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## President

To oversee all operations of the Hurricanes Booster. The President shall preside at all Executive Board, General Membership and Special Meetings.

The President shall be chief contact with the Marian Central Catholic High School Athletic Department and Administration. Communication is extremely important with this position. The President must answer all emails with in a 24-hour period, even if you do not have the answer to their question, follow up with an email telling them that you are working on getting them the information. The President must read and return emails at 8:00 a.m. 12:00 p.m. and 4:00 p.m. every day.

The President is the Chief Executive Officer of the Hurricanes Booster and subject to the direction and control of the Executive Board. The President performs duties as outlined in the bylaws and in this document.

The President will be responsible for review of the Hurricanes Booster bank statement online and shall hold all passwords necessary for all bank accounts, applications and website.

The President will ensure that all orders, resolutions, and directives of the Executive Board are carried into effect unless the Executive Board assigns that responsibility to another Officer or Director.

The President will execute all Executive Board approved contracts or other instruments for the Hurricanes Booster.

The President will from time to time report to the Executive Board on all matters within his or her knowledge, which the interests of the Hurricanes Booster may require to be brought to their notice.

The President will perform other such duties as may be assigned from time to time by the Executive Board.

The President is responsible for establishing committees, defining the committee purpose, and naming the initial chairperson(s).

The President shall be an ex-officio member of any committee.

The President, along with the Treasurer, present a year end annual financial report, including actual revenues and expenditures from the preceding fiscal year and the budget for the upcoming fiscal year, to the Executive Board within 45 days of the end of the fiscal year.

The President shall not be required to chair any standing committees. The time commitment during the season is great. There is constant interaction with various groups during the season and in some instances, the President will be giving your time every day. The time commitment during the off-season can vary. With this role you are always meeting, emailing and staying in contact with every facet of the Hurricanes Booster. 30-40 hours a week is not uncommon during the peak months of the season.

This position can involve making purchases but most of the purchasing is done by committee heads or the treasurer. You will interact with the Athletic Director, Assistant Athletic Director, Grounds and Maintenance and the Coaches daily regarding team activities held inside the school, as well as George Harding Field and Field of Dreams.

The President is also chairperson of the Executive Board.

The President will communicate with the Executive Board Members throughout the month for information, advice and consent on Booster Club matters. The Executive Board consists of President, Vice President, Secretary, Treasurer and Director of Volunteers. The Executive Board is nominated and elected by the entire Booster Voting Membership at the Annual Meeting in March of every year.

The President resolves any problems within the membership.

## Vice President

The Vice President shall serve as the first back up Director to the President and perform the duties of the President when the President is unable to serve at any function. The Vice President shall not Chair any standing committee but shall act as a coordinator to the existing standing committees.

## Secretary

The Secretary will give, or cause to be given, all notices in accordance with the provisions of the Bylaws, or as required by law.

The Secretary will supervise the custody of all records and reports and will be responsible for the keeping and reporting of adequate records and minutes of all Hurricanes Booster meetings, excluding committee meetings. The minutes shall be sent via email within 7 days of the meeting to all Executive Board Members. The Secretary shall keep current list of membership and Committee Chairs. All records will be kept electronically and shared with the President, Athletic Director and the subsequent Secretary. The Secretary May Chair any standing committee.

The Secretary will have all the powers and perform all the duties of the President in the absence or incapacity of both the President and Vice President.

The Secretary is responsible for maintain a current list of all Voting Members of the Boosters and communicating that list to the Treasurer for confirmation of dues paid before a vote shall occur. Once confirmation is made then the list is given to the Voting Committee.

## Treasurer

The Treasurer will keep full and correct account of receipts and disbursements in the books belonging to the Boosters and must deposit all moneys and other valuable effects in the name and to the credit of the Boosters, in the bank or banks designated by the Executive Board.

The Treasurer will dispose of funds of the Boosters as may be ordered by the Executive Board, taking proper vouchers for such disbursements, and must render to the President and the Executive Board, whenever he or she may require it, an account of all his or her transactions as Treasurer and of the financial condition of the Boosters.

