

PLEASE consider being a Sports Team/Club Parent Representative!!!

Volunteering to be a Parent Representative is fun, rewarding and most importantly gets you involved with your child's school and sport team or club. Being a parent representative is not overly time consuming and a lot of the duties can be done in the comfort of your own home at your convenience! **Each team sport and club should have at a minimum of ONE parent representative**, but several representatives are great to have for one team. Having several team sports/club representatives allows the parents to split up the duties and gets more parents involved!! PLEASE NOTE: It is recommended a parent holding a position on another committee (PTA, Viking Backers, etc) should stay focused on the one committee and hold only one volunteer position at a time.

The Parent Representative duties are simplistic, but can truly make a season successful with positive communication, successful fundraising, and garnering team/club spirit! ***PLEASE let your COACH and the VIKING BACKERS know as soon as possible (as early as this evening), if you would like to represent your child's specific team sport or club, so we can begin communicating with you as soon as possible. Thank-you in advance for helping the Mt Hebron High School and the Viking Backers Booster Club make your child's club or team sport experience the best it can be!!***

Responsibilities for Parent Representative(s) for Clubs and Sports Teams	
Communications	Checklist √
<ul style="list-style-type: none"> ▪ Obtain sports team/club parent's emails and phone numbers at the beginning of the season or year. 	
<ul style="list-style-type: none"> ▪ Communicate all Viking Backer Booster Club information and news to parents via email. 	
<ul style="list-style-type: none"> ▪ Email information and updates to ALL sports team club parents/students on a regular basis (either weekly or bi-weekly for sports teams and monthly for clubs) via email. 	
<ul style="list-style-type: none"> ▪ Communicate ALL fundraiser information. 	
<ul style="list-style-type: none"> ▪ Communicate ALL sports team or club events. 	
<ul style="list-style-type: none"> ▪ Communicate with Coach for any special announcements or requirements needed to be made to the team. 	
Fundraising	
<ul style="list-style-type: none"> ▪ Identify and communicate all on-going fundraisers to parents. 	
<ul style="list-style-type: none"> ▪ Identify any needed ticket sales for booster events and attempt to sell tickets or delegate this task out to another parent to help coordinate all ticket sales. 	
<ul style="list-style-type: none"> ▪ Communicate with the fundraiser chair to identify any needed: <ul style="list-style-type: none"> ○ Volunteers, donations, ticket sales, etcetera for a designated Viking Backer fundraiser. 	
Attend Meetings	
<ul style="list-style-type: none"> ▪ Attend ALL Viking Backers monthly meetings during your child's designated sports season (if you cannot attend the monthly meeting, please send an alternate to the meeting). If you are a club, please try to attend as many meetings as you can, throughout the year. 	
<ul style="list-style-type: none"> ▪ You are welcome to bring ideas (from team or self) to the table for fundraising or other issue/solution with regard to the boosters club. 	
<ul style="list-style-type: none"> ▪ Participate in voting and feedback regarding concessions and on-going booster events. 	
<ul style="list-style-type: none"> ▪ If you'd like, attend any additional event meetings to further plan or prepare for a fundraiser (e.g., Basket/Vera Bradley Bingo, Vegas Night, etc) 	
Coordinate Concession Volunteers <i>*For either indoor and outdoor concession stand</i>	
<ul style="list-style-type: none"> ▪ Communicate with parents as to concession locations, times, and available or needed volunteer slots for a given game or club event. 	
<ul style="list-style-type: none"> ▪ Communicate with the Concessions' chair to identify current and future volunteers. <ul style="list-style-type: none"> ○ Making certain for sports teams the parents help cover the opposite team (e.g., the varsity parents' volunteer to work the junior varsity games and the junior varsity parents volunteer to work the varsity games). 	