



Gold Hill Middle School Booster Club

President: Kristin Flowers (krwflowers@yahoo.com)

Secretary: Karelyn Paddock (karelynpaddock@hotmail.com)

Treasurer: Jennifer Carpenter (jennifershadoan@aol.com)

Membership: Kelly Demski (kellydemski@gmail.com)

Media: Andi Jones (ajones9725@gmail.com)

Concessions: Kelly Demski (kellydemski@gmail.com)

Concessions: Jessica Ambrose (jessicaambrosellc@gmail.com)

eVic & Sponsorships : Debbie Corey (debbiescorey@yahoo.com)

2020-2021 GHMS ATHLETIC BOOSTER CLUB BOARD POSITIONS

PRESIDENT

- Two terms maximum
- Principle executive officer of the organization (subject to Athletic Director (AD) and Administration approvals) including direction of the organization
- Preside over and attend all Athletic Booster Board meetings
- Serve as the primary contact for the Principal and School Administration
- Supervise all of the activities of the organization
- Signatory on all documents (i.e. contracts, letters, etc.) relating to the organization
- Coordinate with the Board to develop fundraising activities for the year and subsequently coordinate with Administration and AD to develop/approve fundraising calendar
- Work with AD to determine needs of coaches, equipment, uniforms, etc.

- Establishment of committees in order to lessen the burden on each officer
- Serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served
- Develop an agenda for all Board meetings and provide to the Secretary for distribution to membership
- Represent at meetings outside the organization for fundraising or events
- Work with Secretary/Fundraising for creation and distribution of first day of school packet with welcome letter, membership form, HT VIC forms and sponsorship opportunities
- Amend Bylaws each year after all board positions are set
- Perform such other duties as prescribed in the Bylaws or assigned by the organization

TREASURER

- Two terms maximum
- Have charge of and be responsible for all funds of the organization (accounting or banking background helpful)
- Receive and give receipts for monies due and payable to the organization from all sources
- Deposit funds in bank as needed
- Signatory on checks
- Responsible for complying with Federal and State laws regarding financial record keeping and filing tax returns
- Make disbursements as authorized by the Board in accordance with the approved budget
- Keep an accurate record of receipts and expenditures and present a financial statement at every Board meeting and at other times when requested
- Perform such other duties as prescribed in the Bylaws or assigned by the organization

SECRETARY

- Two terms maximum
- Maintain minutes of all meetings
- Collect mail frequently including a couple times a week during membership drive and daily during special events (Bulldog Bash, Dodgeball, Kickball, etc.)
- Data entry of forms onto spreadsheet for memberships, special events, etc.
- Send agendas, minutes and other pertinent information out to membership throughout the year
- Maintain club's records
- Responsible for media and advertising updates to include Happenings @ the Hill, GHMS Athletics website and social media (Facebook, Instagram)
- Perform such other duties as prescribed in the Bylaws or assigned by the organization

CONCESSIONS

- Oversee all aspects of concessions for each season
- Partner with Treasurer to be aware of budget and deposit process
- Maintain control over keys and money box for each event
- Keep concessions stocked, making purchases at warehouse clubs when needed
- Set pricing for concessions and make pricing sheets for each concession stand
- Ensure concessions are always in working order and organized including frequent visits to facilities
- Work with team parents to ensure there are volunteers to open/run concessions and to express product needs of concessions from each sport (i.e. soft drinks from football families)
- Open concessions when volunteers are not available
- Kickball & Dodgeball Tournaments – provide lunch to Related Arts, Administration, Office Faculty and School Resource Office to express our appreciation for help with our fundraising days – coordinate box lunch orders ahead of event

VOLUNTEER/MEMBERSHIP

- Partner with all sports coaches to ensure a team parent is assigned
- Meet with team parents and go over needs of Booster Club
- Partner with Concessions officer to determine volunteer needs (concessions volunteers, concessions products from each sport)
- Prepare and distribute new membership forms at the beginning of school and each sports season
- Coordinate/set-up membership table at school events (Open House, sports events, school events, etc.)
- Create and maintain member directory (for internal use)
- Build and lead committee(s) for annual events
- Determine volunteer needs for annual fundraiser, if applicable

FUNDRAISING COORDINATOR

- Build and lead a committee for annual fundraiser
- Contact local businesses for sponsorships/contributions
- Work with Volunteer Coordinator to ensure volunteers are available for Fundraising Committee
- Create and maintain partnership with Harris Teeter for the HT VIC Signup
- Data entry of Parents' HT VIC numbers at beginning of school year and as needed
- Work with PTA to ensure sharing of HT VIC information for maximum contribution efforts
- Create and distribute thank you donation letters

All positions will start the transfer process in May and will work periodically over the summer to transition positions, create membership packets ready to distribute the first day of school and if applicable, coordinate fundraising activities for the year.

Gold Hill Middle School Athletic Booster Club 101

· Mission: **Support, Promote and Recognize Gold Hill Middle School Athletes**

· **Supports all sports** offered at GHMS:

- Fall – Cheerleading, Football & Volleyball
- Winter – Basketball, Cheerlead
- Spring – Baseball, Soccer & Track

Responsible for coordinating events such as Bulldog Bash (fall/spring), Annual Sports Recognition Event, partnering with the Related Arts teachers for Kickball (fall) and Dodgeball (spring) Tournaments as well as opening concession stands at all normally scheduled home games

· Benefits of volunteering for the GHMS Athletic Booster Club:

- Spending more time with your children and their friends
- Getting to know the people of your community
- Getting to know the school coaches and administration
- Making your children's school athletic experience better

Booster club meetings are held monthly on the 3rd Tuesday at 5:30pm to accommodate working families. Please check our website for specific logistics.

No membership fee to join – solely funded by fundraisers and concession/merchandise sales

\$100 athletic fee per sport is a district fee that pays for our transportation to/from games, liability insurance and coach stipends; none of those funds go to booster club

Middle school sports are now covered again by the bond referendum that passed in May 2015; however, **booster club will continue to provide for items needed by our sports programs** (uniforms, equipment, small facility needs).

Donations are always welcome and tax deductible! Many employers such as Wells Fargo & Bank of America match your donation. Please contact our treasurer if you need our Federal Identification number or assistance with matching requests.

Link your Harris Teeter VIC card **today at www.harristeeter.com using code #1019 for GHMS Athletic Booster Club** (you can have up to five schools/organizations per VIC card).

Keep up with GHMS Athletic Booster Club by:

- Visiting our GHMS Athletics website located at <http://www.fortmillathletics.com>
- Read updates in the weekly **The Bark**
- Like us on **Facebook** and **Instagram** to see pictures from sports events and important updates (Gold Hill Middle School Athletic Booster Club)

Encourage your students to show their bulldog pride and attend home events! Parents, we need your help in volunteering, either at events or bringing fresh ideas to meetings. It only takes one hour to make a difference!