

# **ATHLETIC BOOSTER CLUB**



*Tradition • Pride • Excellence*

**Sports  
Representative**

**Handbook**

# Athletic Booster Club Executive Board

<b>Board Position</b>	<b>Name</b>	<b>Email Address</b>	<b>Cell Phone</b>
President	Greg Shackelford	president@lshsabc.org	(816) 878-1375
Vice President	Jason Prier	vp1@lshsabc.org	(816)-868-3470
Treasurer	Jim Huser	treasurer@lshsabc.org	(816) 654-5435
Secretary	Kim Lock	secretary@lshsabc.org	(816) 200-3851
Banners	Matt Connatser		
Website	Crystal Belt		
Newsletter	Debbie Huffman		
Concessions	Brian Sargent	concessions@lshsabc.org	(816) 914-6751
Concessions	Brad Smith		
Senior Book	Lisa Hood		
At Large	Stan Workman		
At Large	Dennis Seck		
At Large	Dave Kramer		
At Large	Jill Benassi		

Booster club website:

<https://lshsboosterclub.com>

# Welcome..... LSHS Tiger Sports Reps!

It's time to kick-off another exciting Athletic season at Lee's Summit High School. Being a part of the Tiger Booster Club is a chance to support the student athlete and the numerous athletic programs on campus. As a "Sports Rep", YOU will represent the Tiger Booster Club and coordinate various activities through your specific sport.

If you are also interested in becoming a Tiger Booster Board member, feel free to contact someone who is already a board member to obtain information.

- Your first task will be to get to know your coaches and work closely with them to promote your sport. Get to know the "tradition" of your sport, i.e. football Thursday night meals, boys basketball Friday night Post-game dinners, and so on. If you are not sure what traditions go along with your sport, find the Rep from last year and chat with them. They can provide a wealth of information about your role as a sports rep.
- You may want to compile a team roster with names, addresses, phone numbers, etc. to pass along to all parents of team members. You may even want to put someone in charge of getting directions to all away competitions. This may be especially helpful for freshman parents. (For directions to away competitions, visit the school's website and click on the athletic link for directions to events)
- Find a volunteer from each team in your sport (i.e., freshman, JV, etc) to serve as reps. They can get involved in the planning and promotion of your sport and also help in calling for volunteers for the various fundraisers and concession stand duties. Finding someone who is familiar with the athletes and their parents would be helpful so they can pass on their enthusiasm and support of the Tiger Booster Club.

## **CONCESSIONS - A MAJOR PART OF THE ATHLETIC BOOSTER CLUB FUNDS!**

The money from concession sales is what fuels the majority of funds for all coaches requests throughout the year. Therefore, it is very important that they run smoothly and efficiently for the highest level of service and profitability possible. For those sports where a concession stand operates, you will need to recruit and schedule to cover shifts during events.

### Football, Boys/girls soccer, Volleyball, Boys/girls basketball, Wrestling, Boys/Girls Track

- Boys/Girls Track will need to work in conjunction with each other, because most meets are together.
- Football will need approximately 12 on the home side and 10 on the visitor side per game, per shift.
- Volleyball, Boys/Girls basketball, Wrestling and Boys/Girls Soccer need approximately 3 in the concessions at all times. Some opponent games may require additional help, and district and/or sectional games may require additional volunteers.

Sports reps can also be a big asset by:

- Begin the season by encouraging parents to purchase a membership. This is a small contribution that really makes a difference. Make sure parents know that Seniors must be

members of the Tiger Booster Club to be eligible for one of the eight scholarships awarded each year. In addition their sport can directly benefit from the booster club funded “Coach’s requests.” The higher the percentage of parents having membership, the more likely the coach’s request will be approved.

