**Boosters Mission Statement**

The MISSION of LFHS Boosters is to promote and support athletic success, spirit and sportsmanship for every student athlete and every Scouts fan at Lake Forest High School.

We are grateful to our generous members, corporate partners, and numerous volunteers who enable Boosters to sponsor activities and programs that contribute to the achievements of our high school’s athletic teams and the positive experiences of our student athletes and Scouts fans.

**Who We Are**

MEMBER-DONORS

* 350 (est.) Member Families who donate annually at a particular level to support our mission. All three levels offer various benefits. **There is no additional requirement of member families other than donation.**
* Three Levels of Membership
	+ Gold $300 Plus
	+ Blue $150-299
	+ Scout $50-149

BOARD

* Board – est. 40 volunteer Board members and Athletic Director
* Executive Board – 2 year-terms
* Meetings generally occur every third Monday of the month, Room 109 LFHS East Campus

WORKERS AND VOLUNTEERS

* 15-20 paid Student Workers assist with Concessions sales
* Parent volunteers assist with Concessions sales, Spirit Store sales, Team Parent duties, etc.

**Where Support Funds Come From**

MEMBER-DONORS

Become a member-donor today! Donate at any level!

CORPORATE PARTNERSHIP PROGRAM

* Corporate Partnerships are formed at various levels. For more information, please contact Sondra Douglass at sondradouglass1229@gmail.com or Susan Milanek at milanek@me.com.
* Banner Signs (West Campus), Advertising, Announcements, and Special Events
* NorthShore is the exclusive corporate partner whose generous support funds the Images of Excellence wall at West Campus. The unveiling of the Images generally occurs at the first home football game of the season

BOOSTER BASH

* Booster Bash fundraiser is held annually, in early spring
* Silent and live auctions
* Entertainment, food, drink and FUN provided

ADDITIONAL FUNDS FROM SERVICES

Boosters provides services to enhance experiences of athletes and Scouts fans. These services are manned by our hard-working volunteers. These services include:

* Concessions- – East and West Campus
* Spirit Store-East Campus and select sporting events where items are sold

**(Just Some of) What We Do**

CONCESSIONS – Boosters manages food and beverage concessions at more than 120 LFHS events at East and West Campuses each year. It takes hundreds of parent volunteers to fulfill the over 1,000 volunteer hours required.

SCOUTS SPIRIT STORE – Located at LFHS, the Scouts Spirit Store features the latest and greatest in Scouts spirit wear, accessories and merchandise. The store is staffed by parent volunteers and is open Wednesdays, Thursdays, Fridays (and select Saturdays) from 11:00 a.m. to 3:00p.m. Spirit Store merchandise is also sold during all home football games and other special events.

COMMUNITY PARTNERSHIP – Through our Community Partnership Program, Boosters strives to establish relationships with businesses who share our passion for supporting programs and initiatives that benefit our youth. These relationships enable the Boosters to enhance our support of a wide variety of programs designed not only to support athletic success, spirit and sportsmanship at LFHS, but also to encourage wellness and the development of life skills that benefit the LFHS community beyond athletics.

TEAM PARENT PROGRAM – Boosters organizes, supports and helps fund LFHS teams through Team Parents. These parents are an important part of team organization, success and fun for our teams. Team Parents assist coaches, players and parents with communication, planning and team activities such as year-end banquets and senior celebrations. Team Parents also organize parent volunteers to staff concessions, the Scout Spirit Store and other special events.

TEAM SUPPORT – In further support and cooperation with the Team Parent Program, Boosters provides approximately $25,000 per year directly to teams to help pay for dinners, banquets, senior celebration and other special needs. Amounts contributed to teams are in direct correlation with support through the Team Parent Program and are dependent on each team’s parents fulfilling their share of volunteer hours.

ATHLETIC COMPETITION EQUIPMENT (ACE) GRANTS – Each year, LFHS coaches have an opportunity to request equipment for their programs and teams from Boosters. Requests that are deemed reasonable by the Athletic Director are presented to Boosters. Last year, nearly **$50,000** was awarded, and in the past four years, each of the 31 programs has received at least one ACE Grant. ACE Grants also fund special projects such as scoreboards, lights, weight room enhancements, etc.

