

UPDATED 8/10/25



**SFE Booster Club
Guidelines -
Middle School
2025-26**

Dear Coaches, Middle School Parents and Team Parents,

Thank you for supporting our student athletes! The Booster Club is thrilled to support our athletes, coaches and school. We are here to support you and your teams. Below you will find everything you need to know to guide you to a successful season. Go Wolves!

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STATEMENT OF PURPOSE

Our athletic programs are vitally important to St. Francis experience and community. We know time is precious and are grateful for your commitment and contribution.

ST. FRANCIS STATEMENT OF PURPOSE

In the Anglican tradition, St. Francis Episcopal School challenges and motivates students in an academically and spiritually stimulating environment to become imaginative, critical thinkers and people for others.

ST. FRANCIS BOOSTER CLUB STATEMENT OF PURPOSE

The purpose of St. Francis Booster Club (BC) is to foster school spirit, provide a sense of community, and enhance the student experience. The BC will assist and coordinate with the Directors of Athletics in organizing parent involvement to help support athletic teams and various events throughout each sports season and promoting the pillars of Faith, Dignity, Courage, and Scholarship.

CONTACT INFORMATION

School Staff

Director of Athletics & Physical Education

Ernest Robertson, erobertson@stfrancishouston.org, 713-458-6336

Middle School Athletic Director

Yaneash Donaldson, ydonaldson@stfrancishouston.org

Athletics Office Manager

Daniel Vega, dvega@stfrancishouston.org, 713-458-6100

Facilities Coordinator

Darrel Carouthers, DCarouthers@StFrancisHouston.org, 713-458-6136

Parent Liaison & Volunteer Coordinator

Lauren Sutherland, LSutherland@StFrancisHouston.org, 713-458-6141

Lizzie Gissel, fgissel@stfrancishouston.org, 713-458-6198

Booster Club Board

Booster Club Chairs - sfpo-booster@stfrancishouston.org

Chair of Middle School - Kaylen Meserve, Kaylenmeserve@gmail.com, 214-577-8558

Chair of Upper School - Colleen Dunlap, cmdmmd@hotmail.com, 832-488-0673

Chair Elects - sfpo-boosterelect@stfrancishouston.org

Chair-Elect Middle School - katiezorich@gmail.com, 225-938-9292

Chair Elect Upper School - Sarah Clements, sarahclements00@gmail.com, 832-452-2903

Booster Club Treasurer - SFPO-boostertreasurer@stfranchishouston.org

Julie Cotuno, julie.cotuno@gamil.com, 713-818-0760

US Team Liaisons - SFPO-BC-USTeamLiaison@stfranchishouston.org

Rebecca Sherwood, beesherwood@gmail.com, 713-992-6300

Katie Beirne, katieanne.beirne@gmail.com, 713-962-8383

MS Team Liaisons- SFPO-BC-MSTeamLiaison@stfranchishouston.org

Amanda Ollison, asollison@gmail.com, 832-971-0237

Barbara Steen, barbiesteen@gmail.com, 713-548-4975

Concessions Chair - DaNetra Brantley, dbrantley@stfranchishouston.org, 832-656-1996

Special Events Chairs-

Ivee Syon, syongifts@gmail.com, 832-264-0205

Melissa Sugulas, Melissa@melissasugulas.com, 281-221-7636

Awards and Achievements Chair - Sabrina Khan, sabrina@ashlandhospitality.com, 281-804-7229

Other Relevant Parent Volunteer Positions

SFPO President - Courtney Schilling, courtney.r.schilling@gmail.com, 713-305-2361

COMING SOON! BOOSTER CLUB WEBSITE

The Booster Club website will be a one stop shop for everything you need to know about the Booster Club. You can find out more about the Booster Club and place orders for:

- Homecoming mums and garters
- Homecoming meals
- US Varsity sport and arts yard signs
- Sign up to volunteer

BOOSTER CLUB ROLES AND RESPONSIBILITIES

Booster Club Chair of Middle School (One-Year Commitment)

Supervises and directs all the business affairs of the Booster Club; presides at all meetings of the Executive Committee; reviews all programs and projects annually with the Volunteer & Parent Group Manager, Head of Development, Head of School and Athletic Director for approval; works with the Treasurer to prepare an annual budget

Coordinates and directs all board and volunteer positions pertaining to the Middle School, including MS Team Liaisons and committee and the Special Events Chairs and committee. Serves on the executive committee.

