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**Girls Swim & Dive Team Parent Representative**

*Guidelines, Fall 2019*

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):
  + Check your team’s [signupschedule](https://signupschedule.com/lansingbooster) slots. Monitor to make sure that the slots are filled. If you will be the person picking up keys and startup money, please sign up in those slots. 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.
  + 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.
    - Pizza orders should also be placed BEFORE the game.
      * GIRLS SWIM: has not ordered pizzas in past. If you wish to, order 1 pizza for a 5:00 meet. Please give Sports Boosters feedback as to whether you will no longer order or if you need to order more.
      * 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 which stand (high school or Sobus field) to deliver to.
        + Tell them what time this should be delivered (approximately 30 minutes before game begins).
        + Please ask that they include plates/napkins.
      * When pizza is delivered, do not add a tip. We have an agreement with Papa Johns to automatically add a tip per pie to every order. This is done on their end; volunteers only sign for it but do NOT add additional tip. Place receipt in white deposit bag at end of night.
  + 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.