

Little Chute Booster Club

Parent Representative Responsibilities

Year Round:

- Attend monthly booster club meetings (1st Wednesday of the month) – important to participate in all meetings both in and out of season to have all teams and perspectives represented
- Distribute communications to parents for your sport as appropriate (typically forwarded from Booster Club president, Activities Director or other parent representatives)
- Serve on a committee (fundraising, scholarships, sponsorships or events)
- Coordinate ticket taking and/or concessions (if your sport participates) and create signups

Prior to co-curricular meeting (August):

- Reach out to coach and introduce yourself, confirm how you will work together, communicate, and what each of you will cover
- Create schedule for team meals or game day snacks (as appropriate for sport) for parents to signup at or directly after meeting (google doc works really well)
- In spring, communicate with coach to ensure summer league registrations are completed, as applicable and meet with current 8th graders (LCMS and St. Johns) for interest in fall sports

At Co-curricular meeting (August):

- Introduce yourself and your role, role of Booster Club
- Collect parent email addresses
- Team dinner sign-up sheets / Sign up for combined dinner with parents
- Coordinate volunteers for any fundraisers the team participates in (ie. Packer ticket taking, CC Marathon)
- Make parents aware you will coordinate parent block of hotel rooms for any overnight away travel for meets/games
- Organize calendar raffle August/September. Keep track/collect from families who chose the buyout or sold calendars. If players are in multiple sports, they would sell for the first sport of the year. Cross check with those parent reps

During Season:

- Organize or communicate hotel rooms for any overnight meets
- Send out email with information for each meet/game
- Reminder on locations of team meals
- Ensure senior parents are planning date for senior party and they have senior posters/picture boards
- Communicate to parents when parent night will take place and instructions for parents
- Distribute player buttons to parents

State Meet:

- See “State Qualifiers” within by-laws ([Mustang Booster Club Constitution and ByLaws 2023.docx - Google Docs](#))

End of Season:

- Coordinate thank you acknowledgements for coaches, as appropriate
- Recruit and train replacement for parent representative if your child is graduating and you are leaving the Booster Club