The Treasurer shall, at each regular meeting, provide a statement of financial status of the Boosters.

The Treasurer shall prepare a year end annual financial report, including actual revenues and expenditures from the preceding fiscal year and the budget for the upcoming fiscal year within 45 days of the end of the fiscal year.

The Treasurer will perform other such duties as may be assigned from time to time by the Executive Board. Additional items include but not limited to:

- Ensure taxes are filed each year
- Ensure registrations are current with the State Attorney General and Secretary of State
- Provide treasury report at each club meeting
- Attend monthly agenda meetings
- Set up and conduct annual budget meeting
- Provide W-9 forms, tax exempt forms, and donation receipts upon request
- Reconcile checkbook monthly and provide balance sheets to club officers
- Provide seed money for various activities including payment for concession stand and pre-game meals

Time commitment during the season averages 15-25 hours during July – December.

Time commitment during the off-season averages 4-8 hours during January – June.

The Treasurer shall be bonded for a minimum of \$100,000 (or the average balance in the Hurricanes Boosters' bank accounts) if required by the Executive Board.

The Treasurer will have all the powers and perform all the duties of the President in the absence or incapacity of the President, Vice President, and Secretary.

All records will be kept electronically and shared with the President, Superintendent and the subsequent Treasurer. The Treasurer May Chair any standing committee.

## Director of Volunteers

This person is responsible for maintaining the list of volunteer committee coordinators. This person sends updates to the webmaster with new volunteer opportunities with sign up process (online through Sign Up Genius or otherwise).

This person is responsible for maintaining Sign Up Genius with all volunteer positions needed and the schedule of game dates for all teams.

This person is the 'go to' person for any volunteers seeking additional volunteer help to get the word out to others to assist.

## Committees and Coordinators

**Advertising Sales Committee:** Oversees designing the program for game nights. You will need to include all important information into the program and can use prior years programs as a guide. The team poster needs to be created prior to the start of the season's first game. The posters are given to players and coaches, displayed at school and hung in area businesses. This person is responsible for selling advertising space included on the Fall/Winter/Spring Programs, Banners and other advertising opportunities.

**Audio/Announcer** In charge of the playing the music at all home games and announcing the players before each game. In charge of confirming there is a student going to sing the national anthem or play it from the sound system. Set up and Take down any sound/music equipment needed to complete the task of announcing and music. Report to President and the Athletic Director of any issues with the equipment. Set up takes place prior to the game and the take down occurs after the last game is complete. Need to be at the game early enough for set up-at least one hour before game time. Time commitment is based on amount of home games during the season.

**Banner and tunnel Coordinator:** In charge of the setup and take down of the inflatable tunnel the players run through. Tunnel inflates with an air compressor. You must be able to lift at least 50 pounds. This is a great volunteer position for at least two people. Set up takes place prior to the game and the take down occurs after the team has run through it. Need to be at the game early enough for set up-at least by 6:30pm. Time commitment is less than an hour.

**Beautification Committee:** Inspects all landscaping at the entrance of the George Harding Field, Tennis Courts and the Field of Dreams before each athletic season begins. Makes list of needed items to repair, and purchase for repairing/replacing. Schedules "field clean up day" with volunteers to help pull weeds at the Field of Dreams and George Harding Field. Other necessary tasks needed to create a respectful visual atmosphere for all Alumni, Coaches, Student Athletes and Parents attending our home games.

**Display Case Coordinator:** Decorates the display cases for the football teams with pictures of the season. 9th, 10th, JV and Varsity pictures are used. You will need access to the display cases. (Key provided by Athletic Director). Change the pictures on a regular basis to keep up to date with the season.

**DVD highlight video:** Season ending highlight DVD covers the varsity's season and JV games. Need to acquire game clips, still pictures and audio for all facets of the season. Creativity is up to the individual doing the project. Need to have access to a "movie maker" computer program that allows everything to be edited properly. You are responsible for the design of the cover and duplicating of the DVD's. DVD can be a multi-person project. DVD should be finished by the time the banquet rolls around. You will work with a budget set forth by the booster club. A brochure should be made to be included in the kick-off night folders and the website.