VARSITY TEAM GRANTS – Boosters provides Varsity Team Grants to LFHS teams in support of their participation in high caliber competitions, tournaments, or similar events that involve substantial expense and occur outside of regularly scheduled competitions. Last year, $4,700 was awarded in Varsity Team Grants.

OUTSTANDING SENIOR ATHLETE AWARD – Each year, Boosters presents Outstanding Senior Athlete Awards, including $1,000 cash scholarships, to four graduating senior student athletes who have demonstrated excellence through athletic performance, leadership, spirit, and sportsmanship at LFHS. Recipients also earn featured positions on the Images of Excellence mural at West Campus.

ATHLETIC PARTICIPATION GRANTS – Boosters provides need-based grants and other financial assistance to eligible students, covering participation fees and other costs such as equipment and shoes, to ensure opportunities for athletic participation. Families may contact the Athletic Director for more information. These grants are awarded respecting the anonymity of the applicant.

COACHES’ DEVELOPMENT GRANTS – Boosters provides professional development grants to LFHS coaches in support of their participation in coaching clinics, seminars and other professional development activities.

INJURY PREVENTION INITIATIVES – Boosters initiates and fully funds the ImPACT neurocognitive assessment tools to assist in determining an athlete’s fitness to return to competition after suffering a concussion, as well as supports other injury prevention programs related to testing, prevention and education for athletes and coaches.

IMAGES OF EXCELLENCE MURAL – Boosters’ Images of Excellence mural at West Campus is a celebration of excellence at LFHS. The mural honors select LFHS seniors who embody the virtues and values of our outstanding student body, both on and off the field of play. Athletics, leadership, spirit, sportsmanship, academic achievement and service are recognized and appreciated via the individuals selected to appear on the mural. Images are refreshed annually. Boosters is grateful to Corporate Partner, NorthShore, whose generosity funds the Images of Excellence Mural.

FLAGS, BANNERS & BUTTONS – Boosters supplies Scouts flags for display around the community at Homecoming, Graduation and during other select events. Various banners, player photo buttons and additional spirit support items are provided by Boosters.

ATHLETIC YARD ORNAMENTS — Boosters offers Athletic Yard Ornaments to promote LFHS student athletes. Ornaments can be ordered at the beginning of each sports season and will be customized with the last name of the athlete.

ALUMNI RECOGNITION – Through our Images of Excellence mural at West Campus and our NCAA College Commitments listings, we continue to support and promote LFHS athletes.

SPECIAL EVENTS AND SPIRIT INITIATIVES – Boosters produce and fund a variety of special events for student athletes, Scouts fans, organizations, and parents, including college recruiting workshops and guest speakers. Examples include Matt Grever’s Day, assemblies and pep rallies, Scout Outs, Championship celebrations, etc.

SCOUT NATION —Scout Nation is an LFHS Club that meets every Tuesday in the Wedge Cafe immediately after school. Sports, and in particular, Scouts enthusiasts are encouraged to bring their spirit as they plan fun ways to help support our teams! All are welcome!

Contact kgregory@lfschools.net to learn more.

GIVE BACK TO OTHERS— Thanks to our partnership with NorthShore University Health Systems, all LFHS students have the opportunity to honor cancer survivors as a part of our PINK (SC)OUT program.

**Team Parent Responsibilities and Helpful Information**

**COMMUNICATION**

* Contact the coach and introduce yourself as the team parent.
* Ask the coach for his/her specific needs and preferred method of communication.
* Gather the following information:
* Roster and jersey numbers from Coach
* From the parents – parent contact information (name, phone numbers and emails)
* Tell the parents how you will be communicating with them. A weekly email communication to all parents is recommended as it keeps everyone updated and informed.

