

Illinois Lutheran High School/Junior High School

Booster Club Handbook

2009 – 2010

Welcome to Booster Club!!

Who is Booster Club?

All parents of students attending Illinois Lutheran High School and Junior High School (ILHS/JH) are encouraged to come to Booster Club meetings and be actively involved in promoting and maintaining an interest in the general welfare of the school system. More specifically, the Booster Club is made up of parents, ILHS/JH supporters and faculty advisors who are interested in supporting extracurricular activities.

What does Booster Club do?

Booster Club physically and financially supports extracurricular activities at ILHS/JH. Activities include drama, music, athletics, and academic competitions. Booster Club also supports athletics at the 5th and 6th grade levels.

Where and when does Booster Club meet?

Booster Club meets at the ILHS/JH campus. Our meetings are held on Monday evenings at 7:00 p.m. on the following dates:

September 14, 2009
October 12, 2009
November 9, 2009
January 11, 2010

March 15, 2010
April 12, 2010
May 10, 2010

How do I get involved?

Come to any of our meetings or contact one of the officers. There are many ways to help Booster Club even if you are not available to attend meetings. There is opportunity to sign up for many of our activities at the athletic meeting, new parent information night, or by contacting a Booster Club officer.

What kind of activities is Booster Club involved in?

This year our activities include: Monday lunches, operating a concession stand & collecting admission fees to athletic events, Spirit Wear Sales, Entertainment Book Sales, Chargers Shoot-Out, Concerts, Spring Awards Banquet, Wreath Sales, Bike-a-Thon, Market Day, and Golf Outing.

INFORMATION ABOUT ACTIVITIES AND FUND RAISERS

Auction

Three years ago we hosted our second auction, "Auction for the Arts". The entertainment-filled evening included dinner and both a silent and live auction. Proceeds were used to purchase a new sound system, staging, risers and supported the cost of the 2008 Choral Fest.

Awards Banquet – Senior and Junior High

Fall and Winter Athletic Banquets are organized by their respective coaches. The Spring Banquet includes academics, athletics and other extra-curricular awards associated within the school year. The Booster Club helps coordinate the event as well as providing paper products and beverages.

Bike-a-Thon

The Bike-a-Thon is a major fundraiser that is typically held every other year. This year join us on September 27th, 2009, for a day full of fun, food and prizes!

Booster Backer

Purchase a Booster Backer pass and you will enjoy the convenience of easy entry into athletic events. Your pass entitles you to enter all home games (excluding tournaments) for the entire school year. Consider becoming a Booster Backer immediately so you can use the pass for games that begin in early September. Your donation will benefit the students!

5th – 8th Grade Booster Backer Pass

\$50.00 Individual

\$100.00 Family

9th – 12th Grade Booster Backer Pass

\$70.00 Individual

\$135.00 Family

5th – 12th Grade Booster Backer Pass

\$105.00 Individual

\$210.00 Family

SENIOR RATE (age 62 and older)

5th – 8th Grade Booster Backer Pass

\$25.00 Individual

\$50.00 Family

9th – 12th Grade Booster Backer Pass

\$35.00 Individual

\$67.50 Family

5th – 12th Grade Booster Backer Pass

\$52.50 Individual

\$105.00 Family

Athletic Admission Rates

The admission rate for the grade school and junior high sports is \$2.00 for adults and \$1.00 for children and seniors age 62 and older. Admission for the high school sports will be \$4.00 for adults, \$3.00 for children and \$2.00 for seniors age 62 and older.

Charger Shoot-Out

This tournament is for junior high students and is one of the recruiting tools for ILHS. Booster Club operates an all day concession stand for this event.

Concerts

Booster Club provides refreshments for choir and band events. Volunteers are needed to provide this service.

Concession Stand

This serves a huge role in making sporting event possible. The profits from concessions and admissions pay for officials, uniforms, etc... If your child chooses to participate in a sport you are required to sign-up and work at homes games. Everyone has a variety of duties to choose. A sign-up sheet is posted in the cafeteria at the ILHS/JH campus and will be available at the athletic meetings and home games. Taco meat, prepared ahead of time, and other items are also needed for our concession stand.

Entertainment Books

Every year Booster Club sells Entertainment and Golden Opportunity books. We sell two area books, the South Chicago area and Indiana area. They are available at each campus office and various functions throughout the year.

Essay Contest

Booster Club sponsors this contest for 8th grade students that attend ILJH. A total of \$750.00 is allocated for tuition assistance at ILHS and is disturbed among all participants.

Golf Outing

On June 5, 2010 the Booster Club will sponsor the 14th Annual Golf Outing. This event will be held at Lincoln Oaks. The day consists of golf, dinner, raffles and prized. Tee up and have fun!