Booster Club Chair of Upper School (One Year Commitment)

Supervises and directs all the business affairs of the Booster Club; presides at all meetings of the Executive Committee; reviews all programs and projects annually with the Volunteer & Parent Group Manager, Head of Development, Head of School and Athletic Director for approval; works with the Treasurer to prepare an annual budget

Coordinates and directs all board and volunteer positions pertaining to the Upper School, including US Team Liaisons and committee and Special Events Chairs and committee, Serves on the executive committee.

Booster Club Chair-Elects (MS and US) (Two Year Commitment)

Shadows Chairs throughout the year to learn the role; Responsible for assisting the chairs throughout the year; Serves as co-chair of the Swag and Sales committee with the other chair-elect; Serves on Executive Committee with the Athletic Director; Attends AD Executive committee meetings; Attends Booster Club Board and General Meetings; Responsible for the nomination process for next year's Board and slated positions, including interest form, talking to new candidates, and placement process

Booster Club Concessions Chair - Oversees all aspects of concessions at CC and PPC to ensure it is staffed, running smoothly, professionally and is stocked appropriately; Manages and engages the CC Coordinator, PPC Coordinator, and the Food Sales Coordinator and concessions committee; Manages, trains, and communicates with the SFE concessions employees as hired by the AD (with the exception of scheduling, which is handled by the AD); Proactively finds volunteers (as needed) to assist in concessions; Helps coordinate concessions for Powder Puff football games, along with the Coordinators; Assists with donation of any leftover inventory at the end of the year; Attends Board and General meetings

Couper Campus Concessions Coordinators; Piney Point Concessions Coordinators - oversee(s) the concession inventory. The Concessions Coordinator(s) also stock(s) special inventory required for tournaments. Concessions are free for referees and visiting coaches in lieu of a hospitality room.

Food Sales Coordinator - Places orders and ensures delivery of outside food to sell in concessions; Determines dates to sell outside food, in conjunction with the Concessions Chair and concessions employees; Research other possible outside food options that could be sold; Orders popcorn or other concessions food as needed (ex: hot chocolate), if not being sourced from Sams; Coordinates with the Concessions Chair and concessions committee for help as needed to pick up any food if not being delivered

Booster Club Treasurer

Collects the net proceeds from concessions and deposits these funds with Accounts Receivable; ensures there is adequate change in the cash boxes at each location for regular concession sales and tournaments; works with the SFE Business Office to obtain financials and reconcile credit card sales and reports.

Special Events Chairs

Manage all aspects of special events, Homecoming, Pack the Park, Winter Wolf Games; Oversee Mums/Garters for Homecoming; Manage and engage the Special Events Coordinators, the Mums/Garter coordinator and committee, Attends Board and General meetings

Mums / Garters Coordinator - work with the vendor to create samples, organize the sales and distribution of mums / garters to US students for Homecoming

Special Events Coordinators - support the Special Events Chair in all aspects planning, organization and execution of special events.

Team Liaisons MS and US - Serves as the liaison between team parents and the Booster Club; Finds team parents for every team (if coach hasn't selected one); Communicates with team parents and inform team parents of their duties; Coordinates with SFE Program Heads as necessary; Attends Board and General meetings; Creates team banners, including hanging / taking down banners each season; Manage and engage team liaison committee

US Team Liaison - Creates buttons/ribbons and fatheads for US Varsity teams each season, including distribution to team parents; Hang and take down senior banners each season (ordered by AD);

MS Team Liaison - create and distribute locker signs to all teams; Coordinate, organize and filter through photographs and provide game pictures to the athletics department for social media postings; Help with MS tournaments, including coordinate hospitality rooms

