

I'm a Booster Rep....now what?

Prospect Knights Athletic Booster Club By-Laws, Article VI Section 8.....

Sports Representatives – The responsibilities of the Sports Representative(s) shall include:

- 1. Attending and representing their sport at Booster Club meetings,*
- 2. Acting as the communication link between the Booster Club and the individual sport,*
- 3. Assisting with the recruitment of volunteers for hospitality and/or other events,*
- 4. Guiding the team coaches in the process to request funds for their sport.*
- 5. Participate as a committee member on one of the standing committees established by the Executive Board.*

Explanation of Sports Representative Responsibilities:

1. Booster Meetings are generally held every other month on the second Monday of the month in the PHS community room. Normally a reminder email is sent a day or so prior to each meeting. Meeting schedules will also be posted on this website. As Booster Rep, you should try to attend these meetings and will have an opportunity to give an update on your team (wins/losses, conference, regional, sectional, state info, etc...)

2. Communication with your team is key as a Booster Rep. You represent our organization to all of these families. Firstly, you should attend the team's parent meeting and ask the coach for a few minutes to promote Boosters and encourage membership participation. This is a great opportunity to reach out to other parents who are not familiar with our club. Hand out Booster Registration forms to those parents who have not joined and ask them to consider joining Boosters. Secondly, ask the team coach for a parent email list so that you can follow up on membership with emails. With this email list, you can also communicate Booster fundraisers and other Booster events through-out the year to team families. Encourage your coach and team to participate in all fundraisers! And remind parents that all are welcome to attend our meetings.

3. You will be asked to help recruit parents and students from your sport for various fundraising events that support our club. We need volunteers throughout the year, so we will still ask that you actively recruit parents from your sport even if it is not in season. Team involvement is a requirement to receive Booster grant money for your team. There are plenty of opportunities so don't worry about not having a chance to volunteer. Please work with parents from all team levels to ensure participation from all teams within your sport.

4. You will need to know what the process is for your coach to request funds for their sport. This is easy! Just download the Fund Request Form and Process, print it out, read it, then guide your coach! Please ask a member of the Exec. Board if you have any questions about your role as a Booster Rep.

5. Each Rep will be a member of one of the Standing Committees - established by the Executive Board. If you have a preference - please let an executive member of the board know and they will add you to that committee. Otherwise you will be assigned to a committee that least interferes with your sport.