



BOOSTER REPRESENTATIVE

JOBS & RESPONSIBILITIES

WELCOME!

Thank you for volunteering to represent your Folsom High School sport. Your role is to help your coach, support your team, keep team finances organized, assist with fundraising, and serve as a connection between your sport and the Athletic Booster Club.

GETTING STARTED

1. Attend a Booster meeting so you can be introduced and voted in as a member.
2. Once approved, 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 whenever possible for a handoff of checks, receipts, records, contacts, passwords and sponsor information.
4. Meet with your head coach to understand the team's goals, needs and plans for the upcoming season.

Once those pieces are in place, you're ready to go!

1. MEETINGS & COMMUNICATION

We generally hold **10 Booster meetings each year**, taking June and July off for summer. These meetings are our primary way of communicating with representatives from all Folsom sports. We ask Booster Representatives to attend at least 80% of the meetings or have someone from their sport attend in their place.

2. YOUR TEAM FINANCES

As your team's Booster Representative, one of your most important roles is helping oversee your team's Booster account. At the beginning of the season, meet with your head coach to create a basic budget and understand what the school will provide, what the team hopes to accomplish, and what may need to be funded through Booster support.

Before spending money, consider whether it is a team need, whether the school would normally provide it, whether the team can afford it, and whether it fits within the team's budget.

Receipts, Approval & Recordkeeping

Every transaction must have an attached receipt or supporting documentation and follow the appropriate Executive Board approval process. This applies to checks, reimbursements, online purchases, vendor payments and other Booster expenditures.

A receipt or supporting record should make it easy to understand exactly what was purchased or paid for. Depending on the transaction, that may include:

- The vendor or person paid
- The date and total amount

- An itemized description of the goods or services purchased
- The team, event or purpose of the expense
- An invoice, store receipt, emailed receipt, order confirmation or other documentation that clearly supports the payment

A credit-card total, bank entry or payment-app screenshot by itself generally does not explain enough. If the original receipt is electronic, save or print it with the transaction so the complete record stays together.

Be very clear about what each payment is for. If an expense relates to a specific event, trip, fundraiser or activity, identify it that way. Different activities should be tracked clearly enough that someone reviewing the records can understand which income and expenses belong together.

Each sport's funds are intended to support **that sport and its athletes**. Money raised or donated for one team, program or specific activity should not be used to cover expenses belonging to another.

Our goal is simple: **someone who was not involved in the transaction should be able to review the records and understand where the money came from, what it paid for and why.**

Fiscal Year & Year-End Reporting

Our Booster fiscal year runs **July through June**. At the end of each fiscal year, each team will upload its transaction records to the designated year-end file so our CPA has the information needed to prepare the organization's tax filings.

This is why every transaction needs an attached receipt/supporting documentation and the appropriate Executive Board approval. Keeping records complete throughout the year makes year-end reporting much easier for everyone.

Checks require the appropriate second signature, and online payments should follow the Booster approval process. Debit cards are generally discouraged because they make receipts and recordkeeping harder to manage.

3. FUNDRAISING

Fundraising is one of the biggest ways Booster Representatives can help their teams. Every sport is different, so work with your coach and parents to find fundraising opportunities that make sense for your program.

The Booster Club also provides opportunities throughout the year such as the Dog House, Spring Craft Fair and other organization-wide events. Teams may also participate in community fundraising opportunities such as fireworks sales when available.

Other ideas may include:

- Business sponsors and banners
- Restaurant fundraiser nights
- Golf tournaments or special events
- Product sales
- Community sponsorships and donations
- Other team-specific fundraising ideas

Fundraising & Donations Are Voluntary

Students, parents and legal guardians are not required to donate money, participate in fundraising, or raise a certain amount in order for a student to participate on a team.

We can share a team's budget, explain what we are trying to raise, suggest voluntary contributions and provide opportunities for families to help. We do not create individual fundraising debts or quotas, and a student's athletic opportunities should not be affected by whether their family contributes.

Before beginning a new fundraiser - especially one involving school facilities, outside vendors, food sales or a larger event - coordinate with the Booster Executive Team and FHS administration/Athletic Department when appropriate.

4. SPONSORS & DONATIONS

Keep a simple list of sponsors and donors, including contact information and what they have supported. Pass this information along to the next Booster Representative so each new person does not have to start from scratch. When reaching out to sponsors, remember that you are representing your team, Folsom High School Athletics and the FHS Athletic Booster Club.

5. SOCIAL MEDIA & TEAM COMMUNICATION

Each team should have a clear way to communicate schedules, games, events, fundraisers and other important information to families and supporters. Social media can be a great, free way to promote your athletes and build excitement around your program.

6. END-OF-SEASON CELEBRATION

Depending on the sport, Booster Representatives often help coordinate an end-of-season team celebration or awards event. Work with your coach and parent volunteers to create something appropriate for your team that celebrates the athletes, coaches and season.

7. WORKING WITH FHS ADMINISTRATION & THE ATHLETIC DEPARTMENT

FHS administration and the Athletic Department are important partners for our Booster Representatives and coaches. Depending on the issue, please coordinate with the Athletic Director, appropriate FHS administrator and/or Booster Executive Team before plans are finalized or money is spent.

This may include scheduling or facility issues, fields and equipment, larger events or fundraisers, vendors coming onto campus, team apparel and logos, insurance questions, or other school-related matters. When requesting approval for a purchase or payment, **be specific about exactly what is being paid for, which team or event it supports, and include the related receipt, invoice or documentation.**

Outside vendors coming onto campus may need school approval and appropriate insurance. If you're unsure about something, ask first.

8. THE \$10 GENERAL BOOSTER CONTRIBUTION

The Athletic Booster Club has operating expenses that benefit athletics as a whole, including insurance, tax preparation, scholarships, marketing and general organizational expenses.

Teams are asked to help collect a **\$10 per-athlete contribution** to support these general Booster expenses. An athlete participating in multiple sports only needs this contribution collected once during the school year. As with all Booster donations, this should be presented as a **voluntary contribution and not as a requirement for participation.**

General collection timelines: Fall Sports - October 15 | Winter Sports - January 15 | Spring Sports - March 15

THANK YOU!

Being a Booster Representative should be rewarding and fun. You are there to support your coach, help your team, keep the financial side organized and bring parents and the community together to create opportunities for our athletes.

You are not expected to do everything yourself. Recruit parents, delegate, ask questions and use the other Booster Representatives and Executive Board as resources.

We are all volunteers working toward the same goal: making the athletic experience at Folsom High School better for every athlete.

**Thank you for your time, energy and service!
Folsom High School Athletic Booster Club - Executive Team**