

LOYALSOCK TOWNSHIP BOOSTER CLUB

REPRESENTATIVE'S RESPONSIBILITIES 2021-22

Thank you for being a sport's representative and committing to the efforts of the Booster Club. The Booster Club exists to raise funds to offset ever rising costs for athletes to play high school sports. Our goal is to support ALL Loyalsock athletic teams!

Below is a general list of representative's duties and information for you and our coaches.

- 1. Meetings:** Reps should attend monthly meetings scheduled for the 1st Wednesday of every month in the high school. Meeting location, day, and time changes typically occur during summer months and occasionally due to conflicts.
- 2. Football gate:** Must acquire 3-4 volunteers (per sport) to sell the program & 50/50 tickets at one (1) home football game per year. Each sports team will be assigned a home game to work at the July and August meetings which will be included in the minutes when final.
- 3. Annual Team Allocation:** Each sport is entitled to the annual Booster Club allotment per athlete to be used for the good of the whole team. Funds are not to benefit an individual or select group of the team but should be for the benefit of all. Allocation shall be \$10 per athlete at time of request (\$8 per athlete if roster has 61 or more athletes).
- 4. Championship Allocation:** If any team earns a **District Championship or higher**, an additional team allotment of \$20 per athlete on roster at time of championship can be requested.
- 5. Fundraisers:**
 - Individual Sport Fundraising:
 - Assist the coach with raising money.
 - Fundraiser money can be deposited by the Booster Representative if the coach does not wish to handle the money. Deposit forms are available in the high school office.
 - Let the Booster Club know what fundraisers the team is doing.
 - Booster Club Fundraising:
 - Participate in all fundraising efforts of the club
 - Acquire new advertisers for the printed sports program
 - Assist with golf tournament
 - Assist with other efforts as needed

6. Home Scrimmages: The Booster Club will pay for food for 1 home scrimmage per sport for both the Loyalsock team and the opposing team. The team should pay for the food and then submit a financial request form with receipts for reimbursement.

7. Parents/Senior's Night: In conjunction with the coach's wishes, plan how to honor seniors and parents. This will vary by sport.

Effective Fall 2018, All flowers will be paid for by the team funds and then a financial request form with receipt attached is required for reimbursement of \$5 per senior. Florists which are typically used are Halls, Janet's Floral, in Loyalsock and Hometown Florist in South Williamsport.

8. Banquets: Assist with banquet at the request of your sport's coach.

- Acquire location, order food, set costs, and collect monies.
- A "year-end party" does not constitute a banquet and therefore is not eligible for the annual Booster Club allotment for banquet funds. It must be an event in which the coach is recognizing his athletes.
- The Booster Club suggests that your venue be chosen based on cost and whether the business is a supporter of Loyalsock Athletics. The HS cafeteria and the Loyalsock fire hall are both options but be sure to verify room charges or charges for staff needed.
- **Banquet Allotment:** Up to \$13 per qualified person. The Booster Club pays for
 - Varsity and JV coaches only
 - The athletes that attend the banquet
 - Any school administrator that attends banquet
 - Any team helper designated by the coach.
- Submit a financial request form with details and a receipt soon after the event.
- **Trophies:** The Booster Club will pay up to \$100 towards trophies. Submit a financial request form with details and a receipt.
- Other awards, recognitions, gifts, decorations, etc. are to be paid by the team.

9. Special Requests: At any time, a coach may make a special request for additional funds from the club. This may be done by the coach or team representative but must be in writing. The board will review and vote on special requests and the coach or rep will be notified of the outcome.

=====

- ❖ All funding and support is dependent upon funds available to the Booster Club.
- ❖ **TEAM FUNDING REQUIRES THE PARTICIPATION OF A TEAM REPRESENTATIVE AND THE HEAD COACH MUST ATTEND A MINIMUM OF ONE BUSINESS MEETING PER FISCAL YEAR.**
- ❖ A financial request form with appropriate receipts, documentation and support must be completed to receive funds.
- ❖ The Loyalsock Booster Club is a recognized 501c3 nonprofit organization with a fiscal Calendar of July 1 to June 30 each year.