



Lincoln East Boosters

Parent Representative Responsibilities

Thank you for agreeing to be a Parent Rep for your sport!
Additional helpful information is also posted on the East Boosters website at:
www.Eastboosters.org

Assist Coach

Help with duties that can free up the coach to spend their time with our athletes.

Varsity Representatives:

- Meet with Coach – a month or two prior to start of your season if possible.
- Help secure parent reps for each team – coach should have some ideas – and refer them to www.Eastboosters.org for more information on their role. Let coaches know who will handle what.

All Representatives:

- Get dates of:
 - Parent meeting
 - Booster Blitz for Fall sports
 - Team pictures
 - Banquet
 - Pasta Feeds/Team Meals
- Get names of student managers – be sure to include them in any info sent to the team.
- Email reminders to parents for drinks/snacks, team meal responsibilities, schedule changes, maps (info on highschoolsports.net may not be actual game location – check with coaches).

Coach/Parent Informational Meeting

A time for parents to get acquainted and hear comments from the coach

Before Meeting:

- **Roster**-prepare & send to coaches to verify player names/numbers are complete & accurate.
- **Parent Meeting** - coordinate with coaches on date/time/location, notice & mail/handout at practice.
- **Apparel** -be clear any apparel offered is strictly option. Artwork **MUST** be approved by Athletic Director and coaches—NO SLOGANS. Contact supplier for prices/info.
Some options include: (we are not endorsing anyone specifically)
Art FX (Tim Luedtke) 421-2611 **Velocitee** (Greg Holman) 441-5555 **ProForma** (Dorothy McManaman) 421-6666
- **Photographer** – for buttons/individual photos. Get order envelopes from photographer to send home prior to meeting to collect forms/payment at Parent Meeting.
Some options include: (we are not endorsing anyone specifically)
Callam Sports Photog. 499-5630 **Anderson Studio** 466-2951 **Picture Man** 467-2577 **Champ Shots** 991-7786
- **Window decals** - Contact Apollonaires if desired (Becky Phelps rphelps@lps.org).
- **East Booster Club** - promote and sell memberships to all parents (remember to be a member yourself as a requirement to be a Parent Rep). Memberships are one of the major ways we fund purchases for all teams. Members receive a weekly schedule of events by email, game pass discount, and donations are tax deductible. Please let the Parent Rep committee (Angie Unruh, aunruh@les.com, 489-8378) know when your meeting is so a **Booster rep** is present to promote Booster Club—allow for this in your agenda. The latest Booster Club appropriations and Booster members are on the website – eastboosters.org.
- **Player donation** - determine amount needed per player to cover food for away games and any other expenses. LPS GUIDELINE is \$25. The Booster Board strongly suggests that donations (optional) are kept at a minimum per athlete for the basics. Each level may want different amounts. NOTE – East Boosters will reimburse for Coaches/Adult Trainers away-game meals. Athletic Dept will help with athletes not able to pay for food. Player gifts are not necessary and should be kept inexpensive if given.

- **Handouts** – update and print info, prepare labels (so you know who didn't pick up info), put in folders if desired (Donna in Athletic Dept may be able to assist).
 - Booster membership form
 - Apparel order form
 - Photo order form
 - Donation/food form
 - Team roster
 - Team schedule and directions
 - Practice schedule
 - Team meal forms
 - Team website (if applicable)
- **Supplies** for meeting - clipboards, pens, nametags, table tents (sign-in table, each team meeting area table), folders, envelope or bank bag for orders/checks, calculators, example of apparel items if applicable, East flag for podium if applicable, signs for doors leading to meeting.

Meeting:

- Arrive at least ½ hour early.
- Signs from front door leading to location of meeting.
- Set up tables for sign-ups if needed - folders, nametags, pens, etc.
- Make sure seating is set up/available.
- Coaches are introduced.
- Parent Reps introduce themselves and explain plans for season & answer questions.
- May have each parent introduce themselves and give players name & grade.
- Show apparel item(s) example if applicable.
- Circulate roster information and collect emails and cell #'s.
- Take care of sandwich/food orders and team dinners if applicable.
- Get volunteers for locker posters, game photos, video, or anything else applicable. Recruit someone to provide photos, game recaps, kudos, news for the Booster Club newsletter and/or website – send digital photos & write-up to David O'Doherty - djodoherty@msn.com.
- Make sure all information is turned in:
 - T-shirt/donation forms/picture forms/checks if having button or team photos taken
 - Apparel order forms/checks if applicable
 - Roster information
 - Booster membership forms/checks
 - Meals/food sign up
- Clean up - put meeting site back in order.

