

ARROWHEAD BOOSTER CLUB PARENT LIAISONS

What is a Parent Liaison?

A Parent Liaison serves as a communicator between the team (coaches and players), the parents, and the Arrowhead Booster Club (aka ABC).

What are the duties of the Liaison?

- 1) **Introduce yourself to the coach and the assistant coaches.** Briefly discuss with the coach how he/she prefers you handle items 2-11, especially collecting team money. **COMMUNICATION IS ESSENTIAL** and email works the best.
- 2) **All matters pertaining to game scheduling, busing, concessions, press releases, and team photo scheduling are to be handled by the coach.** Should you have any questions, please contact your coach or feel free to contact Michele Anderson at 367-8845.
- 3) **Inform the coach that you will take orders and make the Parent Pride buttons.** These are 3" photo buttons worn by the athlete's family on game days and are often included in the social fee (see #4). **ABC will not charge for the use of its button machine or materials. We ask that you only make 2 buttons per athlete.** Money collected by the liaison, whether a price per button or a flat team fee (see #4), will remain with the team and deposited into the team's activity account via Liz Arsnow in the Activities Office. The reimbursement form previously used by liaisons is obsolete effective with the 2008-09 school year.

The Activities Office or Michele Anderson will contact liaisons when the team photo CD is available. Pick up the team photo CD from the Activities Office. After signing out the photo CD with Mike Ward, have two (2) 4x6 matte prints made of each athlete. Return the CD to the Activities Office when you are finished. **DO NOT take your own team pictures during the team's scheduled photography session and DO NOT download the photos onto your computer for other purposes.** Doing so violates the school's agreement and contract with the photographer. The button machine is available in the North Campus Activities Office. Please reserve the button machine with the Activities Office, Mike Ward (369-3612 ext. 4213). She will have all of the necessary button supplies. However, you should plan to bring a pair of scissors and baggies for sorting buttons by athlete.

Walgreens and WalMart have photo-processing equipment that you can use to order the 4x6 matte prints. Permission to make these prints from the CD is given with a form from the Activities Office. The permission eliminates confusion from store employees who observe you ordering prints from a professional photographer.

- 4) **Social Fee:** Since ABC no longer provides party/awards night monies (See #7 and #9), teams need to decide if additional funds are needed. If so, teams have the option to sell parents pride buttons at a suggested price of \$5 or collect a social fee that automatically includes 2 parent pride buttons. If you decide to simplify matters by collecting a one time team fee, you must decide how much the social fee should be and what one receives for it. In either case, a preliminary budget must be prepared by the coach and liaison and then shared with the team's parents prior to collecting any money. **Example:** the social fee for boys' cross country might be \$25. It includes 2 parent pride buttons @ \$5 each, a \$7 team T-shirt, \$3 towards the team picnic meal, and \$5 for the awards night dinner. All social fees must be collected and given to your sports **head coach** (no matter how many levels within the sport). The head coach will then forward the funds and a precise accounting of what the funds are for to the Activities Office for deposit into his/her team account. **DO NOT keep the funds in your home.** Contact the head coach if you need funds in advance or require reimbursement after the season is completed. Receipts **must be** submitted. Monies received in advance and not spent must be returned to the head coach. Please allow

sufficient processing time for the coach and Activities Office. All checks must be made payable to **Arrowhead High School**. Parents should note on the check what team their social fee applies to. ***Should you decide to collect money for coaches gifts do NOT account for this in your budget and do NOT submit the gift money to the coach and activities office.** Per IRS rules the gift will be considered taxable income.

Please remember that clear communication of the use of funds to parents will eliminate hassles later! Also, please be clear on where/ to whom parents should send their checks. This will eliminate confusion in the Activities Office.