Awards and Achievements Chair

Coordinate senior recognition gifts and flowers throughout the year; Responsible for decorations for commitment signing events in the fall and spring; **Organize**, plan and execute the US Awards Banquet in the Spring; Manage and engage Awards and Achievements Coordinators (2) and committee; Attends Board and General meetings

Awards and Achievements Coordinators - assist the Awards and Achievements Chair throughout the year with senior recognition, college commitment signings and the US Awards Banquet

TEAM PARENT DUTIES

- o Serve as a liaison between **the** coach and the parents as needed, such as communicating any changes in games/practices
- o Serve as a liaison between the Booster Club and parents.
- o Create Group Me or text chain of parents to facilitate communication. (Coaches should **not** be on the text chain.) **This should be done ASAP.**
 - o **Please include MS Team Liaisons, Amanda Ollison and Barbara Steen, on the group chat.**
- o Reach out to the coach, introduce yourself as team parent, and discuss team meals, any specific requests by the coach related to meals, the timing of delivery of meals, and any volunteer needs during games. (See Team Meals section below.) **This should be done ASAP.**
- o Create a signup genius for volunteers for:
 - o meals for home and away games at or after 5pm
 - o drinks/snacks for tournaments
 - o volunteers needed for games, if needed (chains, line judges, etc.) [See Coaches Needs/Request below]
 - o Include coaches on the SUG distribution
 - o **The sign up genius should be made and distributed to parents ASAP.**
- o **IF** PPC concessions employees are unable to staff a home game, it is the team parent's responsibility to make sure there is one volunteer to sell concessions. If someone backs out, ask for a replacement or please step in to fill the gap.
- o Coordinate with Coaches and Booster Club for home tournaments
- o Assign staffing for concessions for home tournaments
- o The Booster Club will coordinate the End of Season party. Please communicate this info to your coaches and team. Coordinate "End-of-Season" party with the Booster Club and coaches. (See End of Season section below.)
- o Roster distribution (optional)
- o Ensure each team has a photographer and communicate NEW photography guidelines (see MS Team Photographers below).

COACHES NEEDS/REQUESTS

Some teams have specific volunteer needs for games. Also, some coaches have specific requests for snacks or meals that should be incorporated into the SUG and / or its instructions. Team Parents should specifically discuss with Coaches any volunteer needs at games and their requests for team meals.

TEAM SNACKS / MEALS

Responsibilities for team snacks and meals should be shared amongst all the parents of the team. The team parent will create a Signup Genius whereby parents can volunteer to bring snacks and meals to the team. However, it is NOT the team parents' job to provide the food.

- Contact your coach for snack ideas. They usually have ideas of what they want their players to have and if they have any allergies. Snacks should be provided for BOTH home and away games that start at or after at or after 5pm.
- Coaches should be included on the sign up genius
- Snacks/meals should be healthy
 - This is not intended to be a three course meal for the kids
 - Suggestions include fruit, protein bars, gatorade, and healthy protein and carbs, such as deli sandwiches or chicken.
 - Please provide a vegetarian option. (Check with the coach if this is applicable.)
- LABEL the snacks/meal with the grade, team name and the coaches name
 - Ex: 6th/7th Football - coaches name
- Deliver to the PPC Security desk by 2:15pm on game day. Please email the coach to let him/her know the snacks have been delivered.

MS TEAM PHOTOGRAPHERS:

Each MS team needs a team photographer volunteer.

- Please take close-up pictures.
 - We are unable to use far away or blurry photos.
- **Quality over Quantity**, and ACTION shots are most needed. Please do not send more than 10 pictures from one event.
- Take pictures at 2 - 3 games at most. Pictures are not needed from every game.
- As soon as possible, please send your photos to Amanda Ollison at 832-971-0237 or asollison@gmail.com
 - The AD would like to post to social media the same day or next day. Booster Club is not responsible for what photos are posted.

MS LOCKER SPIRIT SIGNS

MS Locker spirit signs will be created and hung by the Booster Club MS Team Liaison and committee.