**Election Committee:** The President appoints an election committee at the March meeting or as required to fill an open officer position. No less than three members of the Election Committee shall be responsible for tallying the vote. In the event of a dispute of the election results, any nominee may elect to recount the votes under the supervision of the Election Committee.

**Field Painting Coordinator:** This person needs to keep a strong relationship with the Head Coach of the Football Team and the President of the Hurricanes Board. They are responsible for the "field painting crew". This crew paints football field the Wednesday and Thursday night before our home football games. The coordinator is responsible for:

- Reporting to the Hurricanes Booster before the fall season an idea of paint needed to purchase, and other items needed for a successful season
- Annual maintenance of the paint sprayer.
- Paint Inventory Management
- Equipment Inventory Management
- Communicating with the Director of Volunteers, the dates and times and number of volunteers needed, and the volunteer's attendance.
- Creating a plan for the Field Painting Crew to keep the storage shed organized
- Creating a Paint Crew Handbook to use for future field painting events, including contact information for suppliers and service technicians
- Reports to the Hurricanes Booster Executive Board

There needs to be at least one Senior Parent, Junior Parent, Sophomore Parent and Freshman Parent on this painting crew – to ensure that the responsibilities are being explained for each generation.

**Friday Night Lights Vendor Representative:** This person needs to build and keep a strong relationship with the current vendors we have and at the same time seek out others who wish to participate at one of our games. On game days you should be there by at least 4:00pm. It is important that you are relaying these vendors to the PA

announcer and make sure they are credited in any print that the Booster puts out (game programs, banquet programs).

**Freshman Representative:** In charge of putting together the kick-off night folders for their grade level. They will also be present at kick-off night to hand them out to parents at the 9th grade table. Key role is to help solicit grade-level volunteers for various volunteer roles.

**Sophomore Representative:** In charge of putting together the kick-off night folders for their grade level. They will also be present at kick-off night to hand them out to parents at the 9th grade table. Key role is to help solicit grade-level volunteers for various volunteer roles.

**Junior Representative:** In charge of putting together the kick-off night folders for their grade level. They will also be present at kick-off night to hand them out to parents at the 9th grade table. Key role is to help solicit grade-level volunteers for various volunteer roles.

**Senior Representative:** Oversee all the other grade reps. The 12th Grade Rep(s) should communicate important football related information to all senior parents, encourage participation in football related events, and encourage booster club membership. Make sure that you are working with all reps when it comes to creating the folders for kick-off night. You will be present at kick-off night and hand out the folders to the senior parents. You will also be the go-to person for Senior Parent Night (usually the last home game of the season) and will communicate with the Athletic Director on how the event will be run and the timeline for the night. Key role is to help solicit grade-level volunteers for various volunteer roles.

**EVENT Fundraiser:** Needs to have a hands-on approach in all areas. Secure site. You will oversee the design and mailing of the invitations. You will coordinate the meal with site location. You will oversee any auction that will take place at the event. Incorporate corporate sponsorships. You will work with a budget.

**Kick-off Coordinator:** This takes place in late August before the first games. Set up tables for the football team and parents, pot luck food, spirit wear merchandise, membership and season passes. Start set-up as early as 4:00pm. This event is scheduled for the Fathers Club Pavilion but could be moved inside the high school should weather become a factor.

Each parent is asked to bring a dish. The Team Mom will keep track of what dishes are being brought by using our Sign-Up App. Please confirm that this is completed. You will be responsible for working with the Team Moms and the Volunteer Coordinator for purchasing napkins, plates, plastic cutlery, table cloths and decorations. Clean-up when done. That includes taking down all tables and chairs and leaving the Fathers Club Pavilion like it looked when we started. If the event is to be held in the school, it can take place in the cafeteria. Booster club has a budget for this event. You will need to secure a check from the treasurer to buy the supplies.