- Planning the end of season banquet for your sport, or assigning this responsibility to another parent volunteer. Coordinate with your coach the date and time and work with him/her to coordinate the activities for the event.
- Planning the senior night activities for your sport. This may include ordering flowers, senior posters, a senior reception, senior gifts and other various activities specific to your sport’s traditions. Specific information can be found later in the handbook
- Keeping any information about your senior athletes that you feel would be pertinent for the memory book, i.e. pictures, records set, etc.
- Sending “thank you” notes to all who have contributed along the way. This small gesture takes just a few minutes to do and means SO much to the recipients.
- If your team travels more than 100 miles away to an event, the Booster club will provide a cooler of bottled water for the entire team. A water request form will need to be filled out one week prior to the event date. Please return this form to Renee Baxter in the Athletic office, so the order can be filled and ready for the trip.
- Organizing spirit wear sales to be used as a fundraiser for your sport’s booster club expenses. For example, swimming uses the profit from the sale of spirit wear to purchase senior gifts, banquet supplies, state clothing, etc. Each sport has specific needs, communicate with the coach and past rep’s to find out what has been done in the past.
- Organizing other various volunteer activities, your sport may need parent volunteers to help with pasta parties, timing at swim meets or helping plan the homecoming float.

When you plan to “retire” from being a Sports rep, please notify the coach and work with him/her to find your replacement. This will provide for a smoother transition for next year. The Booster club secretary should also be notified so that correct information can be updated for future use.

We are looking forward to working together with you as one team to support the athletes, coaches, and individuals who wear the Tiger uniform! If at any time you have questions about anything, please call one of the Booster Club Board members listed in this book.

Remember most of the information contained in this packet can be found on our website at:

<https://lshsboosterclub.com>

## **Lees Summit Tiger Booster Club ANNUAL SCHOLARSHIPS FOR ATHLETES**

Each year the ABC gives scholarships to eight senior athletes - four girls and four boys. Please make sure that this is communicated to all your senior athletes frequently beginning at the start of each season. Each scholarship awarded will be \$1,000. In order to be considered for a scholarship the senior athlete must:

1. Be a member of the Booster Club(individual or family) in good standing.
2. Have a cumulative minimum GPA of 2.0
3. Complete an application packet in full, including one coach and one teacher evaluation.
4. Complete an essay on a topic to be chosen by ABC or scholarship committee.
5. Plan to attend a public/private college or vocational school in the summer/fall of your graduating year.
6. Submit the application to the Guidance Office (Nancy Frick) but the deadline (date to be provided)

Opportunities to receive additional points are as follows:

1. Participation points will be determined based on each season/sport completed, letters earned, and post season awards received.
2. Points will also be awarded for each year of membership in the Athletic Booster Club.

Students who meet all qualifications should request a scholarship application from the Guidance office. These packets will be available some time in February/March. You will be notified at a board meeting when they will be ready for pick-up in the Counselor's Office. All information submitted, including participation and GPA will be verified in the Counselor's office. A scholarship committee made up of several ABC Board Members, will be responsible for implementing the selection process. A blind scoring system will be used to evaluate each applicant, so no students name will be revealed during the process. The system will provide points for participation, GPA, coaches and teachers evaluation and the essay, to be written by the athlete. The recipients will be known only to the scholarship committee and announced at the Senior Athletic banquet, usually held late April or early May. The event is for all Senior athletes, their families and coaches.

## **Lee's Summit Tiger Booster Club**

### **"Our Purpose"**

The main purpose of Tiger Booster Club is to raise funds to support ALL Athletic Teams, Cheerleaders, and Tigerettes. During the last 10 years, the TBC has presented the Athletic Department at LSHS with over \$200,000 worth of equipment, supplies, and services. The following list represents the majority of recent acquisitions made through monies provided through TBC

