

Concord High School Athletic Boosters: Coaches Guide

Purpose: The Concord High School Athletic Boosters (CHSAB) is composed of parents/guardians, alumni, coaches, school administrators and community members. Their goal is to support ALL student-athletes and sports programs at Concord High School.

For teams and coaches specifically, the CHSAB:

- Acts as a bank for your team funds (providing deposits, reimbursements, etc.)
- Provides and pays for post-season team awards (plaques, certificates, pins, letters, etc)
- Provides and pays for one Tournament Fee per season
- Pays for all costs associated with fulfilling Coaching Requirements

Website: <https://www.concordhighschool.net/>

Current Athletic Booster Board Contact Info:

President - Emily Hoshida: [Email](#)

Vice President - Liza Schultz: [Email](#)

Secretary & Awards - Sarah Von Raesfeld: [Email](#)

Membership - Lauren Wood: [Email](#)

Communications - Bianca Velasco: [Email](#)

Treasurer - Eve Crow: [Email](#)

Crab Feed - Heather Muhlestein and Andrea Stewart: [Email](#)

Attending Athletic Booster Meetings:

CHSAB meetings take place on the 2nd Monday of each month. Meetings start promptly at 6:30pm and are held in Room 703 on-campus and/or via Zoom. Coach attendance is expected, if a coach cannot attend then a Booster parent representative from your sport should attend in your absence.

How to Make a Deposit into Your Team Account:

CHSAB has an account with Chase Bank. To make a deposit please follow the instructions below at any local Chase Bank.

1. Bring your deposit (cash, checks, etc) to any Chase Bank branch
2. Fill out a deposit slip with the following information
 - a. Account Number: 3743979235
 - b. Account Name: Concord High Athletic Boosters
3. Once the deposit has been completed, immediately fill out a digital Deposit Form. Make sure to have available the following information
 - a. Date of Deposit
 - b. Amount of Deposit
 - c. What team account it should be placed into
4. [Digital Deposit Form](#)

How to get Reimbursed through your Team Account:

All reimbursements should be made directly to the CHSAB Treasurer, Eve Crow. Note that reimbursements are made approximately every 2 weeks; once on the evening of the CHSAB meeting and again on the 4th Monday. Reimbursement requests are required to be submitted no later than the day before the date issued. To request a reimbursement, please follow the steps below:

1. Fill out a digital Reimbursement Form with detailed information about the purchase/s
 - a. [Digital Reimbursement Form](#)
2. Make sure to check the appropriate type of reimbursement you need under “Type of Request”
3. Attach the invoice and/or receipts of all costs to be reimbursed

How to get a Tournament Fee paid for:

CHSAB pays for one tournament entry each season for each sport. To receive this reimbursement, follow the steps above and check “Tournament Fee”, don’t forget to attach the Tournament Information sheet that shows the cost on it!

How to get Coaching Costs paid for:

CHSAB pays for all costs associated with clearing coaches through the MDUSD. Coaching Requirement costs include the following:

- Fingerprints
- NFHS coaching courses
- CPR/FA
- TB test

To receive this reimbursement, follow the steps above and check “Coaching Requirements”, don’t forget to attach the invoices and/or receipts that show the cost on it!