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**Girls Varsity/JV Basketball**

**Team Parent Representatives**

*Guidelines, Winter 2018-19*

THANK YOU for serving as a parent representative! We cannot support our teams and athletes without your help and we so appreciate your time and efforts!

This season, we ask that you and/or your fellow team parent representative:

* Ensure at least one representative of the team is present at the monthly Boosters general membership meeting. Share an update on your team news at these meetings. Meetings are held on the third Thursday of each month, 6pm in the HS Café.
* Disseminate information from the general membership meeting to the team’s coach, parents, and athletes.
* Review and sign off on deposits and check requisitions for the team’s monetary account. Deposits should be dropped into the district office drop box, Attn: Melissa Ferris, Sports Boosters.
* Assist in Boosters team initiatives (ie membership drive)
* CONCESSIONS (you might consider having one parent rep handle signups and one handle opening/pizza orders):
  + Edit your team’s [signupschedule](https://signupschedule.com/lansingbooster) slots to include your name and phone number as a contact for your volunteers OR if you would prefer to use a different system for signups, please share your signup with Boosters and make sure volunteers can access the signup. (Sabine Coates is our concessions coordinator; please contact her at sabine.coates@gmail.com)
  + Work with team parents to fill concession volunteer needs for the team’s home competitions.
  + Take responsibility for concession keys and/or start up money for each opening of the concession stand for the team’s home competitions.
    - The keys to the stand will be with the start up money; these two things need to be signed out from Melissa Ferris in the district office between 7:30am-12pm on game day.
    - Pizza orders should also be placed BEFORE the game.
      * GIRLS BASKETBALL: Order 3 pizzas (2 cheese, 1 pepperoni) for a JV/Varsity set of games. You may adjust depending on expected attendance/sales *but please confirm with Sabine Coates first (sabine.coates@gmail.com)*
      * Place your order at Papa John’s (607-273-7272).
        + Be sure to tell them this is an order for Lansing Sports Boosters Concessions.
        + Tell them to deliver to the HS stand.
        + Tell them what time this should be delivered (approximately 30 minutes before game begins).
        + Please ask that they include plates/napkins.
      * **Tip is already included on our orders. Do not add tip yourself.** PLEASE PLACE THE CUSTOMER COPY OF THE RECEIPT IN THE SALES DEPOSIT BAG AT CLOSING.
  + Open the stand at the designated time per [signupschedule](https://signupschedule.com/lansingbooster) or your team’s concession assignment system. Do not leave until the volunteers who will be setting up/selling concessions arrive. (The parent rep is free to also sign up for a sales slot, but this is not a requirement of the role.)
  + Confirm with volunteers that the money and keys were left in the district office dropbox.
* SOCIAL MEDIA:
  + Tag @LansingBobcats on Twitter to keep our community updated on games, scores, and achievements.
  + Post to the Lansing Bobcats Sports Booster Club Facebook page.
  + **OR** text your updates to Christy Evanek (607-275-7104; please do not share this number widely; it is for the use of our reps only) and she will update our Boosters Twitter and Facebook feed.

*If you have questions or suggestions, please feel free to contact Becca Lovenheim, Sports Boosters President, at sportsboosters@lcsd.k12.ny.us*