Jan-13 Baseball \$ 3,156.00 (2) Baseball Mounds  
Jan-13 Women's Golf \$ 1,136.00 (15) Golf Bags  
Jan-13 Tigerettes \$ 499.00 iPad  
Jan-13 Wrestling \$ 499.00 iPad  
Mar-13 Track \$ 522.88 Camera/TV  
Mar-13 Softball \$ 492.82 Nets  
Aug-13 Football \$ 3,500.00 Contribution towards Tiger Tunnel  
Feb-14 Boys Golf \$ 1,040.00 Golf Bags  
Mar-14 Baseball \$ 3,204.00 Pitching Machine  
May-14 Golf \$ 399.00 iPad  
May-14 Track \$ 598.00 (2) iPads  
Dec-14 Tiger Broadcast \$ 1,450.00 Video Equipment  
2015 School Yr Stadium Seats Used Coaches request to make purchase  
Mar-16 Football \$ 4,029.35 Hudl Fees  
Nov-16 Wrestling \$ 1,600.00 (4) Bikes  
Nov-16 Soccer \$ 459.00 (6) Small Goals  
Nov-16 Basketball \$ 5,499.00 Dr. Dish Pro Machine  
Nov-16 Cheer \$ 775.00 Music fee  
Nov-16 Baseball/Softball \$ 800.00 (4) Pitching Screens  
Nov-16 Tigerettes \$ 1,000.00 Choreography fee  
Nov-17 Cheer \$ 2,280.00 Mats  
Nov-17 All Sports \$ 1,475.00 Contributions towards water fountain  
Nov-17 Boys Golf \$ 319.73 mats, nets, and practice golf balls  
Nov-17 Tennis \$ 2,284.00 Rally Board for outdoor courts  
Nov-17 Track \$ 1,373.00 Tent  
Feb-18 Women's Golf \$ 2,400.00 (15) Golf Bags  
Feb-18 Football/Soccer \$ 4,600.00 Contribution towards Endzone Video System

Total - \$45,390.79

**Additionally, the LSHS Tiger Booster Club has also provided:**

- ★ \$8,000 annually in scholarships
- ★ Concession Stands for home games
- ★ Senior Memory Book for the senior athletic banquet
- ★ Senior Awards Banquet at the end of the school year
- ★ Flower Contribution (\$3 per senior) for senior nights
- ★ Pizza Party for all teams that have a 100% student athlete membership participation
- ★ Banquet Funds - \$1.00 per player or \$25 minimum

**How does the Tiger Booster Club know the needs and wants of our coaches, administration and athletic programs?**

LSHS Coaches and Administration have two opportunities each school year to request financial assistance from the TBC. The LSHS Athletic Director sends out an email in the fall and spring announcing our coach request meeting. Requests are made through the Athletic Director and are presented to the executive board. The board requests that each coach get three bids, or explain the situation of a “sole source,” for the items they would like to purchase in order to assist the team. The board will take the information and present it at the next scheduled board meeting at which a vote will be taken to approve, deny or request additional information.

## **Lee's Summit Tiger Booster Club SENIOR NIGHT**

**The sports rep/ reps for each sport is responsible for planning Senior Night for their athletes. This can be done according to traditions of the past or with a fresh approach. If you are a Senior Parent, you may want to delegate this task to another Rep or Junior Parent so that you can enjoy this night with your senior.**

The delegated reps should:

1. Work with the head coach to find out if your sport will be having a Senior Night. Some are held at the beginning of the year and some are at the end of the season.
2. Provide a list of all the seniors, (with parent names and addresses) to Renee Baxter (Athletic Director's office) at the beginning of your season. The AD department will send out official invitations as a reminder of the date and information about what will take place during the event.
3. Have all seniors fill out a "senior bio" form as soon as possible. These will need to be turned into Renee Baxter (AD's office) one week prior to the date of your Senior Night. The announcer for the evening will read these at the time your Senior is introduced. Please make sure all information is correct and legible.
4. Purchase one flower (rose, carnation, mum etc) for each Senior to present to his/her mother during the ceremony. Keep receipt and turn in to the TBC Treasurer for reimbursement. The TBC will help offset the cost of the flowers by reimbursing \$3.00 per senior athlete for flowers.
5. Provide each Senior with a blank Tiger Gram card at least 2 weeks prior to the event date. The Senior needs to write a personal note to his/her parents, thanking them for their support over the years, along with any personal thought/messages, if desired. The sport rep will collect these from the Seniors prior to senior night. Make sure you get one from each Senior! The rep should keep them in their possession until the ceremony where they will be given back to the Seniors, along with the flower, and then both presented to parents by the athletes.
6. Be responsible for getting the senior parents lined up for the presentation.
7. Plan any pre or post evening event (i.e. senior meal, decorations, gifts etc.) Each sport is responsible for purchasing these items and must fund them from their own accounts or personal funds.