HJPC TOURNAMENTS

Team parents and The Booster Club should coordinate with coaches for teams headed to HJPC tournaments. Team parents and Booster Club may be asked to coordinate a send-off as players load departing buses. The Booster Club may provide gift bags or other treats may be given to athletes and coaches on the bus, as well as noisemakers for send offs.

CONCESSIONS

Cash will no longer be accepted for concessions for the 2025-2026 school year. Credit cards and Apple Pay are accepted.

Couper Campus has Concessions Managers that run the concessions area every day, Monday - Friday from 3:50 - approximately 6pm, or after games. On busy game nights, parent volunteers may be needed to help relieve the workload, especially during halftime. Team Liaisons will work with team parents to find help on those dates.

Piney Point campus concessions will be run by Concessions managers on game days. Team parents are responsible for coordinating and assigning concessions volunteers for home tournaments if the Concessions Managers are not available to run concessions for tournaments.

Students should NOT be provided the codes to the concessions room, Booster Club closet, or safe.

Should instructions be needed for concessions, see Appendix A Concession Sales Couper Campus and Appendix B - Concession Sales Piney Point Campus for complete instructions.

For any questions concerning concessions **inventory or the Booster Club closets**, please contact: Concessions Chair DaNetra Brantley, dbrantley@stfrancishouston.org, 832-656-1996

END-OF-SEASON CELEBRATION

Team celebrations usually occur on the last practice day of the season. Booster Club will order a dessert for the team celebration. Team parents should coordinate with their coaches if they have additional requests.

We do want to remind you that there should not be a collection for coaches' gifts. The following is from the School handbook. Please know that all Coaches, full and part time, receive monetary gifts from this fund, twice each year.

TEACHER GIFTS AND CELEBRATIONS

Twice a year, at Christmas and at the end of the year, the St. Francis Parents Organization sends out a letter to all school families soliciting funds for employee gifts. The money collected is divided equitably among everyone—faculty, staff, coaches, after-school care staff, and part-time coaches—with adjustments for part-time employees. All gifts remain anonymous. We ask that school families support this effort and refrain from other types of gift giving, including soliciting money for teacher/coaches gifts or birthdays.

REIMBURSEMENTS

The Booster Club does not have a budget to reimburse parents for expenses related to teams. Booster Club will not reimburse for purchases provided by parents for teams, whether food, snacks, or additional food or treats for team celebrations.

PROGRAM DIRECTORS

FALL PROGRAM DIRECTORS

Cheerleading (under Fine Arts): Lorna Jordan, ljordan@stfrancishouston.org and Kristin Revaz, KRevaz@StFrancisHouston.org

Co-Ed Cross Country: Antwan Dickerson, adickerson@stfrancishouston.org

Field Hockey: Yaneash Donaldson, ydonaldson@stfrancishouston.org

Associate Program Head Girls Field Hockey: Selena Brooker sbrooker@stfrancishouston.org

US Football: Jeffrey Garner Sr., jgarner@stfrancishouston.org

MS Football: Jonathan Prejean jprejean@stfrancishouston.org

Boys Volleyball: Jared Ruiz senoruizz@gmail.com

Girls Volleyball: Kylah Dias, KDias@StFrancisHouston.org

WINTER PROGRAM DIRECTORS

Boys Basketball: Harold Baber, hbaber@stfrancishouston.org

MS Boys Basketball In-Season Program Head: Chris Harris charris@stfrancishouston.org

Girls Basketball: Anjalia Lyons, anlyons3@gmail.com

MS Girls Basketball In-Season Program Head: Jonathan Prejean jprejean@stfrancishouston.org

Boys Soccer: Joseph Serralta, jserralta@stfrancishouston.org

Girls Soccer: Yaneash Donaldson, ydonaldson@stfrancishouston.org

Swimming (coed): James Godley, jgodley@stfrancishouston.org

Wrestling: Pedro Lopez, PLopez@StFrancisHouston.org

SPRING PROGRAM DIRECTORS

Baseball: Ray Ramirez, rramirez@stfrancishouston.org

Golf (coed): Matthew Williams, MWilliams@StFrancisHouston.org

Boys Lacrosse: Christopher Jachmich christopher.jachmich@gmail.com

Girls Lacrosse: Myleka Booze, MBooze@StFrancisHouston.org

Softball: Alyssa Ramirez, aramirez@stfrancishouston.org

Tennis: James Alleyn, jalleyn@stfrancishouston.org

Track & Field: Antwan Dickerson, adickerson@stfrancishouston.org

ST. FRANCIS VOLUNTEER POLICIES & PROCEDURES

SECURITY:

