



FOLSOM HIGH SCHOOL ATHLETIC BOOSTER CLUB

BOOSTER REPRESENTATIVE JOBS & RESPONSIBILITIES

SUPPORT OUR TEAMS | EMPOWER OUR ATHLETES | STRENGTHEN OUR COMMUNITY

WELCOME!

So, you are the new Booster Representative for Folsom High School sport. First off, thank you! We sincerely appreciate your willingness to get involved and help support our athletes, coaches and team. Your role is simple: help your coach, support your team, keep your team finances organized, help with fundraising and serve as the connection between your sport and the Athletics Booster Club.

Together, we make the Folsom High School athletic experience the best it can be!

1 GETTING STARTED

A few basic steps to begin:

1. Attend a Booster meeting to be introduced and voted in.
2. Meet with an Executive Board member to be added as an authorized signer/user on your team's Booster account.
3. Connect with the previous representative for a handoff of records, contacts, passwords, sponsors, etc.
4. Meet with your head coach to understand the team's goals, needs and plans for the upcoming season.
5. You're ready to go!

2 MEETINGS & COMMUNICATION

- We hold 10 Booster meetings each year (June and July off).
- Please attend at least 80% of meetings or have a representative from your sport attend in your place.
- Meetings are where we share information, discuss upcoming events, vote on Booster business and support each other.

3 YOUR TEAM FINANCES

As your team's Booster Representative, you help oversee your team's account. Work with your coach to create a basic budget at the beginning of the season.

KEY STEPS

- 1 Create a team budget with your coach.
- 2 Make sure every expense is a need, part of the budget and something the team can afford.
- 3 Obtain Executive Board approval before making payments or commitments.
- 4 Keep complete and organized financial records with an attached receipt for every transaction.
- 5 Clearly identify what each payment is for (e.g., uniforms, equipment, meals, travel, etc.).
- 6 Track income and expenses separately for each fundraiser, event, trip or activity.
- 7 At the end of the fiscal year (July 1 – June 30), upload your team's transactions and supporting documents to the shared file for our CPA.

RECEIPTS & DOCUMENTATION

Every transaction must have an attached receipt or other supporting documentation.

A receipt should include:

- Date of purchase
- Vendor name
- Specific items or services purchased
- Amount paid
- Method of payment (credit card, check, etc.)
- Who the expense was for and a brief note if needed (e.g., "team dinner," "tournament fee," "uniforms")

ACCEPTABLE DOCUMENTATION CAN INCLUDE:

- Itemized store receipt
- Invoice
- Online order confirmation showing details
- Venmo/PayPal receipt with description
- Written documentation for cash purchases

WHY THIS MATTERS: Our fiscal year runs July 1 – June 30.

You will need to upload your team's transactions and receipts at the end of the year to a shared file so our CPA can file the appropriate taxes. This is why every transaction must have an attached receipt and require Executive Board approval.

4 FUNDRAISING

Fundraising is one of the biggest ways to support your team. Work with your coach and parents to find opportunities that make sense for your sport. The Booster Club offers events such as the Dog House, Spring Craft Fair and other organization-wide opportunities. Other ideas include business sponsors, restaurant nights, golf tournaments, product sales and team-specific events. Be creative and get parents involved!

FUNDRAISING & DONATIONS ARE VOLUNTARY

Students, parents and legal guardians are not required to donate, participate in fundraising or raise a certain amount in order for a student to participate on a team. We can share a budget, suggest voluntary contributions and provide opportunities to help, but we do not create individual fundraising debts or quotas.

5 SPONSORS & DONATIONS

Local businesses and community members can be great long-term supporters. Keep a list of sponsors and donors, including contact information and what they have supported. Pass this along to the next representative. Always represent Folsom High School Athletics professionally and show appreciation for their support.

6 SOCIAL MEDIA & TEAM COMMUNICATION

Have a clear way to share schedules, games, events and fundraisers with families and supporters. Social media is a great, free way to promote your athletes. Find parents or students who enjoy this and let them help!

7 END-OF-SEASON CELEBRATION

Many teams coordinate an end-of-season event or awards celebration. Some charge families, some find sponsors, and others use a combination. Work with your coach and volunteers to create something appropriate for your team. The Booster Club also has some event supplies available.

8 WORKING WITH FHS ADMINISTRATION

When needed, communicate with the Athletic Director and/or FHS Administration regarding scheduling, facilities, fields and equipment, larger events, outside vendors, team apparel and logos, insurance and other school-related matters. If you are unsure about something, ask before making plans or spending money.

9 \$10 GENERAL BOOSTER CONTRIBUTION

Teams are asked to help collect a \$10 per-athlete contribution (one time per school year) to support Booster operating expenses such as insurance, tax preparation, scholarships and general organizational costs. This is a **voluntary contribution**, not a requirement.

Fall: Oct. 15 | Winter: Jan. 15 | Spring: Mar. 15

Thank You!

Being a Booster Representative is rewarding and fun. You are not expected to do everything yourself. Recruit help, ask questions and use the Executive Board as a resource. We are all volunteers working toward the same goal: making the athletic experience at Folsom High School better for every athlete.

**BUILDING
CHAMPIONS
TOGETHER**