# Lee's Summit Tiger Booster Club

## SENIOR "MEMORY BOOK"

The Senior Memory Book is a collection of all the Senior Athletes that participated throughout the school year. Inside will be a picture of each athlete (yearbook type picture) and information (bio) about each senior athlete. *Note: The BIO for this booklet will be different from the BIO used for Senior Night.*

Each senior athlete will complete the bio form for this book from the link on the Booster Club website, usually after completion of their sport. It will need to be filled out and submitted online by Mid-March. Also in the book are photo collage pages, made up of all LSHS sports teams - SENIORS only. This is put together by the SPORTS REP, or other team parent as assigned. It is to be handed into the TBC board member as designated once your sport has concluded - the latest being mid-March.

Each team should have someone within their sport that is willing to take pictures for this reason and for the end of season banquet. The "photographer" should be taking extra shots of the seniors of the team, including any senior managers and/or foreign exchange students, in order to put together this page. It is very important to try to get the memory page completed and turned in within two weeks after your end of season banquet.

If yours is a spring sport, you will not have much time to complete this page with pictures. It may be necessary for you to take photos at practices as soon as try-outs are completed and get this turned into the TBC board with 1-2 weeks after the start of practice. There will be more information regarding due date later in the season.

When doing this "collage page" for the book, be sure to include:

- a ½ inch border (or more) around the entire page, 8 ½" x 11" size format
- photos that are clear and depict what message your seniors want portrayed
- the senior's individual names somewhere on the page
- all senior managers, or any senior no matter what role they played must be in the collage
- submit the collage page electronically in a pdf format.

*This book is very important to the Senior Athletes and their families, so please be SURE that all the information is accurate, complete, and turned into the designated TBC member in time to be included in the book.*

# Lee's Summit Tiger Booster Club

## TEAM END OF SEASON BANQUETS

Most team sports will have a banquet at the end of their season. The Sports Rep should contact the coach to coordinate a date, time and location. Many banquets are held in the school cafeteria, but they can be held off-site if you choose. The Sports Rep should contact Renee Baxter to make sure the cafeteria is available for the banquet.

A facility request form **MUST** be completed and turned in to Renee Baxter before the reservation is considered complete. You will find a copy of this form in the back of this booklet, or on the Tiger Booster Club website at <https://sites.google.com/a/lshsabc.org/boostersite/forms>. You may also request to use the Lecture Hall if you would like to show a video or powerpoint presentation. ( Note: No food or beverages are allowed in the Lecture Hall)

If you are having your banquet on campus it must be held on a weeknight. Special consideration may be given to weekends, however, a janitorial fee may apply. Each team will receive \$1.00 per rostered athlete for each sport with a minimum of \$25 given by the Tiger Booster Club. The Sports reps are required to turn in a form requesting reimbursement. Form must be submitted within 30 days of the banquet.

If going through a catering business and you would like them to send the invoice directly to the Booster Club for payment, please have them mail the invoice to:

LSHS Tiger Booster Club  
ATTN: Treasurer  
400 SE Blue Parkway  
Lees Summit, MO 64063

Be sure that the business has included **YOUR NAME** and the **SPORTS TEAM** on the invoice. If the invoice/receipt is given to you, then you are responsible for getting this to the treasurer with a "Payment request form" for either payment to the business or reimbursement for yourself. Be sure to notify the Tiger Booster Club treasurer of the amount for the expected invoice as this will help speed up the payment process. All checks require **TWO** signatures, so advance notice is needed if you plan to pay the caterer at the night of your event.