



## Mount Pleasant Oilers Athletic Sports Boosters 2011-2012 Membership Form

This form will be used to create the representative directory and committee lists for the year.

Name:

Preferred Email:

**CELL** Phone #:

**Sports Booster Position(s)** (check all that apply):

**Sport Representative** Sport(s) & level(s):

**Member-at-Large** (MaL are required to attend 50% of the meetings to be a voting member. Out of the 9 MaL we had last year only 3 qualified to vote. If you would like to be informed and volunteer, but cannot attend the meetings on a regular basis, please choose the Volunteer member option.)

**Volunteer member** (volunteer members wish to be informed and volunteer their time but cannot attend SB meetings on a regular basis. Volunteer members will be included on all SB distribution lists and email, but do not have voting rights.)

**Executive Board member** Office:

**Chair/Coordinator**

Fundraising Chair **OPEN**

I'm willing to volunteer for this position.

Concession Coordinator

50/50 Coordinator **OPEN**

I'm willing to volunteer for this position.

Fall Discount Card Sale Coordinator

I'm willing to work with the coordinator to learn this position.

Winter Auction Coordinator

**Committees** (check all that apply):

All Sports Booster representatives, Members-at-Large, and Executive Board members are required to participate on at least one committee. Below are the current committees and descriptions. Please indicate all committees of which you wish to be a member.

**Bylaws Committee**

**50/50 Committee**

**Nominations/Membership Committee**

**Auction Committee**

**Audit, Finance and Budget Committee**

**Booster Documentation/Handbook Committee**

**Coaches Involvement/Liaison Committee**

**Fundraising Committee**

**Concessions Committee**

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# Descriptions

## Sports Booster Positions

### **Sport Representative**

Act as a liaison between the sport booster organization, your coach, and parents. At the fall, winter, or spring sports night introduce yourself to your team parents so they know you are the booster contact. Communicate with parents about Booster activities and assist with booster fundraising efforts (fall discount card sale, organize a team donation for the winter auction, coordinate concession volunteers as assigned, and organized one team dinner each season whose proceeds go to the booster organization). Attend monthly booster meetings. Each sport at Mount Pleasant High School and West Intermediate is entitled to one (1) vote if the sports representative has attended 50% of the meetings in one year. Make sure your coach follows the Funding Appropriations Policy regarding requests for financial support from the Boosters.

### **Member-at-Large**

A Member-at-Large is an individual who wishes to be actively involved and supports the goals of the Mount Pleasant Oilers Athletic Boosters, Inc. but he/she is not directly tied to a sport. Members-at-Large have voting rights if they attend 50% of the organization meetings. Members-at-Large are required to sit on at least one committee to retain voting rights. Members-at Large required voting approval of a majority of the booster organization voting membership.

### **Volunteer member**

A volunteer member is an individual who wishes to volunteer their time (e.g. concessions, 50/50, events, etc) and supports the goals of the Mount Pleasant Oilers Athletic Boosters, Inc. but do not have voting rights. Volunteer members do not require a majority approval since they do not have voting rights and cannot hold an Executive Board office.

## Chair/Coordinator Positions

### **Fundraising Chair**

The SB organization is very fortunate that we have outstanding chairpersons for our fundraising so this position currently does little to supervise the individual event chairpersons. However, the Fundraising Chair is the “go to” person for the fall fundraiser, concessions, and winter auction chairpersons if needed. The Fundraising Chair also keeps an eye out for new fundraising opportunities and investigates those brought by organization members (e.g. compiling a list of the restaurants in town that offer team dinner percentages back to the SB organization).

### **Concession Coordinator**

Responsible for maintain concession inventory. Makes sure each concession area is in good shape and if there are issues takes them to the Athletic Director and SB President so they can be resolved. Works with the concessions committee to create documentation for and separate instructions/guidelines for Reps coordinating individual athletic events.

### **50/50 Coordinator**

Coordinates 50/50 program for the SB organization. Monitors 50/50 sales volunteers for athletic contests through SB sport representatives. Trains volunteers if necessary. Obtains the 50/50 tickets; coordinates the selling process and where the supplies are kept; decides how many people are needed per event; keeps an accounting of: monies raised and how winner is drawn and announced.

### **Fall Discount Card Sale Coordinator**

The SB organization is very fortunate that we have an outstanding fall fundraising coordinator. The fall discount sale coordinator organizes a team of volunteers to run the sale effectively. This position is responsible for working with the discount card company to develop the businesses on the card, approving the card, and organizing the blitz night, fall sales, and collection of monies..

