

Newington High School

Booster Club Informational Guide

Organizational

- Each booster club should submit a list of officers to the Athletic Office by the first day of tryouts for their sport
 - If the president will complete their term at the end of the season, there should be a president-elect in place who is prepared to overtake the necessary duties in the following season
- Scheduled meetings should take place throughout the calendar year. Meetings should be more frequent in season
 - Building Permits should be submitted to the Doran House (x1250), if NHS facilities will be utilized
- All booster club initiatives should be discussed and prioritized in coordination with the NHS coaching staff
 - Initiatives include, but are not limited to, fundraisers, banquets, Senior Nights, apparel, equipment, etc.
- All funds raised should be accounted for in a standard bank account or in a school based account. Student Activity accounts are available through the school
 - Please inquire with the Director of Athletics & Student Activities regarding school accounts

Responsibilities

- Coordination of events
 - Meet the Team
 - Reserve facility, communicate date and time with coaching staff, players, and parents
 - Senior Night
 - Reserve facilities, if needed
 - Prepare pregame activities in coordination with the head coach. Event should not exceed 15 minutes
 - Banquet
 - Reserve facility
 - Verify with coaching staff about the date, time, and cost
- Fundraising
 - Maximum of three (3) fundraisers allowed per club
 - Paperwork Process
 - Request for Fund Raising Activity Form should be submitted more than five (5) school days in advance of event to the Athletic Office
 - Approval will be mailed to the requester's address
 - Fund-raising Report Form should be submitted to the Athletic Office within ten (10) days following the activity
 - Operating a fund-raiser without approval may lead to forfeiture of funds
 - Usage of funds
 - Senior gifts, banquets, scholarships, apparel, team camps, or other priority items established in coordination with the coaching staff
 - Student earned funds should be used to benefit the entire team or to be used by that individual student

