



## Purgolder Booster Club Sport Representatives

A Purgolder Booster Club Sport Representative is a member of the Madison East High School (EHS) Purgolder Booster Club, who in addition to the responsibilities as a Booster Club Member, has agreed to participate in Booster Club fundraising activities, and act as a liaison between the Booster Club and a sport.

The Sport Representative will actively communicate with the coaching staff of their sport, to help assure a successful program for the students and school. Booster Club Sport Representative duties include the following:

- **Communication**
- **Fundraising**
- **Team Duties**

### **Communication**

Representative will attend Booster Club Board meetings, which are typically held on the third Monday of each month, starting at 7:00 p.m. in the EHS - LMC. The Sport Representative will update the Booster Club on the team's activities/progress (*when in season*) at monthly Booster Club meetings. In addition, they will regularly attend meetings to support other sports and communicate EHS activities as briefed by EHS administration to share with team families.

### **Fundraising**

The Booster Club has various fundraisers each year to raise money to support athletic programming including memberships, concessions sales, and events. Booster Club members are asked to participate in sub-committees to coordinate these fundraising events.

**Memberships:** Membership forms will be distributed at Sport Night events and mailed to current members. Forms are also available at the Booster club website. Encourage your team families to purchase memberships which provide access to varsity events and support EHS athletics.

**Concessions:** A big source of funding for the Booster Club is running food concessions at football and basketball sporting events. It is the responsibility of each team representative to sign up to run two (2) food concessions events each school year. The responsibility of each sport representative is to work with the team members and parents to provide 6-8 volunteers to handle the food concessions. Student/Athletes are encouraged to help as well to earn Service-E points. Small sport participant teams can co-handle the concessions with another team.

The Booster Club members share responsibility in coordinating concession stand activities. Each sport representative should sign up to be trained on the duties

that need to be performed. Concession food consists of hot dogs, pizza, candy, popcorn, and drinks.

**Events:** In September, we hold a **Golf Outing** and in March **East On Ice**. Representatives will promote these events, provide assistance, and secure donations.

The Booster Club is always looking for new ideas to raise money so bring a few good ideas to the meetings.

### **Team Duties**

Booster Club Sport Representatives should help the coaches with team communications, team roster, and other duties that would help the team during the season. Sport representatives are encouraged to **delegate responsibilities** within their sport to encourage broad participation.

**Funding Requests:** The Purgolder Booster Club annually accepts funding requests to help with equipment and uniform purchases. **Requests are handled once a year, in January.**

Requests are on an alternating year basis (*1/2 of the teams one year, the other half the next year. Check with the Booster Club Secretary to determine your team's funding cycle.*) Boys and girls team (*same sport, i.e. soccer*) have alternate year funding. Coordinate with other gender sport to request shared equipment needs.

*The funding request process:* the Booster Club sends each coach a request packet to be completed for "items needed" in November. Requests must include a current inventory of equipment/uniforms and at least **two** (2) quotes for the intended purchases (including shipping and handling). The coach prioritizes their requests and submits the forms to the Athletic Office in December. Coaches attend the January Booster Club meeting to formally make requests to the membership. The booster club sport representative should follow up with the coach to help complete and return the requests by the deadlines, and support them at the funding meeting.

### **Term of Office**

Booster Club Sport Representatives serve a one year term from May until April. To provide continuity, sport representatives are asked to help find replacements. It is suggested that replacements should be a parent with younger students so that they can serve multiple terms.

### **Members-at-Large**

The Purgolder Booster Club always welcomes members-at-large to participate in sub-committees and regularly attend meetings.

**THANK YOU FOR VOLUNTEERING TO BE A SPORT REPRESENTATIVE!**

*<http://www.madison.com/communities/purgolders/index.php>*