



Carroll Emerald Belle Booster Club Committees

In addition to the Board of Directors, the Booster Club shall have committees which assist the Board in carrying out the goals of the organization including, but not limited to, the following:

- Audit
- Belle Banquet
- Belle Care
- Belle Cards
- Chick-fil-A Game Day Gifts
- Communications
- Community Sky Box Fundraiser
- Directory Liaison
- Dragon Buttons
- Holiday Tea
- Hotel Coordinator
- Hydration Specialists
- Junior Belle Clinic (7 Sub-Committees)
- Locker Room Angels
- New Member Liaison
- Parent Get Together(s)
- Patches for Letter Jackets
- Performance/Travel - Breakfast/Snacks
- Performance/Travel - Goody Bags
- Performance/Travel - Meals
- Pool Party
- Publicity & Social Media Still Photography
- Spirit Wear
- Sponsorships
- Tailgating
- Videographers
- End of Year Video
- Webmaster

All Booster Club Members in good standing must actively participate in at least one (1) committee, fundraising or support activity.

Committees should meet as often as necessary to fulfill the purposes for which they are appointed. Committee chairs shall make regular reports to the Board concerning the committee's plans, recommendations, concerns and expenditures being considered to facilitate information being passed to the Board, and/or school officials. All committee members are expected to be willing and available to help with all events and projects in which their respective committee is involved.

Audit Committee	
Purpose:	<p>At the end of the fiscal year, an audit of the organization's financial records will be conducted. The primary objectives of the audit are to:</p> <ul style="list-style-type: none"> • Verify the accuracy of the treasurer's financial reports; • Ensure that the club's cash balances are accurate; • Determine that established procedures for handling organization funds have been followed; • Ensure that expenditures have been appropriately received and occurred in a manner consistent with the organization's bylaws; • Ensure that all revenues have been appropriately received and recorded; • Submit a copy of the audited financial report to the Director of Finance no later than August 1 following the end of the fiscal year.
Members:	Three (3) individuals who are independent from the day-to-day financial activities.
Timeframe:	May to August

Belle Banquet	
Purpose:	<p>Banquet is a formal affair where all Belles attend, and all Belle parents are invited to attend. Normally scheduled in early May. Duties include:</p> <ul style="list-style-type: none"> • Select and secure location with approval by MP • Theme • Food to be served • Decorations • Invitations • Programs • Gifts (Senior & Director) • Coordination with End-of-Year Video Committee
Members:	<p>1 or 2 - Chairs 9 - Committee Members 1 - Treasurer</p>
Timeframe:	<p>Chair(s) = May to May; Secure location immediately following current year's banquet Committee = Nov to May; Planning & implementation</p>

Belle Care	
Purpose:	Support for Belle families in need (e.g. cards, meals, condolences, encouragement as needed)
Members:	1 or 2 Chairs
Timeframe:	May to May

Belle Cards	
Purpose:	<p>Belle Cards is our largest individual fundraising event for our Belles. (All profits are deposited in the Belle individual accounts to be applied to fees owed throughout the year.)</p> <p>Recruitment of Merchants for next year's Dragon Card must begin in May and secured by the end of June to allow time for printing of the cards.</p> <p>Each committee member needs to confirm 4 to 5 merchants by the end of June. Belles are given cards to sell in early August (during Camp Carroll). All cards must be sold by November.</p> <p>Work closely with the Sponsorship Committee.</p>
Members:	<p>1 Chair</p> <p>1 Co-Chair (shadow)</p> <p>5 Committee Members</p>
Timeframe:	May to November

Chick-fil-A Game Day Gifts	
Purpose:	<p>Chick-n-Mini Trays from Chick-fil-A have become a favorite for the Belles to give their Football Players during the gift exchanges scheduled for Thursday or Friday mornings on home game days.</p> <ul style="list-style-type: none"> • Gather orders via Sign-Up Genius and receive payments via Venmo, cash or check. • Place orders with the Catering Manager at Chick-fil-A and provide payment via credit/debit. • Pick up orders in heated carriers and take to Carroll Senior High School each scheduled morning. • Pass out orders to the Belles after morning practice/Pep Rally. • Deliver heated carriers back to Chick-fil-A.
Members:	<p>1 Chair</p> <p>1 Co-Chair (shadow)</p> <p>4 Committee Members</p>
Timeframe:	August - November