**PARENT MEETING**

Contact all the parents and coordinate a team parent meeting. Check with Coach re date of meeting as he/she may want to be in attendance. At this time, you can:

* Distribute a Parent Information Packet which contains the following:
* Team information
* Rosters (with address, phone numbers, athlete’s and parents’ names, jersey number, email addresses)
* Game Schedule
* Snack Schedule
* Booster Volunteer Hours Assignments
* Laminated “Cheat Sheet” for parents on sidelines (athletes’ and parents’ names and jersey #)
* Team and Individual Grants that you may be eligible for this season
* Yard Ornament Information
* Booster Membership
* This is also a great time to recruit volunteers for some of the following:
* Button photos (at least 2 copies of head shot of each athlete) and button fabrication
* Hosting a team dinner. Other parents can bring food, drink, and paper products. Typically each team has 3 team dinners.
* Hosting a parent social. Other parents can bring food, drink, and paper products. Typically each team has 1parent social.
* Coordination of other special team needs such as VIP pictures, Team Fund Treasurer, etc.
* Coordination of Senior Day/Night and purchase of Senior Gifts (if applicable).
* Collage, DVD photos and fabrication for the end of the year banquet.
* Coordination of the End-of-the-Year Banquet and related duties.

**TEAM MONEY**

* At the beginning of the season, collect a set amount of money from each family to establish a team fund. This money will be used for expenses throughout the season including the buttons, team dinners, senior night, coaches’ gifts, team banquet expenses, mailings, etc. See Team Fund Estimation Guide in the Forms section to help determine the amount your team will need.
* All funds received by a team during the season should be spent for the benefit of the team.
* A Team Parent is responsible for keeping track of all the team expenses and controls how all the funds are distributed. See Team Fund Accounting in the Forms section for an example.
* Management of the team fund does not have to be the Team Parent’s job. You can enlist another parent volunteer to take on this role.

**ATHLETIC YARD ORNAMENTS**

* Boosters offers Athletic Yard Ornaments to promote LFHS student athletes. Ornaments can be ordered at the beginning of each sports season and will be customized with the last name of the athlete. To order, visit **lfhsboosters.org/yard-sign-ornaments** under the *Spirit Store* tab and click on the season (fall, winter, spring) to get to the order form.

**SCOUT GEAR/APPAREL**

* If your team would like unique, customized team athletic wear, the Scout Spirit Store would like to work with your team. The Spirit Store offers custom designs, quick turnaround, great prices and convenience for t-shirts, hoodies, pullovers, hats, coats, etc. The Store has great ideas for memorable senior gifts, special end-of-the-season items such as team mementos, and coach appreciation gifts.
* Contact Alyson Dueringer at padueringer@comast.net for more information.

**TEAM SNACKS**

* You should ask the coach what is required for team snacks. Based on that information, you can assign the team snacks for each game to a parent or group of parents. If a parent cannot provide a snack on the day he/she is assigned, it is their responsibility to switch with another parent.
* Snacks should be provided for each player, coach or coaches and team managers.
* **SNACKS MAY NOT BE DROPPED OFF IN THE ATHLETIC OFFICE OR THE MAIN OFFICE.**
* Snack providers **MUST** meet the bus in the back of the school at 3:00 p.m. for away games unless the coach instructs otherwise.
* The coach will determine where snacks should be dropped off for Home games.

**BOOSTER HOURS**

* Parents, not players or siblings, are expected to work Booster Hours.
* Booster Hours will be assigned in the following areas:
	+ Concessions and Scout Spirit Store – Dates and shift times will be assigned. Please arrive at your location on time and ready to work. For concessions, if the weather is inclement, be sure to check your email for any event cancellations. If an event is rescheduled, you are responsible for working the new date or finding a replacement. If it is not rescheduled, you will be given credit for working the hours.
* Once you assign parents to your assigned shifts, please send their email address and phone number to Christiana Walsh at *christianawalsh@hotmail.com* prior to the assigned deadline (to receive your $25 bonus).
	+ Other – Assisting with putting up/taking down flags for events such as Homecoming and Graduation may also be assigned.
* YOUR TEAM ASSIGNMENTS ARE FOUND IN THE BLUE FOLDER.

