



Clinton Sports Boosters Important Information for Team Parent Liaisons

Thank you for stepping up to be a bridge between your student athlete's coaches and the Clinton Sports Boosters board. We hope that having parent liaisons for each team will help to facilitate communication and ultimately help the boosters program support our athletic programs.

Attendance at Meetings:

Parent liaisons should plan to attend monthly sports boosters meetings during their sports season. Meetings are held the first Tuesday of each month, normally in the Media Center or Curriculum Room.

Fundraisers:

Clinton Sports Boosters purchases a liability policy which covers our athletes during team fundraising activities. Our insurance carrier requires that all fundraising activities be approved for this coverage in advance of the fundraiser. To document this approval, each team wishing to hold a fundraiser must complete a **Fundraiser Approval** form. This document also contains guidelines to help teams keep track of their fundraising revenue and any related expenses.

Teams should complete the top portion of the form and get it to a Sports Boosters board member for approval. The signed form will be completed and returned to the coach or parent liaison prior to the fundraiser. The signed approval form will include the team's sub account number to be used at Access when depositing fundraiser proceeds. Please allow adequate time for us to secure approval from the insurance company and return this signed form to the team prior to any fundraiser.

After the completion of any team fundraiser, a **Fundraising Report** should be submitted to the Sports Boosters Board. This report should match the deposit made for the team at Access. A parent liaison should always sign the Fundraising Report along with a coach.

Senior Nights:

Each season, a game is set aside to honor the senior players and/or managers on the team. It is tradition that the Sports Boosters provide a flower for each senior player or manager which is presented to the parents at the senior game. Flowers may be ordered through the Athletic Department or by a team parent at the store of their choice. Clinton Sports Boosters will reimburse a maximum of \$7.50 per senior for flowers. Ideally, parents of underclassmen work together to provide refreshments and decorations for the game to allow senior parents to come and enjoy this special day for their children. Coaches may decide to use team funds to purchase banners or posters, these types of additional items are up to the discretion of the coaches and parent liaisons.

So that we can order the appropriate number of flowers, and also to keep track of potential scholarship recipients, parent liaisons should provide a list of senior players and managers to the Sports Boosters Board each season.