Please wear your volunteer badge or name tag at all times. Our students' safety is our utmost priority so all on-campus visitors must be identified. Please be aware of others on campus and if

you see someone without a badge or name tag, please direct them to the front desk and/or alert a staff member.

LOGO & GRAPHIC STANDARDS:

St. Francis School has a planned and unified style-guide identification program to reinforce immediate and positive recognition by its faculty, staff, students, parents, alumni, volunteers and the general public. The guide specifies the visual standards for St. Francis School and demonstrates their application to a wide range of materials that are used throughout the School. One of the most important aspects of this program is the continuity and consistency it provides for the development of the School's visual mark. The continued success of this communications program relies upon the understanding, cooperation and active support of all those responsible for its implementation.

LOGOS:

- The St. Francis Episcopal School logo and Wolf mascot logo should always be provided to vendors as artwork files and not recreated. Promotional pieces that include the official school logo or Wolf mascot must be reviewed and approved by the Communications and Marketing Department to ensure they are aligned with the school's brand guides. Electronic copies of the school logos are available via the Development Office.

COLOR PALATE:

The School's colors are Blue and Red and Grey. These are the specifics of the blue and red colors. These are the specifics of the blue, red and grey colors.

Blue - 1b2a53, Pantone 281, (27R, 42G, 83B, 100C, 93M, 36Y, 32K)

Red - f32735, Pantone 1788, (243R, 39G, 53B, 3C, 93M, 77Y, 0K)

Grey - Pantone Cool Grey 7, 9c9b9b

TYPOGRAPHY:

The font (typeface) primarily used in St. Francis materials is Barlow, which is available from Google fonts. A version of this font should be used when creating a project title, report cover, masthead, banner, signs, etc. Barlow is also the typeface used on school letterhead and envelopes.

POLICY AND PROCESS:

- The use of St. Francis School name and logos are exclusively for school-related activities. All other organizations are strictly prohibited from using the Wolf and/or the School name on clothing or other printed materials without prior approval from the appropriate person. Suppliers and manufacturers of St. Francis products must comply with their respective licensing agreements with the School.
- Use of any school logo by a division or department of the School, or by a student or other

campus group, or as part of a course generally does not require permission in advance as long as the school trademark or name is not altered or modified. However, all groups associated with St. Francis School, planning to print school-related items, should have prospective printed pieces, athletic uniforms or school-related clothing/gifts approved for style consistency by Volunteer & Parent Group Manager, Lauren Sutherland (LSutherland@stfrancishouston.org), prior to printing or production.

APPENDIX A - CONCESSION SALES - COUPER CAMPUS

**Concessions are cashless! Credit cards and Apple Pay will be accepted.

All sports will sell from the concessions area in the Crum gym. Please plan to arrive 30 minutes prior to the game to get set up.

- ***A PARENT should open and close the Concessions area!***
- ***US Students are only allowed to sell concessions.*** US students should not be provided any codes to the rooms or lockboxes.
- **A PARENT MUST REMAIN PRESENT** during the concession sales by the student volunteers. Only parents and Upper School student volunteers are allowed in the Concessions area.

Code to Concessions Room: 55698 (lift handle up)

Code to Padlock in Concessions Room: 1996

Pricing: \$2 for everything; ring pops and push pops are \$1.

