

# Durango Demon Booster Club Representative

## Welcome Packet

Thank you for volunteering to be the team rep for your sport! We hope this role will be fun and a great way to support your athlete and the team! This guide will give you the information that you'll need to be successful.

For more information, reports, and bylaws, please visit:  
[www.durangoathletics.com/dhs-booster-clubs](http://www.durangoathletics.com/dhs-booster-clubs)

### **What Is the Durango Demon Booster Club?**

The Durango Demon Booster Club is a nonprofit whose mission is to promote, encourage, and provide additional funding to the Colorado High School Athletic Association (CHSAA) sponsored high school athletic programs in the Durango School District 9-R.

### **Team Reps: Getting Started**

- Review Welcome Packet
- Familiarize yourself with the Booster Club Bylaws [www.durangoathletics.com/dhs-booster-clubs](http://www.durangoathletics.com/dhs-booster-clubs)
- Reach out to your coach and team manager to schedule an organizational meeting by September 1, even if you are a Winter/Spring sport (see guidelines below)
- Communicate with your families (see guidelines below)
- Review the prior few years' allocation for your team and what it was spent on. If you have questions, please contact the Booster Club Treasurer.

## **Role & Responsibilities of a Team Rep**

Your role is critical to the structure of the Booster Club. You are a liaison between your team (coach, parents, and players) and the Booster Club. To ensure your team gets its full allocation of funds, these are your responsibilities:

### **Participate in Monthly Meetings:**

Meetings are the first Monday of each month, August - May in the DHS Library. Summer meeting may be scheduled on an as needed basis. Please designate a sub if you are unable to attend.

### **Help with Fundraising:**

Work with your coach, parents, and players to ensure that your team is actively contributing to the Booster Club's fundraising activities.

### **Engage your team:**

- Ensure that your team knows what Booster Club is doing for your program.
- Recruit help for fundraising activities. Team parents will be expected to run the concession stand each year. Numbers are determined in August each year. *(See PAID policy insert link)*
- Please extend the Booster Club's appreciation to all team volunteers.

## **Booster Club Goals: Support, Spirit, Service & Excellence**

### **Support:**

- ★ Increase net income by a minimum of 20% from the previous year
- ★ Free our coaches to do the important work of coaching and teaching, not fundraising.
- ★ Increase efficiency of fundraising efforts.
- ★ Ensure all our teams have what they need to compete at the highest levels.

### **Spirit:**

- ★ Engage parents and community to be proud of our athletes and athletic program.
- ★ Promote good sportsmanship and school pride.
- ★ Engage the community to support Durango's athletic program.
- ★ Formalize a spirit arm of the club, ensure each team is recognized during their season, and increase spirit projects during homecoming.

### **Service:**

- ★ Provide infrastructure, support, and encouragement for our athletes to give back to the community that supports them.
- ★ Plan and get support of a spring service project (maybe partner with Student Council).

### **Operational Excellence:**

- ★ Continually drive for operational excellence.
- ★ Increase Team Representative engagement in fundraising and spirit activities.
- ★ Identify areas where additional resources are necessary and set up appropriate committees, when needed.
- ★ Build a strong relationship with the Athletic Department and other spirit clubs (Student Council)

## Build a relationship with your Coach & Team Manager

As the school year starts, have a meeting with your coach and team manager to establish a working relationship and be sure that you understand how you will work together. Create agreement with your coach and team manager, if applicable, on how to communicate with athletes and parents.

Here are some things that you will want to cover at the Coach meeting:

- ★ Remind the coach to save some time for you at the parents meeting. Go through what you'll be presenting so that the coach isn't caught off guard (see parent Communication handout).
- ★ Collect email addresses – very important! (FYI, your coach cannot, legally, give you contact information of the players & families) or have the coach communicate on your behalf.
- ★ Review the plan for Booster Club's fundraisers. Be sure the coach and athletes understand expectations.
- ★ Review the last few years booster club \$\$ with coach and share that year's allocation.
- ★ Review the Booster Club fund request form and remind the coach that all requests must be submitted no later than the **May meeting**.
  - Discuss the guidelines that Booster Club has adopted for making requests.
  - The form must be signed by the athletic director before it's presented to Booster Club.
- ★ If the sport is planning to do a sport specific fundraiser, be sure the efforts don't conflict with the Booster Club fundraiser. **All individual team fundraisers must be approved by the athletic director.**
- ★ Create a sign-up list for parents. Volunteer opportunities include:
  - team dinners
  - banquet planning
  - senior recognition planning
  - concession stand volunteers

# Parent Communication Guide

At the start of each season, the coach will set up a team meeting for families. Ask the coach to introduce you during this meeting.

