

**Prior Lake High School
Laker Athletic Booster Club
New Rep Training**



2.12.18

Introductions

- Char Chmielewski – Sport Rep Coordinator
 - Charlene.Chmielewski@optum.com or 612-710-5980
- New Rep Attendees

Laker Athletic Booster Club

Overview

Laker Athletic Booster Club

PURPOSE: LABC is a 501(c)(3) non-profit organization that:

1. Promote, support and represent all of the high school athletic programs of District #719.
2. Promotes inter-sport communications

WHO We Are: Been in existence for 20 plus years

HOW We Operate:

- Executive Board, Committee Chairs and 27 Sports Reps
- Activities Director serves as advisor to make best supportive decisions possible for student athletes

EXPECTATIONS:

- Individual sports booster club/committee is in place for each sport
- Cooperate and associate with all other sports committees, under the umbrella of the Laker Athletic Booster Club, all ISD 719 high school
- Individual sports groups required to adhere to Constitution of the Laker Athletic/Activity Booster Club.
- Provide funding for program contributions/sponsorships to enhance and support quality Laker Athletics.
- All sports teams must be in compliance with the LABC constitution in order to be recognized by the LABC and eligible for all LABC rights and benefits.

LABC Advisor:
Activities Director: Russ Reetz

Assistant Activities Director: Beth Fuller
Office Assistants: Jane Jolitz and Nancy Theis

Laker Athletic Booster Club Structure

Executive Committee (Elected Positions)

President - Tim O'Brien

- ✓ Preside over all LABC meetings
- ✓ General Management/oversight of LABC Executive Committee, Committee Chairs and Sports Reps
- ✓ Serve as Chair of Board of Directors
- ✓ Recruit Committee Chairs and Sports Reps as needed

Vice President - Jody Bianchi

- ✓ Perform President duties in absence of President
- ✓ Perform other duties as required by LABC

Secretary - Michelle Keiper

- ✓ Keep all official records of the board and communicate to Executive Committee, Committees and Sports Reps
- ✓ Responsible for all official LABC correspondence
- ✓ Update Booster Club Operating Manual
- ✓ Perform other duties as required by LABC

Treasurer – Christine Kropp

- ✓ Keep official financial records of overall budget, 20 sports teams, etc.
- ✓ Oversight of Annual audit
- ✓ File necessary tax and financial returns
- ✓ Work collaboratively with Sports Reps and Committee Chairs regarding record keeping
- ✓ Perform other duties as required by LABC.

Laker Athletic Booster Club Structure

Committee Chair Responsibilities (Appointed Positions)

Fundraising Coordinator **OPEN**

- Serve as lead on all LABC fundraising opportunities
- Provide oversight to:
 - ✓ Scoreboard Sponsorship Chair – **OPEN/Jodi**
 - ✓ Team Poster Sponsor – **Jodi**
 - ✓ Home Program Sponsor Chair –
 - ✓ Music Fest Chair – **Bryan Hough**
 - ✓ Membership Coordinator – **Brad Smith**
 - ✓ MYAS Chair – **Terry and Deb Schaff**
 - ✓ Research opportunities and obtain approval to conduct the event or activity
- Work with Treasurer to Record/track all revenue

Communications and Publicity Coordinator

- Oversight of LABC website
- Provide newsworthy information to local papers, district website, etc.
- Oversight of materials – program
- Identify and implement other communication/PR opportunities

- ✓ **Identify Co – Chair and/or additional Committee Members**
- ✓ **Oversight of all Identified Tasks**
- ✓ **Attend Monthly LABC Booster Club Meetings**

Sports Reps Coordinator **Char Chmielewski**

- Primary point of contact for all Sports Reps
- Coordinate New Sports Rep training
- Update Sports Reps Operating Manual
- Work with individual sports reps as needed.

Lakers Athletic Booster Club Structure

- Football
- Girls and Boys Cross Country Running
- Girls Soccer
- Boys Soccer
- Girls Swim & Dive
- Boys Swim & Dive
 - Girls Tennis
 - Boys Tennis
- Girls Volleyball
- Girls Basketball
- Boys Basketball
 - Girls Hockey
 - Boys Hockey

- Girls Lacrosse
- Boys Lacrosse
- Girls Track & Field
- Boys Track & Field
- Girls Softball
- Boys Baseball
 - Girls Golf
 - Boys Golf
- Synchronized Swimming
- Cheerleading
- Nordic Skiing
 - Wrestling
 - Danceline
- Gymnastics

Sports Reps (Appointed Positions)

- Be a voting Member of LABC, representing the sport at all LABC meetings
- Serve as a liaison between the Sport, LABC and the coaches
- Assume financial responsibility for the Sport
- Notify the President and Sports Rep Coordinator when transition and new rep comes on board or you will not be attending a meeting
- Work with LABC Treasurer on all financial matters of your sport as needed
- Oversee the Individual Sport booster club and all activities

