

Guidelines for End of the Season Events – 2019-2020

Whether you are a Team Rep or a parent who has volunteered to coordinate end of the season activities, the Booster Club is available to assist you in multiple ways. The Booster Club helps individual teams keep track of the funds available in the team account. We deposit checks and cash from team activities and make payments for team-related expenses such as end of the season events. Your coach can send an e-mail the Booster Club Treasurer, at treasurer@woottonboosterclub.org to get the balance in your team account.

Another one of the ways we assist individual teams is by keeping track of the number of families for each team who have joined the Booster Club. Throughout the season, the Team Rep will get updates from the Vice President of Membership, with the percentage of the team who has joined the Booster Club. Families who join the Booster Club help the team earn funds to pay for activities such as Senior Night or the end of the season events.

In an effort to give all teams more of an opportunity to earn money for team expenses, we are using a “tiered membership threshold”. Teams who attain certain membership percentages will be rewarded with a percentage of the revenue generated by membership. Specifically, teams who attain membership of 50 to 74% will earn 10% of membership revenue back to the team. Teams who attain membership of 75% or more will earn 25% of membership revenue back to the team. Teams who attain 100% membership for JV and Varsity, will receive a bonus of \$200. Funds earned will be transferred back to the team’s account and will be available for the team to use, depending on the wishes of the coach.

When you are starting to plan end of the season activities, there are several important things that you should keep in mind:

- If possible, check with the parent who previously coordinated the activity for more specific planning and cost information;
- Send an e-mail to Mary Beth Cance at mbcance@gmail.com if you would like to reserve the wooden “W’s” for your event;
- Team funds can be used to purchase trophies, special awards, decorations, senior mementos and additional food items;
- You should speak to the coach of the team to find out how much of the funds in the team’s account can be used for the event (if any);
- Only the coach can request the amount in the team’s account from our treasurer;
- Your Team Rep will receive an e-mail from membership with the amount that the team has earned from the membership incentive percentage tiers listed above. You can deduct the amount from the total cost for the end of the season activity if the coach approves using the funds for this event;
- Now you can determine the cost per person for the event and start collecting checks;

- **ALL** checks collected for end of the season activities should be made payable to **Wootton Booster Club** (not to individual parents). If you are having your event at Lakewood Country Club, their catering manager has been instructed to contact the Booster Club Treasurer, so that payment arrangements can be coordinated;
- **Please note that we cannot pay for expenses for any end of the season events until we have received the appropriate funds from the team to cover the invoice(s). As of April 1, 2016, Lakewood requires that invoices must be paid in full 3 days before the scheduled event. Please get your checks to the treasurer at least 5 to 7 days BEFORE your end of the season event.**

We look forward to working with you to make your end of the season event fun for everyone and stress free (hopefully) to you. Thanks for your support of the Wootton Booster Club. Please contact me at the e-mail address below with any questions or concerns.

Brian Levine, President
Wootton Booster Club

2019-2020 Officers and Committee Chairs

Brian Levine - President (president@woottonboosterclub.org)

Jean Schuler - Vice President of Special Projects (kpsjms3@verizon.net)

Dee Weiss - Vice President of Membership (membership@woottonboosterclub.org)

David Scher - Treasurer (treasurer@woottonboosterclub.org)

Tammy Mariani - Communications Chair and Team Rep Liaison (rtmariani@msn.com)

Wendy Rodriguez - Recording Secretary (wmrodriguez17@gmail.com)

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