Market Day

Market Day provides great food for families and profits benefit the school. Volunteers are needed to key in order, set up tables, unload the delivery truck, set up items for pick-up, work at the payment table, etc... This happens monthly and pickup date as follows:

August 25, 2009	February 23, 2010
September 22, 2009	March 23, 2010
October 20, 2009	April 27, 2010
November 17, 2009	May 25, 2010
December 15, 2009	June 22, 2010
January 26, 2010	

The location for pickup is at the ILHS/JH campus from 2:30 – 3:30. Order forms are available at both campus offices or you may order on-line at marketday.com.

Monday Lunches

Students in grade 7-12 will be able to purchase Little Caesar’s pizza at the lunchroom window. Choices are cheese, sausage or pepperoni. Cost is \$1.00/slice. Desserts are also available for \$0.50. Volunteers are needed to help with serving and baking desserts.

Spirit Wear

Order forms will be available from our “on-line” store. Watch the weekly newsletter and announcements for more information.

Wreath Sale

The wreath sale held in October supports ILHS Micatham singers. A variety of products are offered including wreaths, garland or centerpieces. Delivery is around Thanksgiving. Just in time for your holiday decorating!

7th and 8th Grade Trips

Booster Club helps defray the cost of trips to Camp Philip and Springfield.

2009-2010 BOOSTER CLUB OFFICERS

President	Brenda McNeil
Vice President	Open
Treasurer	Judy Tatge
Secretary	Sue Lang

2009-2010 COMMITTEE CHAIRS

Awards Banquet	Open
Bike-a-Thon	Nancy Barkhurst and Lori Lorig
Booster Backer	Debbie Nelson
Charger Shoot-Out	Open
Concert Refreshments	Helen Blauert and Jane Magee
Concession Stand	Devon Baron
Concession Stand Buyer	Georgette Seehausen
Entertainment Books	Ellen Kitka
Golf Outing	Open
Market Day	Kerri Buchan & Pam Proctor
Monday Lunches	Open
Spirit Wear	Nancy Hackel
Wreath Sale	Open

BOOSTER CLUB OFFICERS JOB DESCRIPTIONS

President

- President shall preside at all meetings of the club
- Meetings shall be conducted using *Roberts Rules of Order*
- President shall appoint committees and serve as a member “ex-official” for all committees except the nominating committee
- Responsible for setting meeting agendas
- Works closely with the Athletic Director and the Administrator
- Sets the calendar for meeting dates
- Communicates with all committee members
- Works with Secretary annually to revise the Booster Club Handbook
- Works with the Athletic Director and the Treasurer establishing the budget
- Works with the Administrator to identify needs and “wishes”
- Communicates and coordinates all activities with the grade school parent/teacher group to insure minimal conflicts

Vice President

- Vice President shall assume the duties of the President whenever the presidential chair becomes vacant
- Attend all meetings and is prepared to conduct meetings in the absence of the President
- Responsible for communicating with specific committees throughout the year

Secretary

- Records and compiles meeting minutes and submits them for publication on the ILHS/JH website and provides hard copies at the meetings
- Reviews previous year’s handbook with officers and makes necessary revisions. This is done annually.
- Prints and labels the handbooks for distribution to all families in grades 7-12
- Responsible for any other necessary correspondence (e.g. thank-you notes, reminder postcards, etc..)

Treasurer

- Treasurer shall be responsible for receiving and distributing all monies for the club
- Prepare an annual report at the end of each calendar year
- Provide treasurers reports for each meeting and is prepared to answer questions
- Works with President and Athletic Director in setting a budget
- Responsible for paying bills and making deposits
- Keeps detailed records of income and expenses for various committees and/or projects

CONCESSION STAND INFORMATION

The Booster Club would like to thank you in advance for helping our school!! Below is a short summary of concession stand responsibilities. Detailed lists will be available at the concession stand. The number of times you are asked to help is based on the number of home games and the size of the team roster. Times vary but are provided on the schedule. We know how busy everyone is but we do ask that if you are unable to fulfill your commitment that you find a replacement. Please contact Devon Baron if you have any questions regarding the concession stand.

Window

- Selling food/candy/drinks
- If working the first game setup the window area (getting food items ready for sale, obtain the money box)
- If working the last game you will be responsible for cleaning up the window area and properly storing all food items

Kitchen

- Prepare and cook food ordered to hand off to the window person (nachos, hot dogs, walking tacos). Gloves are required
- Insure enough quantity is available for the half-time and post game “rush”. This is a fine balance because we don’t want too much un-purchased food.
- If working the last game assist with kitchen clean-up

Door

- Collect all admission money for sporting events. Admission is charged for all sports, except soccer (tournaments are an exception)
- We stop collecting admission at a predetermined point of the last game. If working the last game assist with clean-up of the cafeteria.