

Carl Sandburg Athletic Booster Club

Sport Representative Information

Thank you for volunteering your time to be a sport rep with Carl Sandburg's Athletic Booster Club. Your time and talents are very much appreciated by the families, the coaches, and athletes of Carl Sandburg High School.

The sport representatives shall be recognized as the spokesperson/liaison for that sport. The term shall be for the entire school year.

As the spokesperson, you will interface with the coaches, parents of the team and communicate Booster information to your team, such as how to become a member, senior scholarships, the fall craft fair and items for the Coach's Wishlist. Ask the coach to provide you with a team email list as this will assist you in communicating with parents. Communicate important dates (Senior Night, Awards Night, etc.).

You will update the members and board at the club meetings about your sport, such as how the season is going, any special games/meets coming up, team record, and special awards, etc. Also please let the board know if you need anything for your concessions or are having team fundraisers so we can post on social media, etc. In addition, you can present to the Athletic Booster Club any ideas, programs, fundraisers, or activities you would like to see implemented by the Boosters.

Please talk to your coach about what he/she expects of you. Most Booster Reps will also help coordinate events and communication from the coach to the parents separate from the Booster Rep responsibilities. Some reps prepare team email lists, supply maps of away games (if you need directions, speak to the Athletic Dept. secretary), help with fundraising, and distribute game schedules. Some coaches do this on their own, so again ask the coach what he/she expects of you.

The following is an outline of your responsibilities as a Booster Rep during the school year:

Booster Club Meetings

The Athletic Booster Club meets the second Wednesday of each month (except in December and the Summer) at 7:00 p.m. in rooms E113-115. Please check your email on the day of the meeting to confirm the location. If you cannot attend a meeting, please try to find a substitute from your sport. Each sport rep is entitled to one vote when the Booster Board needs to call for a vote on issues. One week prior to the meeting, you will receive a reminder e-mail.

Booster Club Membership

Our goal is to have all the families of athletes involved as members of the Athletic Boosters. Membership is \$10 per athlete per year.

To become a member, families can sign up online through Skyward/Revtrak. When in Skyward, they can add a fee “Athletic Boosters Club” and pay through Revtrak. Parents may say that they signed up at registration. Our Membership Director will e-mail a membership list throughout the season, so you can verify that they are members. If there is a question or a parent shows you a receipt of payment for that year, please email us so we can correct the records.

Senior Scholarships

We award at least 20, \$2000 scholarships each year to student athletes.

To qualify for a scholarship, an athlete must:

- Be a member of the Booster Club all four years.
- Participate on a Varsity Team Senior year.
- Write a short essay.
- Turn in a teacher recommendation.

Fall Craft Show

The Fall Craft Show is the Athletic Booster’s main source of funds and an enormous responsibility. Volunteers are what make the show a big success year after year.

All sports teams are assigned to work 3–4-hour shifts during the craft show, on either Friday, Saturday or Sunday. The team assignments and responsibilities will be given to you at the October Booster Club meeting. These shifts are to be worked by the parents of each athlete. The athletes have their own shift that will be relayed to them by their coaches (they will receive community service hours).

It is imperative that you, as the Sport Rep, secure enough parents to work the shifts assigned to your team.

In addition, all athletes will be asked to bring in baked goods to be sold at the bake sale or a \$10 buy-out donation. All baked goods will be dropped off on Friday afternoon/evening prior to the craft show.

Team Parent Meetings

At the beginning of the season, ask your coach for a few minutes to speak at that meeting you will: Explain to them the importance of the Booster Club.

Example: “The Carl Sandburg Athletic Booster Club helps supplement the budget of the Athletic Department through fundraising efforts & assists in the purchasing of equipment and technology which are not part of the budget. Our largest fundraiser of the season is the Sandburg Fall Craft Show. We need your help as volunteers to ensure the success of the craft show. We appreciate the countless hours the parents of Carl Sandburg High School donate to the Athletic Booster Club & the students each year. Without your help the task would be impossible. The Booster Club just purchased a brand new **[INSERT YOUR COACH’S WISHLIST ITEM THAT WAS FULFILLED FOR THE TEAM]** for our team. In addition, they give over \$40,000 in athletic scholarships to seniors every Spring.”