After meeting:

- Type any info that needs to be done (pasta feed sign-up info, finish detailed roster) & distribute.
- Folders/information to and orders from parents who did not attend.
- Total and itemize money received – distribute available amounts to each teams (remember there may be parents who choose not to give a donation so a cushion may needed).
- Place apparel order if applicable.
- Prepare sandwich/food order if applicable.

Picture Day

Find out from the Coach when your team is scheduled to be photographed by the LPS photographer. These pictures are used for the program and are not available to individuals. If individual photos/buttons are desired, you may choose your own photographer and make arrangements for the additional pictures. It is usually easiest to have them also taken on the same day, since they will already be in uniform.

- Call the photographer a couple days before to confirm time, etc.
- Make sure he will print an extra print for the coach (usually complimentary).
- Bring personal camera for candid shots for video, locker posters, gift picture purposes...
- Attend and assist - encourage other Team parents to also attend and help.
- Arrive 15 min. before scheduled time to help hand out uniforms if needed.
- Supply two lists for photo order placement of players to each team (one to coach for LPS picture).

Final Awards Event/Banquet

Organize this event in cooperation with the coaches and Parent Reps. It needs to be made clear that all athletes and their families are welcome at the event, whether they choose to eat or not.

- Call school main office or make sure Coach submits school form to reserve cafeteria/gym.
- Print out invites-labels with family names (including trainers, managers, coaches' families, ADs).
- Set a time for the coach's talk to begin (usually 45 min. after the meal serving begins).
- Select caterer and menu, or if pot-luck assign food items if desired.
- Assign decorations, drinks, silverware, etc.
- Have all supplies on hand & allow plenty of time to get room ready.
- The Booster Board and Athletic office would like Parent Reps to know it is not necessary to give the coaches a gift, and is against LPS policy. The coaches have been informed that the Parent Reps are trying to lower costs to parents of athletes. It is up to you if you wish to give the athletes a gift. This is optional.

Locker Signs are up to the Parent Reps. Any signs or locker posters you wish to put up at East needs to be approved and stamped in the main office.

Keep Records of your sport's activities for future Parent Reps to use as a reference—very important. Burn a disc or email your forms to the Booster Board Parent Rep liaison Angie Unruh (aunruh@les.com, 489-8378). Please also include any suggestions you may have for the next year's Reps.

Good sportsmanship reflects positively on all involved. LPS, all schools, the athletic department and the Boosters urge you to stress to your families the importance of positive support at athletic events. Promote good sportsmanship and set a good example in the crowd.

Outstanding accomplishment of your team can be recognized, or upcoming important dates highlighted on the Booster weekly email by sending digital photos, recaps or kudos to David O'Doherty (djodoherty@msn.com, 488-6428).

General info

- Spartan head clipart is available on the website to use on your forms.
- The school may be used once/season/sport – usually for the team Banquet, which means alternate sites must be found for team meals. Pyrtle Elementary may be available.
- Please do not call your Parent Group "Booster" to avoid confusion with the Lincoln East High Booster Club.
- Neither the school tax ID# or the Booster tax ID# may be used for purchases. Reference <http://www.eastboosters.org/Booster%20Sales%20Tex%20Exemption.html>.
- Avoid planning events that may require the players and coaches to represent LPS.
- Do not get involved in issues relating to coaching: (i.e. playing time, discipline).
- Refer to Concession stand policies and info on the Booster website.
- Parent Representatives are expected to be members of the Lincoln East High Booster Club.
- Promote the Booster Club and how it benefits East - make sure your parents become members.
- Keep gifts to minimum.
- Keep records for future team parents – pass along yourself, or give to Booster Board rep.
- Lincoln East is a latex free zone, so no latex balloons for banquets, senior nights, etc.

Questions?? Or concerns during the season can be directed to your Booster Board Parent Rep Committee: Angie Unruh, aunruh@les.com, 489-8378(h)/417-8921(cell)