LABC Meetings

- Frequency: 3rd Monday of Each Month (no meeting in July or December)
- Time: 7pm
- Place: Prior Lake High School- Lecture Hall Room (2nd level)

Meeting Structure

- President/Secretary prepares agenda and leads meeting
- Sports reps can request items via secretary to be placed on agenda for discussion
- Each rep announces their name, sport they are representing and provides updates – in season accomplishments, out of season fundraising, etc.
- Reps vote and can approve motions made by the group re: LABC initiatives

Meeting Expectations

- LABC reps are expected to attend all Monthly meetings. If representative is unable to attend, a back up designee is requested to be sent on your behalf
- Let President know ahead of time if a back up will be attending
- Back up Reps should be prepped on meeting expectations prior to attending
- Reps will vote on motions and decisions presented by group (eg. *“Char Chmielewski, Girls Golf- motions to...”*)
- Provide feedback/input to the group for discussion
- Review monthly meeting minutes (advise of corrections or approve)

Sports Reps Responsibilities

- Term commitment is for the **school year** – No meetings in July or December. Recommend to serve for two years
- Attend New Rep Training
- Expected to represent sport for the entire year, not just when sport is in season
- Find replacement when term is completed- Notify LABC president and Sports Rep Coordinator
- Be a voting member of LABC
- Act as a liaison between LABC and Coach; LABC and Parents
- Be available to help team captains and coaches plan and organize, as needed (team bonding, banquets, etc)
- Promote parent membership in LABC
- Coordinate team fundraising opportunities
- Monitor your Sport's account – coordinate with Sport treasurer & LABC treasurer (if you have an account under LABC)
- Budget
- Individual Sport Structure – size of sport may determine need

Communications

LABC

- Share information and highlights of sports season during monthly meetings
- Share fundraising updates
- Share ideas for LABC website

Team Sport

- Provide LABC updates to team parents
- Communicate with coach
- Send Pics, updates on sport to Communications Rep for Website

Fundraising

LABC

- Scoreboard Sponsorship
- Music Fest
- LABC Memberships
- Poster Sponsors

Team Sport

- MYAS Basketball Tourney
- Raffles
- VFW Pancake Breakfast
- Freddy's
- Burger Bust – Pointe
- Car Wash
- Sell Cookie Dough, Pizza's, Wreaths
- Culver's
- Eileen's Cookies

Fundraising

- Sports Rep helps to coordinate team fundraising activities
- ALL fundraisers require prior approval from the LABC and ISD719 (Athletic Director)
 - *Form Required:* Fundraising Request Form
 - All Revenues to be provided to LABC Treasurer with total gross dollars to be deposited.
 - Submit any receipts that need to be paid to treasurer
- Share fundraising info during LABC meetings on whether or not event was profitable (pros and cons)
- Athletes should have knowledge of and the reason for and benefit from fundraising

Fundraising Cont'd

Items to consider prior to planning:

- What is the real need for raising money based on your sports program?
- Check for corresponding dates/conflicts to avoid competition
- Timing, Number of people needed to successfully work event
- How much do you need to raise?
- Will you need to have multiple fundraisers?
- Conflicts of interest

Team Posters

LifeTouch

- Contact: Tammy Selvog - tselvog@lifetouch.com or 763-416-8641
- Sports Rep Role
- Sponsorships (3 @ \$250 ea)
- The posters are sold for \$20 each and our cost is \$9.00 (your team keeps the difference)
- Process and Coordination
- Sales
- Must do



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Poster Instructions

Poster Instructions

1. Your pre correspondence for your picture day/posters will be with Tammy Selvog - tselvog@lifetouch.com - 763-416-8641.
2. Please provide your text/theme for your posters by your picture date. A design will be created based on this information.
3. Please email your sponsor ad files to Julie Dinsmore – judinsmore@lifetouch.com - 763-416-8644 – A full resolution file is needed, minimum of 2megs to ensure quality when printing.
4. Once the poster image has been created a proof will be sent to the coach & LABC Rep , via email, for approval. This email will include final quantity needed for all groups.
5. Once approved a quantity received the turnaround time will be two weeks.
6. The posters will be delivered to the activities office.
7. Any questions on the status of your proof or delivery please contact Julie Dinsmore @763-416-8644 – judinsmore@lifetouch.com Monday – Friday 8:00am -4:00pm.

LABC Memberships

Rep Contact: Brad Smith

Expectations

- Cost
- Benefits

Our online registration for Booster membership is up and running...

<https://priorlakehighschoolathletics.sportngin.com/register/form/765323934>

Finance/Accounting

Treasurer: Christine Kropp

- Individual Sports Funds
- Financial Reporting/LABC Budget
- Sports Budgets/Review Sample
- Reimbursements
- LABC Sports Funding Requests Process

Forms

- Deposit Form
- Reimbursement Form
- Fundraising Request Form
- Poster Sponsorship Form
- LABC Membership Form
- Tax Exempt Form – when buying items (no tax)

<http://www.plhsactivities.org/page/show/621158-sports-reps->



Questions