sponsored event fee remains the same, we are lowering the fee for events that are held by high schools. This is the same fee schedule that was in place two years ago.

High School Sponsored events:

60 days prior to NFHS office = \$100

15-59 days prior in NFHS office - \$100 + \$100 late fee = \$200

Less than 15 days prior - \$100 + \$100 late fee + \$100 no list fee = \$300

Non-high school sponsored events:

60 days prior to NFHS office = \$200

15-59 days prior in NFHS office - \$200 + \$100 late fee = \$300

Less than 15 days prior - \$200 + \$300 late fee + \$100 no list fee = \$600

We would also like to remind you of the importance of posting your responses to each event prior to the start date of the event. Once the event begins, you will be able to view the event but you will not have access to respond.

Please feel free to e-mail us or call us if you have any questions or concerns at any time. Elliot can be reached at ehopkins@nfhs.org or 317-822-5757 and Lisa may be contacted at ltarbutton@nfhs.org or 317-822-5746. We are always looking for ways to improve and streamline the process so that everyone's time is well used.

Best wishes on the remainder of your summer!

BEH:lb