Say a few words about membership. This is sometimes the only opportunity to speak to most of the parents. Stress the importance of the booster club. Tell them our goal is 100% participation.

Also remind the parents of seniors that they need to be members of the booster club for all 4 years to be eligible for a booster club scholarship. Also, make sure you talk about the Craft Show and how it is everyone’s responsibility to volunteer. Every athlete and every family with an athlete will be volunteering in some sort of capacity. Let them know that you will be contacting them regarding their responsibilities in October.

If you have concessions at your games, this is the time to distribute the schedule with game dates and the parents responsible for working the concessions.

Senior Night

Senior Night is usually held on the last home game of the season. Talk to your coach as to when this will take place.

Flowers:

The Boosters provide one flower bouquet for each senior athlete and athletic trainer. Flowers are ordered from Mitchell’s Flowers (708-349-3451). Flowers ordered from other sources will not be honored for reimbursement or payment. Mitchell’s requires at least a one week notice (it is suggested that you call the florist as soon as you know the date for your senior night). When placing your order, please tell the florist what sport, and how many athletes/trainers you will need flowers for. Orders are picked up at the store, 14309 Beacon Ave. (143rd & Beacon)

Pictures/Posters/Banners:

Senior Night photos are available through Lisa Witkowski or Karen Ellis. Please contact Lisa or Karen if you would like professional pictures taken. It is important to notify them in advance to reserve your senior night date. Action shots can be scheduled too (for a fee per hour) during games to be later used for senior night posters if you decide to do them. The booster club does not cover the cost of photos, posters or banners. They can be ordered and coordinated through Lisa and Karen, but the parents of the seniors will incur the cost if they choose to order anything for Senior Night.

Lisa can be reached at: 708-214-5546 or e-mail: lisawitkowski@comcast.net

Karen can be reached at 708-250-0918 or e-mail:

kkreations.photography@gmail.com

Concessions

If your sport does concessions, contact our concessions coordinator to discuss the process of setting up concessions, maintaining food supply and reporting changes in schedules. You must speak with us before your season starts so they will be prepared for your concession and they can give you keys to the Eagles Nest or Hole in the Wall.

Determine how much product will be needed for your events and contact us at least 14 days prior to your first game to order the products needed.

At each facility used (Eagle's Nest, Hole-in-the-Wall or trailer); you are responsible for going in and setting up prior to the game/event. Pizzas are ordered through the Boosters ONLY. Please contact us if you want to sell pizza.

The concessions are used by all sports. In order to keep the concession area clean and ready for use, please follow these guidelines:

- Be sure to clean up the concession area after your game. Wash tables, containers, and equipment before they are put away. Make sure perishables and open items are stored in the refrigerator. Restock the refrigerator and candy containers so they will be ready for the next team to use.
- If you run out or run low on any items, let us know immediately so we can replenish the items before the next sport event.
- Be sure to follow designated menu prices.
- Concession items and/or keys are not to be used by athletes or for any other purpose other than concessions.
- At least 2 weeks prior to your first concessions, contact us for the bank. After the season

or throughout if you prefer, (except for Football) you will be responsible for giving your earnings (the entire bag) to the Treasurer to deposit. 40% of concessions proceeds will go back to the sport once we count and the check will be issued to the AD. Insignificant amounts can be held for deposit.

- At the end of the season, return any keys and bank to a member of the Board.

It is your responsibility to assign parents to work the concessions at your games. At your Parents meeting you should provide a game and concession schedule for the parents. If they cannot make their scheduled date, it is their responsibility to switch with another parent.

No children are allowed in the Nest or the Hole at any time. Students are only allowed for community service hours which needs to be approved by a board member first. Students are not allowed to handle money at any time, they can only be a runner (get the food).

GO EAGLES!