**Meal Profit Sharing Coordinator:** Works with the President on securing profit sharing contracts with Vendors such as Buffalo Wild Wings, Wendy's and Portillo's. Communicates dates and times with the webmaster to update the events page on the website. Reports directly to the President.

### Membership Recruiter

This person is solely responsible for increasing the Booster Membership. They report directly to the President. The Membership data base is kept by the Membership Recruiter all records must be shared with the President via electronic Google Drive. It is their single most important job to recruit new members. Our Booster is only as strong as it membership.

You will help design a membership flyer and it will be included in the player's kick-off packets. Communicate with the Treasurer to keep accurate accounting of booster members by grade. Turn over all membership donations to treasurer in a timely manner. Communicate with the Election Committee any Voting Booster Members that have not paid their membership before voting occurs. Design a flyer to be inserted into one of the first home game programs listing all the members of the Hurricanes Booster thanking them for their support. You will be on hand at kick-off night to secure selling of new memberships with the I-Pad and Square. You are also responsible for getting Cow Bells to members and other promotional items described in each membership level. After each member has signed up you are responsible for communicating their information to the President for them to send out a person thank you email.

**Memory Book Coordinator:** Great project for a couple of people. Work with a budget set forth by the booster club. Book is presented to the seniors at the end of the year banquet. Any player can order the book but only seniors receive a half off discount on the price. A hard cover book is produced and while these can be quite expensive one should only explore this avenue if they can receive a generous discount on the cover price. Information on prior year's book is required to receive the discount. Picture

editing and page design go into the creation of this book which covers the season and includes separate pages for each senior. You will need access to photographs from the varsity and JV games. You should have some type of system set up on your computer to generate the pages for the book. Time commitment is what you want it to be. Working with others and dividing the book into sections has worked well in the past so that one person isn't overwhelmed with the project. A brochure for ordering the memory book should be included in the kick-off night folders for seniors.

**Merchandise Coordinator:** Will work with a vendor to decide which items will be offered on line for sale to the team, parents and public. You will work with a budget set forth by the club. You will have three sale windows beginning as early as June to place "order flyers" on-line. Each flyer will have a window that will close, and sales will end. All orders will be done on-line, and this will not require you to handle any money. All the merchandise will be shipped and tagged with the buyer's name to the address that you provide. You will be responsible for having people pick up their items from you. This will allow the Hurricanes Booster to have very little overstock of merchandise.

For 2018-2019 Academic Year will be your vendor. Excess merchandise from prior years will be sold on game night. Kick-off night and any other event you see fit to sell at. Set-up on game night begins between 4:30 pm and 5:00 pm and several volunteers are needed for sales. Responsible for keeping track of all merchandise sales and submitting incoming income and inventory to Treasurer after each game.

**Mom's Night Out Coordinator:** Takes place in August. Secure the location and time with the vendor. Make sure the reservation is done well in advance. You will work with a budget set up by the Hurricanes Booster.

**Nominations Committee:** The Nominations Committee is determined by the President. The Nominating Committee shall submit a slate of candidates after the February Executive Board meeting. The slate of candidates introduced shall be given to the Secretary by the Nominating Committee, so that the Secretary may be able to create a GOOGLE ballot and send via email to all voting members of The Hurricanes Booster.

**Photographers/Videographer:** Grades 9-12. Take pictures of the games. Edit where you can and upload to GOOGLE cloud, also submit the pictures to Webmaster. Generally, 35-45 pictures are used online for each game. Cover any other events: scrimmage, 7 on 7, team camp, two-a-days, golf, etc. Pictures should be sent as JPEG's. When shooting varsity games, you need to be able to shoot games when it's

dark. Do not share pictures via any sort of social media, only through a private cloud source.

