

Anderson High School Women's Basketball Booster Club Volunteer Roles 2021-2022

Updated: 9/26/2021

Lady Trojan Basketball



Booster Club

Booster Club Officers

	Office/Activity	Responsibilities	2021-2022 Volunteers	Timeframe
Full Year	President	1) Provide direction and set goals for organization 2) Recruit volunteers to fill all volunteer positions 3) Set agendas and call meetings 4) Check signing responsibilities for bank account 5) Maintain email distribution lists 6) Send email to Boosters & Parents related to team activities or information from Coach	Carmen Vargas	May-May
	Secretary	1) Attend Booster Club meetings, record and distribute minutes 2) Support team or Booster communication	Patricia Lewis	May-May
	Treasurer	1) Maintain financial ledger 2) Ensure conformance to all ParentBooster rules regarding finances 3) Track monthly expenses and income	Janet Journeay	May-May
	President - Elect	1) Support Booster Club activities where required (select Volunteer Role) 2) Prepare for the President role next year 3) Booster Club advisor 4) Oversee the compliance for ParentBooster and legal paperwork	<YOUR NAME HERE>	May-May
	Vice President - Fundraising & Sponsorships	1) Booster Board advisor 2) Lead or support Booster activities pertaining to Sponsorships 3) Lead or support Booster activities pertaining to FUNraising or Fundraising 4) Select the fundraising activities for the year 5) Establish business or corporate sponsorship contacts 6) Provide regular updates on the activities	Kerry Burris	May-May

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Pre-Season

	Office/Activity	Responsibilities	2021-2022 Volunteers	Timeframe
Pre-Season	Freshman Liaison	1) Provide support for the incoming Freshman families 2) Welcome intro meetings or phone calls 3) Check up with the Freshman families through the start of the season 4) Encourage participation in the Booster Club	Robin Pippins	Aug - Nov
	Fundraising Support	1) Support the VP of Fundraising & Sponsorship to achieve the goals for FUNdraising, FUNraising, & Sponsorships	Angela Fuller	June-Nov
	Duffle Bags Coordinator	1) Coordinate and document all requests for duffle bags 2) Collect money and order duffle bags 3) Arrange for pickup/delivery of duffle bags Yard Signs will be ordered by each family directly with the Vendor.	Carmen Vargas	Sept-Oct
	Senior Banners	1)Coordinate the date of the team and senior photo shoot with the Coach 2) Distribute digital proofs to senior parents/players for selection of banner photos 3)Coordinate senior bios with the families 4)Place order with the banner vendor	Carmen Vargas Josh Hatcher	Oct-Nov

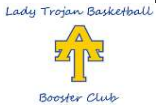
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In-Season

	Office/Activity	Responsibilities	2021-2022 Volunteers	Timeframe
In-Season	Game Day Meals (Home & Away)	1) Establish list of restaurants providing meals 2) Define weekly cost and create meal order form 3) Collect money from parents 4) Deliver meals to players & coaches for all games	<YOUR NAME HERE>	Nov-Feb
	Freshman Team Event Coordinator	1) Coordinate & Find a Sponsor for 1 -2 Freshman Team activities	Robin Pippins	Nov-Feb
	JV Team Event Coordinator	1) Coordinate & Find a Sponsor for 1 -2 JV Team activities	<YOUR NAME HERE>	Nov-Feb
	Photographers	1) Take photos of game action to be used in our end of season slide show or for posters 2) 3 volunteers are needed to cover Freshman, Junior Varsity, and Varsity games	<FR YOUR NAME HERE> <JV YOUR NAME HERE> <VAR YOUR NAME HERE>	Nov-Feb
	Web Site	1) Establish web site hosting method and secure payment 2) Maintain website content	Carmen Vargas	Sep-Feb
	GAME Day Theme Coordinator Halftime/National Anthem /Parent Night Flowers /Faculty Night/Alumini Game /Senior Night	1) Coordinate national anthem singer for as many home games as possible. Make sure we have a backup plan, i.e. national anthem recording. 2) Coordinate halftime performances/activities/special guests for all home games. 3) Faculty Night free throw contest 4) Work with Coach on the plans for parent Night 5) Work with Coach on the plans for Alumni Game 6) Senior Night parent/player intro and lowers	<YOUR NAME HERE>	Nov-Feb
	Ticket Sales Coordinator	1) Coordinate Ticket Sales/Checker Volunteers for all Home games 2) 1 volunteer per game/team is needed for each Home Game PLAN to use the AISD app to pay for all home games to eliminate ticket and money handling.	<YOUR NAME HERE> <YOUR NAME HERE>	
	Concession Stand Coordinator	1) Plan and Purchase the concession items for sale 2) Coordinate the setup of the concession stand before 1st game. 3) Enusre concessions are well stocked during games 4) Coordinate volunteers 1-2 per game 5) Count concession money, sign sheet, and deliver to President	NOT PLANNED FOR 2021-22 Season	

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In-Season continued

	Office/Activity	Responsibilities	2021-2022 Volunteers	Timeframe
In-Season	Scorebook Keeper Coordinator	Ensure Scorebook Keeper Volunteers are Trained and Signed up. 1) 1 volunteer per game/team is needed for each Home Game per team Freshman, JV, and Varsity games 2) Prefer to have 1-2 volunteers that alternate during the season for each team for consistency. SIGN UP Genius will be used for Volunteer List.	<FR YOUR NAME HERE> <JV YOUR NAME HERE> <VAR YOUR NAME HERE>	Nov-Feb
	Clock Coordinator	Ensure Clock Keeper Volunteers are Trained and Signed up. 1) 1 volunteer per game/team is needed for each Home Game per team Freshman, Junior Varsity, and Varsity games 2) Prefer to have 1-2 volunteers that alternate during the season for each team for consistency. SIGN UP Genius will be used for Volunteer List.	<FR YOUR NAME HERE> <JV YOUR NAME HERE> <VAR YOUR NAME HERE>	Nov-Feb
	Announcer ("Voice of the Lady Trojans")	Home games emcee	<YOUR NAME HERE>	Nov-Feb

End-of-Season

End of Season	Banquet Coordinator	1) Plan the Banquet or end of season Celebration	<YOUR NAME HERE> <YOUR NAME HERE>	Feb-Mar
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