

Shrewsbury High School Athletic Booster Club
Parent Representative Information

We would like to take this opportunity to welcome you as parent representative for your team. Our goal is to have at least one parent rep. per team level. (jv1, jv2, varsity) This will help reduce the time commitment greatly.

Parent Representatives Responsibilities:

*Attend our monthly meetings which occur the 2nd Monday of every month unless it is a holiday and then it moves to the next day. Our meetings are held at the high school and located on the 2nd floor over the main office in the 02' room. We begin at 6:30pm. It is important that you attend every meeting **throughout the school calendar year.** We start in September and end in June. We **do not** meet in July and August. The reason we ask that you stay involved all year long is because we do different fundraisers in each of the three seasons (fall, winter, spring) and we need your help.

*You also act as the liaison between your coach and the Boosters Club. You can discuss with the coach the needs and wants for your team. There are protocols and forms in place that are located on our Booster Website that need to be filled out and submitted before your season begins to ensure that ordering is done and items are received quickly. There is a thirty (30) day window of approval by the Board. Submissions of team requests and team fundraising should be submitted to Mr. Costa (Athletic Director) first and then he will pass the information off to the President of the Board. Their discussions on the request will either be covered by the athletic department or be passed along for the Board to discuss. If a team fundraising event is approved, there are specific guidelines for money being collected. All checks should be made out to SHS Boosters and Paypal is accepted as well. That information should be discussed with the President of the Club prior to the start of the fundraiser. **Reimbursements will not be given for any reason.** Please see our website and By Laws.

*The secretary of the Booster Club Board will forward you a list of the parent emails once the team has been selected. You would need to create a group email and add ptoti@shrewsbury.k12.ma.us. Paula will send out information

throughout the year to you and your responsibility is **to copy and paste** that information and forward it to your parent email groups. Please do not alter the message. It does not matter if you are in season or out of season. The information should be sent so parents are aware of what the upcoming fundraising events are. If you have questions, you can email Paula Toti directly. Paula will be checking to make sure all teams are sending out the information.

*Fundraising Events happen throughout the school year. We have a few major ones we always do and we will be adding a few new ones this year.

-Fall:

Gold Card Sales (student involvement)

-Winter:

Calendar Raffle (student involvement)

Meat Raffle (over 21 event)

Bowling for Boosters (adult only).

-Spring:

Calendar Raffle (student involvement)

Comedy Show- (over 21 event)

Leo M. Murray Golf Tournament (adult and student involvement).

USA Gymnastic Event:

They use our gym for a weekend and we need help with ticket entrance, and concessions. All gate and concession money made for that weekend goes directly to our Booster Club. We average about \$7,000-\$10,000 in one weekend. Parent Reps and other adults will sign up for these areas. There will be three hour shifts on a Saturday and Sunday. Athletes from teams will be asked to help set up equipment in the gym on the Friday right after school and breakdown the equipment on Sunday when the event is finished.

*Please keep in mind that you will need help possibly as we move through these events throughout the year. You need to ask other parents on your teams for help. The Board members are volunteers just like the parent reps. Our goal is to bring more parents into the group and get involved so it helps lighten the load.

Please reach out to secretary Paula Toti at ptoti@shrewsbury.k12.ma.us if you have any questions or concerns.