### **Winter Auction Coordinators**

The SB organization is very fortunate that we have two outstanding winter auction coordinators. These coordinators work with the winter auction team to document all the steps of the annual winter auction, including an event timeline; lists of who helps and how; when the facility is booked; food selection and pricing; room set up and decorations; gift/item solicitation process; sorting of items; silent and live auction decisions; banking contact and arrangements; cash raffle information; ticket orders; special events at the auction; activities the day of the event; bid sheets and more. The coordinators maintain a notebook of the auction process from setting the date to thanking the donors.

## Committees

All Sports Booster representatives, Members-at-Large, and Executive Board members are required to participate on at least one committee. Below are the current committees and descriptions.

## **Bylaws Committee**

### **Duties:**

Review existing Booster Bylaws, making additions and/or deletions for the benefit of the Sports Boosters organization. Review materials of the Documentation Committee for accuracy and appropriateness. Present Bylaw changes to the group for discussion and acceptance annually.

## **Nominations/Membership Committee**

### **Duties:**

Recruit parents for participation in Sports Boosters, including executive positions, team Reps and Members-at-Large to ensure long-term participation (avoiding team Rep turnover each and every year). Possibly organize a guest day or a social event (like a football tailgate) to build awareness of the Sports Boosters and our role within Mt. Pleasant athletics. Involve parents from West Intermediate in meetings and events. Document the duties of the committee for future reference.

## **Audit, Finance and Budget Committee**

### **Duties:**

Prepare an annual budget in June for approval by the Executive Board; present budget to the general Sports Boosters membership for approval at the July meeting; ensure communication of budgetary issues with the Treasurer as needed; confer with the Athletic Director and other departments, relative to estimated costs, anticipated revenues and services performed to the extent deemed necessary by the budget committee; evaluate requests for funding large expenditures; recommend investment strategies to the governing Board and Sports Boosters membership, if applicable; conduct an annual audit twice a year of the Treasurer's records based on the fiscal year January 1-December 31 and the school fiscal year of July 1-June 30; review the Funding Appropriations Policy annually and make recommendations for approval by the Board and Sports Boosters membership. It shall be the duty of the Athletic Director to furnish pertinent information to the budget committee. Budget adjustments must be presented to the Board and the Sports Boosters membership on a timely basis.

## **Coaches Involvement/Liaison Committee**

### **Duties:**

Act as a liaison between coaches and Booster members. Inform new coaches of correct procedures and policies, ensuring coaches know the role of their team Reps and how to make requests. Host a "training session" for new and existing coaches in conjunction with the Athletic Director(s). Work closely with the school Athletic Director(s), monitor individual team activities to avoid unauthorized fundraising which would take away from Sports Boosters collective efforts.

## **Fundraising Committee**

### **Duties:**

Select Fundraising Projects/Programs that offer maximum earnings potential. Outline the responsibilities of each Rep, coach, parent and athlete, along with the Athletic Director. Document how the fundraiser is organized; a timeline for the project; promotion and any other pertinent information for future reference.

## **Concessions Committee**

### **Duties:**

Create documentation for Concessions Coordinator and separate instructions/guidelines for Reps coordinating individual events. Explain who to order from; sales contacts; inventory practices; when to order more; what events need extra product(s); delivery or pick-up processes for concession goods; pizza ordering process (who, how many, do you tip the delivery person and how is it paid for); supplies on hand, including dish soap, paper towels, cleaning rags; set-up and tear-down procedures; and how to operate and clean the popcorn and hot dog machines. Committee also needs to document how many people are needed for each event and season; pre-game prep explanation (including warm up time for machines); rotation process for beverages; cash box management; how to handle concession accounting and deposits; and who has keys to the stand. The concessions food policy should be clearly outlined, posted and followed.

## **50/50 Committee**

### **Duties:**

Create documentation for 50/50 Coordinator and for the Reps coordinating workers at individual events. Explain where the tickets come from; who is in charge of getting them; the selling process; where the containers are kept; accounting and deposit of monies raised; number of people needed per sport and per season; and how winner is drawn and announced. Committee will be responsible for recruiting new 50/50 Coordinator(s) or people to help the current Coordinator.

## **Auction Committee**

**Duties:**

Document all the steps of the annual Winter Auction Fundraiser, including an event timeline; lists of who helps and how; when the facility is booked; food selection and pricing; room set up and decorations; gift/item solicitation process; sorting of items; silent and live auction decisions; banking contact and arrangements; cash raffle information; ticket orders; special events at the auction; activities the day of the event; bid sheets and more. Create a notebook of the auction process from setting the date to thanking the donors.

**Booster Documentation/Handbook Committee**

**Duties:**

Create a “Sports Booster Handbook” as a reference tool for new and existing Sports Boosters members. Include Bylaws; Guidelines; History; Committee Descriptions; Fundraising Details; the Process for Requesting Funds; Sample Documents; Meeting Schedules and other pertinent information which will help Reps, Members-at-Large, coaches and others understand the expectations of their role.

(06/11)