



Folsom High School Athletic Booster **Representative;** **Jobs and Responsibilities**

*So you are the new Booster Representative for a team sport at Folsom.
What happens next?*

First off, thank you for joining the Folsom High School Booster Athletic Club. We sincerely appreciate your willingness to help out your child, team and their coaches by getting involved. We are so excited to have you a part of this organization whether for a few months or a few years. Welcome!

For an overall general first few steps, this is what it will look like.

1. You will be asked to come to our first scheduled meeting where we can **vote** you in as a new member.
2. With this approval, you will be asked to meet a member of the executive team at the bank in order to be added as a **signer** and authorized user on the account for the team you will be helping.
3. Hopefully the previous representative will then meet with you and hand off all of the **important information** that you may need to step into their position. (May include checks, slips, invoices, important information, binders, records, garb etc)
4. With this completion, you will become the main person who is supposed to help your coach with their needs and wants and be an assistant to them to better their teams.

Once these 4 steps are complete, you are now a full member and representative of the Athletic Booster Club.

GENERAL GUIDELINES:

There are many questions that remain for some of our new reps so we wanted to share this information.

1. **General Rules and By-Laws.** The Athletic Booster Club was formed in 2003 to enhance the sports at Folsom High School. Creating a 501c, enables all fundraising to be sheltered in a tax-free environment encouraging business, organizations and families to make generous donations to these athletic teams. Because we are a structured corporation, by-laws were required to be created, voted on and we must follow them as guidelines. Please make yourself familiar with these basic rules. For a short version of these laws that seem to be the most impactful, we have listed these below;
 - a. Attendance; We only have 10 meetings a year as we take off in June and July for the summer. We try to schedule these during the first week of each month, with a few exceptions for Holidays. All reps **MUST** attend 80% of these meetings or find

someone to attend for them. This is our ONLY means of communication with all of the reps and sports and missing meetings can cause trouble as things are not communicated properly.

- b. Financials: We are required to track all of the money that flows in and out of our organization. This does require you, as the representative of your team, to make sure you are diligently tracking the ins and outs of your team account.
 - c. Voting is a crucial component of the corporation. This is handled at meetings and we will vote new members in as well as vote on any large monetary decisions that may occur.
 - d. Fees; In order to sustain the longevity of the Athletic Booster Club, each athlete is asked to pay a \$10 fee to the general athletic booster organization. This fee is to cover annually the operating costs of the 501C including but not limited to, insurance, tax preparation, scholarships, marketing and general business expenses. Details for this payment are as stated;:
 - i. If the athlete plays more than one sport, the fee is ONLY required by the first sport they play for the school year.(We do not need the fee 3x for an athlete who happens to play 3 sports.)
 - ii. The Booster scholarships given at the end of the year can only be given to athletes who have either paid this fee, or their team has paid if for them
 - iii. This fee can not be a “requirement” that is passed on to the student although it can be presented in the form of a spirit pack, or donation request for sign ups etc.. This fee can be an estimate of total players that will pay and can be done via account transfer or a check written to the general fund.
 - iv. Regardless of how the fee is collected, the team is asked to pay the fee by the following deadlines;:
 1. Fall Sports- October 15th
 2. Winter Sports- Jan 15th
 3. Spring Sports- March 15th
2. **Financial Responsibility-** As a representative of the FHS Athletic Boosters, you represent 1 sport. As you are voted into this position, you will be the primary person who oversees the fundraising account for your team. You are here to assist your coach with their needs and wants but also play bookkeeper and financial advisor. You should meet with your head coach and create an ideal budget for your team for the year so you know and understand overall goals and needs for the team. Your coaches will also be able to give insight as to what supplies will be coming from the school and what supplies will need to be coming from donations raised.
- a. Verification- To keep us from getting scrutiny in our financial dealings, it is very important that you create a great paper trail with your bookkeeping. We never want to NOT know exactly what money is being used for. Some of the basic verification points are;
 - i. Everything should have a form/receipt attached. There is a basic form which you can get to use to make this part easier.