You should cover these things with your team families:

- ★ GET FAMILY CONTACT INFORMATION. This is probably the most important thing that you can do at the meeting
- ★ Discuss what the Booster Club does and how it benefited your sport last year.
- ★ THANK everyone who helped last year!
- ★ If appropriate, go through the Booster fundraiser: how it will work, the schedule and timeline.
- ★ Recruit Volunteers:
  - Concession Stand Volunteers: Each team will provide a crew of volunteers to run concessions.
  - Spirit Coordinator: Team spirit coordinator might host a party to make locker signs for the athletes, coordinate team dinners, organize the banquet, etc. They will be added to the spirit coordinator distribution so that they know what other teams are doing.
  - Booster Leadership: Recruit anyone interested in taking on a larger role within the Booster Club.
- ★ Allow parents time to ask questions.

## Frequently Asked Questions

### ***Q: How do I get email contact and communicate to families?***

**A:** It is hard to get contact emails from parents. Some strategies include passing around a sheet at the team meeting, ask the coach to send a group email (everyone on a BCC list) or ask parents to contact you with their email, use a private on-line group and communicate that way.

### ***Q: How does the booster club determine how to allocate funds to each sport?***

**A:** Funds are distributed based on a formula that allocates an amount to each team based on the number of athletes from the prior year. Please refer to the PAID document for more information.

### ***Q: What's the difference between Booster Club fundraiser and our own?***

**A:** Money from your sport specific fundraiser goes to your sport. The fundraiser is 100% your team's responsibility and your team receives 100% of the proceeds.

Money donated to or raised by the Booster Club is allocated to all CHSSA athletic programs.

### ***Q: Are donations to the Booster Club Tax Deductible?***

**A:** Yes. You can find the IRS determination letter at [www.durangoathletics.com/dhs-booster-clubs](http://www.durangoathletics.com/dhs-booster-clubs).

### ***Q: Once money is allocated to the teams, how does it get spent?***

**A:** The coach will review the team needs with the Athletic Director and when they both agree that the request meets the booster club criteria and that it is in the best interest of the athletes, a form is presented by the Coach to the Booster Club. Requests are presented at the monthly meeting and the team representatives vote to approve or decline the expense.

From there, a check is written from the Booster Club to the school. The money is deposited in the team's fundraising account (the "74" account) and the coach utilizes the school requisition processes to spend that money.

### ***Q: What are the consequences if I or my team doesn't fulfill its responsibilities?***

**A:** Please refer to the PAID document to determine since it is subject to change year over year.

### ***Q: What if I want to be more involved or more parents want to get involved?***

**A:** We always welcome more help and to accomplish our goals we will need more shoulders carrying more load. Here are some of the things Booster Club might need any given year. Please feel free to jump in however you see fit!

- ★ Booster Club Store Coordinator
- ★ Webmaster
- ★ Youth sports outreach
- ★ Community service project coordinator
- ★ Concession stand team
- ★ Executive Team (President, Vice President, Secretary, Treasurer, Concession Coordinator)

**Q: What does the school pay for? What does the sport fundraiser pay for? What does booster pay for?**

A: While the school contribution varies based on administration and school board, the breakdown generally looks something like this:

School district budgets for:

- ★ Coaching salaries
- ★ Liability insurance
- ★ League/tournament fees
- ★ District transportation (yellow bus/minibus/suburban) to league games and 1-2 front range trips including
- ★ Hotels
- ★ Playoff travel
- ★ Substitute teachers, as needed, for coaches to travel
- ★ 4-year varsity uniform rotation
- ★ Approved capital expenditures (i.e., scoreboards, etc.)

Fundraised money and/or booster money generally pays for things like:

- ★ Practice Gear
- ★ Additional/Upgraded Uniforms and Personalized Gear (bags, travel gear, JV/C team uniforms)
- ★ Team meals or meals on trips
- ★ Coach clinics, choreography, etc.
- ★ Additional supplies (i.e., practice balls, cones, ladders, etc.)
- ★ Upgraded transportation (i.e., charter busses; district pays cost of yellow bus)
- ★ Transportation to additional games/scrimmages/etc. that are above and beyond normal league play.
- ★ Team party
- ★ End of season banquet