Communications - "Belle Mail"	
Purpose:	Send out all parent announcements/updates via email for the Belle Directors, Belle Booster President, Board, Committee Chairs and Emerald Belle Social Officers. Create Parent GroupMe. Maintain parent email addresses and follow-up if emails become non-deliverable.
Members:	1 - Chair
Timeframe:	All Year

Community Sky Box Fundraiser	
Purpose:	Coordinate fundraising activity for use of the Sky Box at one of the home games. The date the box will be available to the Belles will be provided by CISD Administration contact Jill Webb.
Members:	2 - Chairs
Timeframe:	May - October

Directory Liaison	
Purpose:	Work with Mike Krause at Bludoor Studios to design, print & distribute BELLE directory for all Belle families. Collect orders and payment from Belle parents to cover the cost of the directory.
Members:	1 - Chair 1 - Co-Chair (shadow)
Timeframe:	May - August

Dragon Buttons	
Purpose:	Major Belle fundraiser where we make & sell lapel buttons with headshots of Varsity Belles, 7th and 8th grade football players. Belle Buttons - Mike at BluDoor Studios takes pictures, buttons are primarily pre-sold and distributed to Belles before the first game. Middle School Football Buttons - committee members take pictures of the football players at the first 2 home games for each grade level. Chair schedules pictures with middle school football coaches, obtains pictures from Mike at BluDoor Studios and schedules volunteers to work the games.
Members:	1 - Chair 1 - Co-Chair (shadow) 2 - Committee Members take pictures and make buttons 2 - Committee Members work the table & make buttons 1 - Committee Member crops pictures on Computer
Timeframe:	From late May to the end of the regular football season. (Heavy August job)

Holiday Tea	
Purpose:	Plan the holiday mother/daughter party including refreshments, theme, decor, arrange photographers to take mother-daughter pictures, etc. Design and deliver invitations (via email, or a more traditional invite via the mail). Are you good at decorating and/or party planning? This is for you!!
Members:	1 - Chair 8 to 12 - Committee Members 1 - Treasurer
Timeframe:	Late October to early December

Hotel Coordinator	
Purpose:	Book rooms for away competitions or performances for Belles & Directors. Set up a block for parents to book on their own.
Members:	1 to 2 Chairs
Timeframe:	Early fall to reserve rooms; Jan-Feb to finalize rooming list

Hydration Specialists	
Purpose:	Buy bottled water, bring chilled in cooler to each game, competitions, and trips (when applicable) so Belles can hydrate. And find other unique ways to "Be Kind" to the Belles = Hand warmers, etc, as needs arise. May organize some Hydration Happy Hours Adult-Only social event opportunities. Also, if Mrs. Page needs any help with curtains or props, these Dad's can be who she calls for extra kindness too.
Members:	Dad's Group 1 to 2 - Chairs 4 - Committee Members
Timeframe:	All Year

Junior Belle Clinic - Lead	
Purpose:	Major Belle fundraiser requiring detailed planning and many volunteers. Young EB hopefuls can attend the clinic to experience what it would be like to be an EB – they learn a short half-time routine, wear traditional EB garb for photo shoot, meet current Varsity Belles, etc. and finally perform their routine at a game, traditionally held in October/November. Design Jr. Belle T-Shirts, secure vendor, place order and schedule delivery.
Members:	1 - Chair 1 - Co-Chair (shadow) 7- Sub-Committee Chairs & many Committee Members
Timeframe:	Late July through early November

Junior Belle Clinic Sub-Committee: Online Registration	
Purpose:	Set up the email account in Constant Contact for JBC. Answers all incoming emails regarding the clinic. Final Prep: Exports reports when registration closes and creates spreadsheets & name tags for the day of clinic.
Members:	1 - Chair 1 to 2 - Co-Chairs (shadow)
Timeframe:	Late July through early November