- 5) **Parents' Emails:** Compile a complete list of all parents' emails. This will facilitate communication between you, your coach, and ABC.
- 6) **Locker Decs and spirit signs:** Teams are encouraged to prepare locker decorations (decs) and positive spirit signs for display at AHS and games. Please remember to practice good sportsmanship when designing this signage. We ask that you not use inappropriate language such as vulgarities, sexual innuendos, and negative comments about race, religion, national origin, or gender.
- 7) **Help coordinate a team party or awards night:** Contact the coach first to see whether a team party or awards night is expected or if there is a traditional type of event that you should plan or be involved with. For any such event hosted at Arrowhead, the coach must reserve the space with the Activities Office. Serving tables, podium, microphone, etc. must also be reserved in advance by the coach. Please note that Arrowhead High School is a latex-free environment. You **may not** bring latex balloons in for decorating or centerpieces.
- 8) **Order Team Spirit Wear:** Check with the coach before ordering any team specific spirit wear. Frequently, varsity coaches make that determination for the entire sport, and therefore, the liaison need not be involved. Apparel must be pre-approved by the Activities Director (submit a vendor quote with logos and writing to be added to the spirit wear). Upon receiving approval, order your team's apparel the first week of practice so that it arrives early in the season. You must use an AHS Purchase Order Form to order your spirit wear. You can obtain that form through the Activities Office. All spirit wear money should be collected by the team liaison and submitted to the Activities Office with your name and the team sport/level noted. Please submit the final apparel bill to the Activities Office as well. Again, be sure to include your name and team sport/level on the bill, so that the bill is paid from the appropriate team account and matches the money submitted by you.
- 9) **Help plan Parents' and/or Senior Nights:** Liaisons must check with the Activities Director, coach, and ABC for further information. Not all AHS teams have a parent or senior night and coaches determine all details with respect to this. Your collected social fees (#3) can be used for flowers at Parents' Night or for seniors and their parents at Senior's Night. Check with your coach first as sometimes the coach's activity account provides for the flowers.
- 10) **Arrowhead High School asks each team to sponsor a "Community Service Project" (food or clothing drive, caretaking of certain grounds on campus, etc. The Activities Department has a list of ideas.)** Service projects may be done at any time during the year; however, your team project must first be discussed with the coach and then pre-approved by the Activities Office. Please note that any project outside the district has transportation restrictions. Students may not drive themselves and a travel release form is required. Please discuss with the Activities Office **prior** to the event.
- 11) **Team Pasta Party/Snacks:** Some teams have parents prepare pre-game meals, hosted either in Arrowhead's North Campus commons or at the home of team members. Dinners have been held either the night before a contest or the day of. Any time a parent support group prepares a team meal, there is a concern for quality control of food preparation. It's always best to work through a

certified food service store, restaurant, or caterer. Food prepared at Arrowhead must be under the supervision of an Arrowhead certified food service employee. There is a cost to have a food service employee here. You can secure a food service employee by calling the Activities Office at 369-3612, ext. 4202. **If desired, the Arrowhead food service can prepare the meal(s) at a nominal charge. A menu is included is online.** We are all striving to have these events be positive team building occasions and prevent any negative health related issues.

Any pasta dinner held at a home is not considered a school sponsored event.

Some teams prepare snack bags (juice, apples, crackers, sandwiches, etc.) for return bus trips from away games/meets. Typically, teams calculate the costs for these snack bags and include the cost with the social fee (see #4). Contributions from parents are sometimes requested, as well as volunteers to coordinate this activity.

You must contact the Activities Office regarding dates and space reservation for any pasta parties held at Arrowhead. Dinners are scheduled in the North Campus commons. Space may be shared with other groups. Please be sure to clean up!

- 12) **Please distribute (email)** the attached Sportsmanship pamphlets. These pamphlets are also online.
- 14) **Please encourage team parents to support ABC by emailing the membership form. Form is attached.**
- 15) **Attend the ABC meetings** during the season in which your team's sport is in season. The meetings are held in the North Campus Community Room at 7:00 p.m. on the second Wednesday of the month. If you cannot attend, please have a parent represent your team at the meeting.
- 16) **This letter and other attachments are online.** Please select Activities from the main menu of the Arrowhead website. The Booster Club is under the parent groups.

THANK YOU!

Michele Anderson

Parent Liaison Chairperson

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