- ii. Every check written must be approved by an executive board member by asking for a second signature.
 - iii. Every online transaction should be emailed to an executive board member for approval BEFORE making payment.
 - iv. Debit Cards are NOT recommended when you are put onto your team's account. Makes bookkeeping challenging as well as too easy to forget about receipts.
 - v. Venmo is an option, but requires your team to have a means to do this. It will also require you print these transactions for bookkeeping at the end of the fiscal year.
 - b. Some questions you should ask before agreeing to spend funds..
 - i. Is this a need or a want? If it is a requirement for the sport to be played, is it something the school should be paying for?
 - ii. Can we afford to do this trip, make this purchase or spend this money? Is it part of our overall cash flow?
 - iii. Is this something that we can wait to do until we raise more money? Or something that must happen now.
 - c. Finally, Tax Reporting
 - i. You will be asked to create an excel spreadsheet of all your ins and outs of your account for the year. Our tax secretary will provide a spread sheet for you to use, or you are free to create your own. Again, this is for tax purposes and to make sure everything has a paper trail as stated earlier.
- 3. **General Fundraising.** You are the main person responsible for fundraising. As an organization we offer a few ideas... but feel free to reach out to other reps. Each team has their own ideas and goals and have done some very successful fundraising events in the past.
 - a. The Executive Team tries to offer 2 main fundraising events per year. (The Dog House and the Spring Craft Fair) Although general fundraisers for all the teams, money can also be earned directly for teams in both of these events whether through participation or finding people to participate and making percentages of the funds. Please make sure to take advantage of these events. Options are discussed at the monthly meetings.
 - b. Fireworks- The Folsom Athletic Association in the area, FAA also allows us to participate in selling Fireworks. Slots will become available and they are divided among those sports who would like to participate. This is also another great way to raise money
 - c. Posters, sponsors, banners- Reaching out to local businesses and asking them to be involved is also another great avenue.
 - d. Chipotle, Chick-fi-la, and Rubios and Jamba Juice will do night events where percentages of the money earned from those who come to dine with them and mention your team, they will in return cut a check. I am sure there are others.

- e. Golf tournaments, sees candy, wreath orders, poker nights, general sponsors... There are soooo many ways to seek donations. You just have to be proactive and get things happening. Find parents to help assist with this.
 - f. Coaches stipends and gifts- With the new laws of NIL. This is an open space of negotiation. Just be careful on how you are able to “thank” and “appreciate” your coaches. This should not be funds raised in the booster organization at this point. Parents should rally at the end of the year and create a nice thank you for the coaches. There are some exceptions to the rule, but still keep this in mind.
 - g. BROCHURE- We have created a nice brochure that you can use at your events for those seeking to make donations. We offer magnets, hats and sweatshirts with the general booster logo on them for any larger donations. Please use these brochures to get people involved and want to be part of the Booster Organization.
4. **Donations/Sponsors.** Creating a database for all donations is very helpful as you are giving contacts to the next representative when you leave. The longer you stay in this position, the more you will have value as you make personal connections and get people excited and involved in your sport. We ask that you TRACK your donations very closely with names and contact information. This way, each year, you are not having to reinvent the wheel but have people and businesses you can reach out to. Knowing what donations will come in can be helpful in creating your overall budget for your team.
5. **Social Media Platform/Communication.** With technology changing every day, communication can be challenging for your family. While we are in the process of creating an overall database for ALL sports at Folsom, it is critical that you create your own platforms. Find a student, athlete or sibling to help with posting and keeping it fun and entertaining. This costs nothing but is a great way to communicate and keep people informed and attend your games, events and fundraisers. COMMUNICATION IS A CRITICAL COMPONENT OF BEING SUCCESSFUL. Make sure you have a clear picture of what this looks like and who is in charge of what. It's always nice to keep the schedule of your games and a way for people interested in your sport to have direct contact with you or your coaches. We ask that you get your schedule up on our general website and encourage your coaches to put their email or yours if people are needing information about your specific sport.
6. **Closing Social/Team Party and Awards**-Depending on your team, this is also a responsibility that often falls on the reps. Some teams charge money to the families for the event, others get the entire thing sponsored... It really is up to you and your coach but you should ALWAYS make sure something happens at the end of the season to celebrate your athletes, your team and your coaches.(We have some limited decorating supplies as a general organization to help if needed.. A few tables, chairs and table clothes)
7. **District Rules and Regulations**

- a. Vendors- general vendors coming onto campus are required to follow certain rules so please confirm prior to making these arrangements
 - b. Insurance-the Booster organization does have its own liability insurance in place for special events. However, some do require that they've added to insurance policy so just keep this in mind if planning a large event.
8. **Athletic Department-** We are to report as much as possible to the Athletic Director at Folsom High school. Lisa Finely is currently the AD. While she does her best to communicate with all of her head coaches, once in while there may be some of the following issues that can be addressed with her either at our meetings or via email are as follows.
- a. Scheduling Conflicts
 - b. Facility, field, equipment or referee issue that the Coach may need further help with to follow through and make sure your season is ready to go.
 - c. Google Calendar(If you are doing a large fundraiser, it's nice to let her and everyone else know)
 - d. Garb Ordering- We have a general company we are supposed to use and she can provide this information. Sometimes , with time constraints and selection, you may need to use your own vendors.
 - e. Logos- When needed, AD/ Lisa can provide general logos and marketing information that may be needed
 - f. Any vendors being brought on to campus need to be cleared with Lisa to confirm they have the proper insurance and information
 - g. The AD office also has some of our supplies so that you can grab them at any time. Thank you cards, brochures, magnets etc. Lisa will have these in her office.

I hope this is helpful as you set out on this grand adventure with us. As an executive board, we are here to help in any way possible. Like you, we are volunteers and trying to just make the athletic experience for each of our athletes at Folsom High School, a better one. Please feel free to reach out at any time.

Thank you for your service.

Folsom Athletic Booster Executive Team