Junior Belle Clinic Sub-Committee: On-Site Registration	
Purpose:	Setup check-in area on the day of the clinic. Assists with Jr. Belle check-in and walk-up registration on the day of the clinic.
Members:	1 - Chair 1 to 2 - Co-Chairs (shadow) 10 to 11 - Committee Members
Timeframe:	Day of Clinic plus prep

Junior Belle Clinic Sub-Committee: CISD, Social Media & Community Publicity	
Purpose:	Sends press releases and develops content for distribution on Belle website and community social media sites. Provide content for Belle Social Media Sites and provide to Belle Social Officers. Provide content for, CISD E-Blasts, and school news emails. Distributes information to Elementary/ Intermediate/ Middle Schools by putting up and removing yard signs at each school campus. Additionally, distributes flyers to a predetermined list of Dance Studios, Gym/Cheer Studios, and local businesses.
Members:	1 - Chair 1 - Co-Chair (shadow) 3 - Committee Members
Timeframe:	Late July through early November

Junior Belle Clinic Sub-Committee: Snacks	
Purpose:	Assemble over 300 snack bags, set up tables, pass out snacks to Jr. Belles and clean up. (Sign Up Genius is set up to gather snack items from Belle families.)
Members:	1 - Chair 1 - Co-Chair (shadow) 6 to 7 - Committee Members
Timeframe:	Day of Clinic plus prep

Junior Belle Clinic Sub-Committee: Photography & Buttons	
Purpose:	Oversee photography of all Jr. Belles and review pictures to determine if retakes are required before the clinic ends. Coordinate photo editing and assemble buttons for delivery on Performance night.
Members:	1 - Chair 1 - Co-Chair (shadow) 10 - Committee Members
Timeframe:	Day of Clinic to Performance plus prep

Junior Belle Clinic Sub-Committee: Performance Night Bag Assembly	
Purpose:	Bundle T-Shirts, photo buttons and tickets for Jr. Belles to receive on performance night.
Members:	1 - Chair 1 - Co-Chair (shadow) 6 - Committee Members
Timeframe:	Day of Clinic to Performance plus prep

Junior Belle Clinic Sub-Committee: Performance Night Check-In & Security	
Purpose:	Coordinate and assist with check-in of the Jr. Belles at the stadium, distributes T-Shirts, photo buttons and game tickets. Upon check-in, direct Jr. Belles to the secured area at the stadium, ensure safety of the girls before and after performance, manage first aid kit, provide parents with instructions for picking up their Jr. Belle following the performance. (Belles assist with the sign-in, guide the Jr. Belles to the secured area, and provide supervision before, during and after the performance.)
Members:	1 - Chair 1 - Co-Chair (shadow) 4 - Committee Members
Timeframe:	Performance Night plus prep

Locker Room Angels	
Purpose:	Organize, take care of clutter that accumulates in the locker room per Mrs. Page. Wipe down the top of the lockers periodically during the year. Helping with any suggestions the Belles or Mrs. Page may have to upgrade the locker room!
Members:	1 - Chair 1 - Co-Chair (shadow) 1 to 3 - Committee Members
Timeframe:	August, and then periodically through the year

New Member Liaison	
Purpose:	Welcome and assist new Belle parents with everything Belle related to help their transition to the team go smoothly.
Members:	1 - Chair (preferably a Jr or Sr Mom)
Timeframe:	All Year

Patches for Letter Jackets	
Purpose:	Work with Ms. Page to finalize new patch designs for last year's success; update order form to reflect changes; work with embroidery company to develop order and application timeline; email parents with info. Also, send out separate email to new recruits as to how they will be sized for jackets and order them (in May).
Members:	1 - Chair 1 - Co-Chair (shadow)
Timeframe:	May to September

Performance / Travel - Breakfast and/or Snacks	
Purpose:	On the day prior to each competition or performance travel, organize breakfast / snack in the locker room, including: develop theme, decorate, set up, serve and clean up. (May include: Chick-fil-A Minis, Peace-Love-Donuts, Passion Tea from Starbucks, Chiloso breakfast burritos, breakfast food truck, etc.)
Members:	1 - Chair (Usually Social President's Mom Leads & Social Officer Moms assist.)
Timeframe:	As needed/scheduled

