



BULLDOG ATHLETIC BOOSTER

Team Parent Representative Guidelines and Expectations

We would like to say “Thank You” for accepting the role of Team Parent Representative. Your role is not only an integral part of your child’s team; it is also a major factor in the success of athletics at Southeast Raleigh Magnet High School. Your role in communication, organizing volunteers and fundraising are vital, as such below you will find a summary of the many activities you may be asked to perform during the year and guidelines and expectations for each. Forms and supplementary documents are also available on the coaches’ portal <https://srmhsathleticsmemb.wixsite.com/oursite>.

If you have any questions, please do not hesitate to contact a member of the Board of Directors. Thank you again for generously donating your time!

“ONE TEAM!”....Go Bulldogs

The Bulldog Athletic Booster Club Board

Booster Club Meetings

The Team Parent Rep is expected to attend all general membership meetings or coordinate with an alternate parent from the team to attend in your absence. Information discussed should be distributed back to your team in a timely manner. Meetings will be held on school premises on various dates throughout the school year and are posted online. All parents and athletes are encouraged to attend and participate in these meetings however membership is required to have voting privileges.

Player and Parent Information

The Team Parent Rep in conjunction with all team parents and athletes are responsible for registering accurate contact information and roster information to the BABC. The Parent Rep, working with the coach and the Communications Committee should have this information provided with-in fourteen days of the first scheduled practice. Roster and Contact information should be submitted via email to: srmhsabcadv@gmail.com

Electronic Communication

The Team Parent rep may be asked to maintain regular communication with parents and athletes of the team. Please ensure that any group messaging systems or group emails remains positive in nature and promotes the spirit of “Team Work” and positive athletics.

Membership and Sports Passes

The BABC is proud to offer membership packages for students and families attending sporting events at Southeast Raleigh Magnet High School. Sports passes may be purchased for either the entire year or for a specific season. These

passes represent huge cost savings for your parents on game day and meet admission fees. Please note that Tournament, Endowment and Away games are not included in the price of the passes. Membership passes can be purchased through the BABC Online Store at <http://www.bulldogathleticboosterclub.com/> where you may also find additional details regarding BABC Membership levels.

Snacks / Meals

Each team may determine how meals and/or snacks are provided for their specific sport. The Team Parent Rep may work in conjunction with the coach and parents to develop a plan which supports the well-being of the entire team. Fair Share is an optional means to supplement means however may not be required.

Annual Budget

Each team should submit their budget for the upcoming year no later than May 30. This should include a list of items needed for the upcoming year in priority order with three quotes for each item. Additionally, meals, drivers and any other items should be included. This budget is for the purposed of the BABC and is a separate request from any request made by the school or the Athletic Director. Please submit via email to: srmhsabcadv@gmail.com

Fundraising

Each team is responsible for developing (2) fundraisers annually to assist in the funding of their team account. The Athletic Director may work with each head coach and parent representative to define annual funding goals for your specific team. Donations and Sponsorships may be solicited throughout the school year. The Head Coach is responsible for submitting the "Request to Fundraise" from the BABC Advancement Committee for compliance review no later than thirty days prior to the date of event. After receipt the form will be forwarded to school administration and the BABC President for approval. No fundraisers may begin without prior approval.

Fundraising development should include athletes, parents and coaches. All donations should be made payable to "Bulldog Athletic Booster Club" and include the team name in the memo line. 100% of team allocated donations will be deposited into the team account. Coaches are not permitted to handle any cash thus an additional volunteer may be necessary to handle money and bookkeeping. All funds raised should be remitted to the appropriate Booster Club Board Member within seven (14) days of the fundraising event end date and must be accompanied by the Fundraising Event Report, which outlines the source of all funds being remitted to the BABC for deposit. The Fundraising Event Report is will be emailed upon approval. Only two (2) events per team will be approved annually.

Donations in the amount of \$25.00 or more must be accompanied by the name of the donor while donations in the amount of \$250.00 or more must be accompanied by the name and address of the donor. Fair Share Donation may be included in fundraising as an "option" to parents, not a requirement under 501 (c) (3) guidelines. **All donations/funds received by the BABC on behalf of your team must be for the purposes of one or more of the following; Team equipment; Team uniforms; Team t-shirts; Tournament fees; Game day meals. The BABC will not receipt funds remitted for personal athlete attire. Note: Maintaining individual athlete accounts is strictly prohibited for 501 (c) (3), Booster Organizations by the Internal Revenue Service.**

In addition to team fundraising, the Booster Club will also host ALL SPORTS fundraising events throughout the school year. You will be contacted to help coordinate your team's participation in these events. It is the responsibility of the team parent to collect funds from the parents for these fundraisers.

Volunteer Concessions / Profit Sharing

A team (parents of team athletes) must volunteer for at minimum (2) two concession stand dates during the school calendar year to receive your profit share distribution. Registration must be completed online and at least one member of the volunteer crew must be an active BABC Member. The Parent Rep will be responsible for recruiting parents from the team and scheduling appropriately. The BABC retains first rights on all sporting and athletic events to raise funds for overall athletics. A Concession Stand Operation Manual will be provided to each team.

Corporate Sponsorship / Advertising

Corporate sponsorship and advertising supports the Bulldog Athletic Booster Club and our Athletic Department. If you know of a company interested in supporting the BABC, please contact a Board Member or the Athletic Director. 50% of all sponsorship will be retained by the BABC for general funding of athletics. Sponsorship information may be found on-line <http://www.bulldogathleticboosterclub.com/>.

Team Accounting

The Team Accounts are maintained by the Booster Club Treasurer and account balances are distributed in BABC Meetings. Team funding request should be made (5) business days in advance. All "general" funding request should be made (10) business days prior to the next scheduled monthly meeting of the Executive Board. All request must be accompanied by the appropriate "Request for Funding" form. Funding request will be reviewed by the Board however the Parent Rep. may be notified in advance if the form is missing information. The Team Account information may also be obtained by request via email to: bulldogsathleticsboosterclub@gmail.com

Coaches Information and Schedules

Coaches contact information and emails can be found on the school website <https://www.wakecountyathletics.com/southeastraleighhs>. Game schedules are posted on this site as well and is maintained by the athletics department and school administration.