General Procedures:

1. For Friday night football games or large events ONLY, load 2 additional coolers before the game, load the large, white cooler (under the table) with gatorade and sodas and ice.
 - The ice machine is down the hall across from the gym doors. Ask a coach or sexton to unlock the door if it's locked.
2. If there is a game in the gym, open the metal window by pressing the up arrow one time.
3. Put the chip (1) and candy displays (2) out on the table (see example picture on fridge).
 - a. Put example drinks on display.
4. For large events, open BOTH the internal and external window, put 2 candy and 1 chip display on BOTH tables (each window should have 3 total displays) and a Clover device at each table.
 - a. Put example drinks on display.
5. Review the Clover handheld device instructions.
6. After each game/event empty coolers back into refrigerators and dump ice out of coolers.
 - Wipe coolers down and store with lids open.
7. Put the chip and candy displays back on the black cart and roll into the locked concessions area.
8. Wipe down tables
9. Restock water and drinks in the refrigerators; restock chip and candy displays if needed. **MAKE SURE BOTH FRIDGES ARE COMPLETELY FULL!**
10. **Put the Clover handheld device back on the charging dock.**
11. **Turn off lights, close all windows and make sure that the concession door is closed and locked.**

Questions regarding the room or inventory: contact Couper Campus Concessions Chair DaNetra Brantley at 832-656-1996

APPENDIX B - CONCESSION SALES - PINEY POINT

**Concessions are cashless! Credit cards and Apple Pay will be accepted.

On Piney Point Campus, ONLY ADULTS can sell concessions! NO CHILDREN ALLOWED WITHOUT A PARENT PRESENT! Please plan to arrive 30 minutes prior to the game to get set up.

- Inside Sports - Sell concessions from the cart inside the gym.
- Outside Sports - Use the collapsable outdoor wagon found in the concessions room. Load a cooler into the wagon along with a container of snacks. There is a soft-sided cooler that can be used for concessions that may melt and ice packs in the freezer.

Concessions Padlock: 0708

Door Code: 1245#

Pricing: \$2 for everything; ring pops and push pops \$1.

General Procedures:

1. Before the game, load cooler(s) with gatorade, water and ice
 - a. Get ice from the Equipment Room - it is next to the Concessions Closet.
 - b. Outside games will probably need 2 coolers.
 - c. Outside games can use the SOFT COOLER for chocolate candy. Line it with ice packs from the Concession Room freezer.
2. Fill the chip and candy displays and set out on the cart.
3. Review the Clover handheld device instructions.
4. After each game/event empty coolers back into refrigerators and dump ice out of coolers.
 - Wipe coolers down and store with lids open.
 - Return any freezer packs to freezer
5. Place all food back into the concessions area.
6. Restock drinks in the fridge and snacks so it's ready for the next shift. Please make sure the fridge is completely full with drinks and water.
7. **Put the Clover handheld device back on the charging dock.**
8. **Turn off lights and make sure that the concession door is closed and locked.**

Questions regarding the room or inventory: contact DaNetra Brantley at 832-656-1996 .THANK YOU FOR YOUR HELP!

APPENDIX C - CLOVER HANDHELD INSTRUCTIONS

1. Turn on the handheld device by pressing the button on the right side of the device.
2. Enter the passcode to unlock the device: 1245. This is the passcode for all devices on both campuses.
 - a. The small circle at the bottom of the device will take you to the Home screen.
3. Next, you should see a home screen with various icons. Press the icon “Register” at the bottom left of the screen.
4. Depending on the concessions sale, select the \$2 button as many times as necessary.
 - a. Select the \$1 button as many times as necessary depending on the sale. (Ring pops, push pops and baby bottle candy are 2 for \$1.)
 - b. You will see the items are added to the cart at the bottom left of the screen
5. Press the “Review Order” button to proceed to checkout.
6. Click the Pay button.
7. Select “Charge on Card” to proceed with credit card sale. Follow prompts on screen to take payment.
 - a. People can pay with Apple Pay, by Tap or insert their credit card.
 - b. Payment can NOT be made via Venmo. Please ignore the QR code on the screen; it is not linked to anything.
8. If needed, you can click the back arrow at the top left of the screen to go back and add more to the cart.
9. If you need to delete the transaction and start again, you can press the three vertical buttons in the top right corner and then select “Delete Order.”
10. After the game, please return the device to the charging cradle in the locked concessions room and make sure it is plugged in to charge.