Performance / Travel - Goody Bags	
Purpose:	Coordinate and collect donations and prepare “goody bags” with healthy snacks for Belles for competitions and/or trips. The Committee Chair and Co-Chair may want to use SignUp Genius to set up donations. Committee members help to sort, bag, and deliver the goodie bags.
Members:	1 - Chair 1 - Co-Chair (shadow) 6 to 8 - Committee Members
Timeframe:	As needed/scheduled

Performance / Travel - Meals	
Purpose:	Organize meals for Belles during competitions and/or trips, including: determining what meals will be available in transit, as well as what/where the Belles will eat during their stay.
Members:	1 to 2 - Chairs 6 to 8 - Committee Members
Timeframe:	As needed/scheduled

Pool Party	
Purpose:	Host the Belle pool party at the Chair's home. Theme and details are planned by the Social Officers. Party is scheduled during Camp Carroll by Mrs. Page.
Members:	1 - Chair 5 - Committee Members
Timeframe:	May – August

Publicity & Social Media Still Photography	
Purpose:	Take pictures at all major Belle events (pep rallies, football games/stands, to show-off) to share with the parents and with the Social Officers for posting to Social Media. This position requires coordination with BluDoor Studios on any professional picture taking needs for Belles. (This position requires a Field Pass provided by Mrs. Dobrow.)
Members:	1 to 2 - Chairs
Timeframe:	All Year

Senior Liaison	
Purpose:	Creates, plans and manages events to highlight and celebrate all of our Senior Belles. (Ex. Big Heads, Senior Night Activities, Movie Night, etc...)
Members:	1 - Chair 3 - Committee Members
Timeframe:	All Year

Sponsorships	
Purpose:	Obtain, foster, and develop current and new Sponsorships for the Emerald Belles. Currently, there are 5 levels: Premier, Emerald, Gold, Silver and Black. Work closely with the Belle Card committee.
Members:	2 - Chairs 4 to 6 - Committee Members
Timeframe:	Begin planning in summer, seek approval from Mrs. Page, and implement in the fall semester.

Spirit Wear	
Purpose:	Handle all orders for Belle spirit wear. January - April creates and chooses designs, styles, and colors, working closely with the vendor on selections to launch the online store mid-May. Arrange delivery/pickup of ordered items.
Members:	2 - Chairs
Timeframe:	January - September

Tailgating	
Purpose:	Coordinate home game tailgating parties in Dragon Stadium parking lot. Plan theme and menu for each tailgate, collect orders and payment from Belle families. Stake out location early on game day morning, arrive early for setup of tents, tables and chairs. Take-down/cleanup before the game begins.
Members:	1 to 2 Chairs 12 - Committee Members
Timeframe:	Fall – home games only

Videographer: Competitions	
Purpose:	Video tape Belles at competitions if allowed using iPhone & Tripod. Video is given to Ms. Page after each competition and posted to Belle website and/or Facebook for parents to view.
Members:	1 - Chair
Timeframe:	February - March

Videographer: Football Games & Pep Rallies	
Purpose:	Video tape Belles during halftime at all football games and Pep Rallies using iPhone & Tripod. (This position requires a Field Pass provided by Mrs. Dobrow.)
Members:	1 - Chair
Timeframe:	Football Season + Spring Pep Rally

End-of-Year Video	
Purpose:	Work with a video production company to create final videos of the Belle season to be shown at Belle Banquet and sold to Belle families. The video will contain football game performances, competitions, 'farewell' speeches, pictures of the Seniors, yearly events, and photos submitted by Belle families.
Members:	1 - Chair 1 - Co-Chair (shadow) 4 - Committee Members
Timeframe:	January – May

Webmaster	
Purpose:	Manage Emerald Belle website. Work closely with Mrs. Page to set up forms on site and pictures, announcements, etc.
Members:	1 - Chair 1 - Co-Chair (shadow)
Timeframe:	All Year