



# Crawford Booster Club Meeting

**Time:** 7:00 – 8:30pm

**Date:** March 17, 2025

## **Agenda:**

1. Welcome
2. Discussion on transitioning booster club roles
3. Overview of current roles and responsibilities
4. Questions and comments from attendees
5. Financial updates
6. Merchandise updates
7. Fundraising ideas and strategies
8. Transportation needs
9. Adjournment

## **Key Takeaways:**

- **Transitioning Roles:** we will have a full transition of the Crawford Booster Board for the 25/26 school year. All current members are committed to a full transition of responsibilities. Roles include:
  - **President** - The Booster Club President provides overall direction and guidance to the Board to ensure the organization remains focused on its mission. The President is responsible for reviewing and approving financial requests, collaborating with coaches, and handling escalations as needed.
  - **Vice President** - The Vice President oversees club operations and serves as the primary liaison between the Board, the campus Athletic Coordinator, coaches, and Team Sport Representatives. Responsibilities include setting the agenda for monthly meetings, tracking membership and volunteer hours, and ensuring compliance with district requirements.
  - **Vice President of Sales** - The VP of Sales manages merchandise sales, concessions, and the club's Point-of-Sale transaction systems. This role ensures concession stands are stocked for every event and works closely with Concession Leads on training and inventory management.
  - **Secretary** – The secretary records, maintains and presents the minutes of all meetings of the organization. The secretary is also responsible for maintaining the Board calendar of important events.
  - **Treasurer** - The Treasurer is the guardian over all aspects of fiscal management to safeguard the organization's finances; maintains accurate records of all bank



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accounts and documentation of all cash receipts and disbursements; and establishes policies and procedures to ensure safe, efficient, and accurate management of all organizational finances.

- **Pizza Sales Lead:** We still need a lead to oversee logistics. Pizza Lunch will need to take place on Monday, Tuesday or Wednesday. This is dictated by Papa John's availability. The Lead will need to coordinate with admin and custodial staff, manage card terminals, handle the volunteer sign-in sheet and materials, and count cash for deposit. The Lead will need to share volunteer hours w/ the VP weekly and ensure the deposit is transitioned to a Board Member for deposit.
- **Financial Update:** Verdetta Reed shared the current balances for various sports accounts:
  - **Golf:** \$1,284.28
  - **Girls Basketball:** \$4,687.73
  - **Boys Basketball:** \$6,034.93
  - **Volleyball:** \$3,131.97
  - **Football:** \$230.57
  - **Baseball:** \$2,589.49
  - **Girls Cross Country:** \$2,146.10
  - **Boys Cross Country:** \$721.39
  - **Girls Track:** \$3,012.21
  - **Softball:** \$2,443.92
  - **Girls Soccer:** \$771.76
  - **Boys Soccer:** \$95.54
  - **Cheer:** \$314.77
  - **Aquatics:** \$9.79
- **Merchandising:** Jocelyn Durio provided an update on the [current merch sale](#) (open until March 23) and discussed the importance of synchronizing sales for different sports. She highlighted the collaboration with Gandy for faster design and production.
- **Fundraising Ideas:** Several fundraising strategies were discussed, including mandatory booster club membership for parents of student-athletes, scholarship eligibility tied to membership/volunteer hours, and the possibility of organizing a golf tournament.



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- **Transportation Issues:** discussed the challenges of finding CDL-certified drivers for sports teams and the high costs associated with hiring drivers for Fort Bend ISD buses. We confirmed the boys' soccer team transportation needs are covered and a vote to utilize the general fund was not needed.

## Action Items:

- **Transition Planning:** Tiffany to provide a description of current Board roles and Pizza Lunch lead (supplied above).
- **Merchandising Coordination:** Jocelyn to work with coaches to synchronize merch sales and explore additional designs and products.
- **Fundraising Exploration:** Johnson to investigate UIL regulations regarding mandatory booster club membership and explore the feasibility of a golf tournament.

**Adjournment:** The meeting was adjourned after discussing all agenda items and addressing attendees' questions and comments.