

Boosters Responsibilities

- Deciding which items will be sold
 - Chips, candy, pop, water, Gatorade, etc.
 - Hot items for indoor events, such as pizza, hot dogs, nachos, popcorn
- Shopping for items at stores like Sam's Club, Costco, Gordon's Food Service
- Food and drinks stored at school
 - Boosters cupboard in church/school kitchen
 - Items in fridge/freezer must be in an area clearly marked "Boosters"
- Setup for events
 - Cashbox
 - Retrieve from Michelle Hagewood
 - Verify there is enough change to start
 - Record starting cash (\$150)
 - Outdoors (soccer)
 - Set up canopy tent in corner of parking lot by red table/umbrella
 - Set up table and trash can from art room under tent
 - Arrange beverages in coolers or bins filled with ice
 - Neatly arrange snacks, chips, candy on the table
 - For chocolate items, fill one grey bin with ice and put second grey bin with chocolate items on top of ice bin to prevent melting
 - Indoors (volleyball, basketball, talent show/play)
 - Bring two tables from Fellowship Hall to set up in school lobby by black couches (in gym for talent show/play)
 - Move trash cans as needed
 - Arrange beverages in coolers or bins filled with ice
 - Neatly arrange snacks, chips, candy, chocolate on the table
 - Start prep for hot food ahead of event—make 1st batch of popcorn

- Setting out necessary disposable items—plates, napkins, utensils
 - Any condiments needed for hot food
- Clearly display menu with prices
 - Past prices can be provided, based on unit cost of items
 - Canva is handy program for creating display menu
 - Helpful to have a second copy for those running the cash box
 - QR code connecting to a Booster Manager's Venmo to accept cashless payments
- Coordinate with Mrs. Coffin to create SignUp Genius Boosters Volunteer list
 - At least 2 volunteers per individual game
 - Multiple cleanup volunteers for kitchen, lobby, gym, bleachers, trash
- Close cashbox
 - Count ending cash to determine cash profit from event
 - Report profit to Athletic Director (Mrs. Coffin)
 - Return cashbox to starting amount (\$150)
 - Return cashbox and cash profit to Michelle Hagewood
 - Record Venmo payments
 - At end of each sports season or special event, write out personal check to Divine Grace with full Venmo profit amount
 - "Boosters" on memo line
- Keeping accounting records of expenses and profits
 - Previous years' spreadsheets can be provided for detailed example