**Shopping Boss Coordinator:** Recruiting members to assist with this is necessary as it is not a one-person operation.

Do all the footwork to assure that the program is ready to move forward in August. This fundraiser involves all grades 9-12 and all sports. Planning of this starts at least one month before implementation for each sport

- implementation happens in August for the Fall Sports.
- implementation happens in November for Winter Sports
- Implementation happens in February for all Spring Sports

Attend every parent introduction night for each sport (Fall, Winter and Spring) and present this fundraising program to our student athletes, parents and coaches.

Use the Power Point Presentation to explain how to use this program and walk each parent through signing up that night to attend the call a thon to be held in the school cafeteria.

Hand out pre-printing Shopping Boss Donor Lists with the "call a thon" date and time on the bottom to the parents at the parent introduction meeting and keep record if the parent was not at the meeting that you email the information to them after. Keep track that EVERY parent received this information because it is very important that their student athlete attend the "call a thon". Remember this is not REQUIRED but is highly suggested that the student athlete attend the "call a thon".

Coordinate the date and manage the "call a thon" each season and create some fun awards to give to the students when they attend, like a FREE Pizza Party at a school lunch for their team.... make it exciting and fun.

At the beginning of the "call a thon" present the power point again for parents and student athletes that did not attend the meeting, so that they understand what it is that they are calling their family and asking them for.

Once at the "call a thon" give the athletes and parent a script that goes like this:

"hey \_\_\_\_\_, I am raising money for my Marian Central Catholic High School \_\_\_\_\_ Team (enter your team here) and if you will make a \$20 donation today – I will give you our

promotional code for over 260 national brands that are willing to give YOU an average of 6% cash back on purchases that you are already making. The money you make is yours to keep just as a "Thank You" for supporting our team. Can I have your support?"

Once they give you the donation give them one of the break off key chains and that will take them to our website to educate them. Each Key Chain has its own individual code for each donor.

All donations are turned over to the treasurer for deposit. You will work with a budget to cover your printing and postage costs. You are responsible for training the incoming person that takes over for you, so they are well versed in all aspects of this program

Continue to promote Shopping Boss to others throughout the year by explaining the program. Over 260 National Brands will give them an average of 6% cashback on purchases they are already making as a thank you for supporting The Hurricanes Booster Inc. We have focused on Retail, Restaurants, Entertainment and Travel

No more asking the students to sell items we don't need. Our Goal is for every family to find five people who love and support them to make a \$20 donation either; in person, door to door, parent to parent.

**Thursday Night Football Meals:** Meals are provided to the entire team and coaches Thursday nights throughout the season. You will work with a budget set by the booster club. Coordinate with the Head Coach the type of food that is deemed acceptable for the meals and work with local food establishments to set-up the meal. Meal time is 5:00pm. Arrive early enough to set up the food tables, fill the Gatorade containers with water and have all the plates, forks and napkins set out as well as any food that was brought in (cookies, fruit) When the meal is finished cleaning up the area and wipe down all the tables that were used by the team. Any extra food can be taken or given to anyone that is there. We don't want it thrown away. Should you have to pick up the order you will need a check from the treasurer. When ordering sandwiches make sure you give the vendor notice of the amount you will need. The position should not be run alone. Several volunteers need to be lined up to help with serving, clean-up, etc.

**Webmaster:** Posts information and keeps the website up to date under the direction of the head coaches and booster president. The time commitment during the season is about 3-4 hours per week. During the off-season there are occasional postings, which increase as the season nears.

In accordance with the PCI Security Standard Council the webmaster is responsible for the remaining update with current compliance for encryptions and authenticating data that is passed between communications and the Hurricanes Booster end users. Currently using TLS (Trans Layer Security) 1.2 as of March 31, 2018.

**Website Sponsorship Salesperson:** This position requires securing sponsors to advertise on our website. You will spend time talking with local sponsors. Each sponsor that you will secure will have their ad on our website that will include a link to their main site. You will work with the Executive Board on cost and any other ideas before they are implemented. This allows us to secure sponsorship not just during the football season but for 12 months. Each sponsor will need to supply a jpeg photo of what they want to be shown as well as their link information.