**EARNED TEAM MONEY**

* After the team parents complete their Booster Hours, the team will earn money. The formula for the number of hours each team is eligible to get paid is equal to the number of rostered players plus manager(s) plus up to *two* coaches x $15. If all hours are worked, a $25 bonus is paid.
	+ Example: If a team has 14 players and 2 coaches, the amount earned, provided all hours are met, is (14 +2) x $15 + $25=$225
* Once all assigned hours are completed, fill out the *Team Money Form which can be found on the Booster website. Also see Guildlines for the Submission of Booster Hours in the Forms Section.*
* Booster funds given to the team must be used for expenditures that directly affect the entire team.

**TEAM AND INDIVIDUAL PHOTOS**

Formal Photos

* LFHS will plan to have formal team/individual photos taken by VIP. You will be notified of the picture date and may be asked to send out a team reminder. Photo envelopes are usually given to players by their coach. Photo packets from VIP will be handed out through coach at the team banquet or will be mailed.

Collage Photos and DVDs

* Many teams create a team collage that is given to the players (sometimes coaches, too) at the end of the season banquet. A parent volunteer can take photos of each player or you can ask parents to contribute action shots of their athlete to be used in the collage. The collage can be created digitally and printed or created by cutting and pasting photos and then copying the original.
* Many teams make a DVD of the season featuring action photos and team dinners, etc. The DVD also makes a great end of the season gift for coaches and players.
* Students in photo classes are available and interested in helping with videography and still photos at games, performances. For more information, contact the Art Department and/or New Media.

**BUTTON MACHINE**

* Team parents traditionally make photo buttons of each player on the team for the players’ parents to wear at events. Head and shoulders photos on 4 x 6 photo paper work best. Computer or copy paper will NOT work. You will need at least two copies of each photo (I suggest making 3 copies in case you mess up).
* The button machine and accompanying supplies can be checked out from:
* Anne Winebrenner **ajkw7117@gmail.com**. Please state **what team you are with, # of players and what date of pick up.**
* Once a date to use the machine is secured, the machine can be picked up at **Anne Winebrenner’s** home**,**
	+ **117 E.Westminster, Lake Forest**, and **must be returned 24 hours later**. This is to ensure that all teams have access to the machine.
* Directions and supplies are included with the button machine.

**SENIOR DAY/NIGHT**

* A junior parent(s) should coordinate Senior Day/Night. This event is to recognize all seniors on Varsity and JV Teams.
* Senior Day/Night is typically the last home game. Coordinate exact date, time, location and program with your coach. Confirm your plans with **Susan Harmon** (Sharmon@lfschools.net) -Athletic Office. Please also ask Susan to arrange for flags for the pre game introductions of Seniors.
* Coaches will recognize seniors for their involvement in the sport.
* The Boosters will reimburse up to $5 per senior for flowers, for either the player or his/her parents.
* The Boosters will reimburse up to $50 towards the expense of the cake & beverages for the Senior Celebration.
* The Boosters have Senior Banners which may be used as decorations on Senior Night. Arrangements to use the banners are made withAnne Winebrenner at ajkw7117@gmail.com.
* Senior gifts are ordered for and paid for by senior parents and are usually given on Senior Day/Night or at the end-of-the-season banquet.
* No LATEX decorations may be used.
* Reimbursement for Senior Night/Day expenses is part of the *Team Money Form which can be found online at the Booster website. See Guidelines for the Submission of Booster Hours in the Forms section.*

**LOCKER DECORATING**

* Obtain locker #’s through Melanie Walsh at mwalsh@lfschools.net by providing her with an EXCEL spreadsheet of every athlete on your team.
* **USE BLUE TAPE** (painters’ tape) on the lockers so that you don’t hurt the finish.

**SEASON-ENDING INJURIES**

* Players with season-ending injuries are entitled to a gift of up to $25 covered by the Boosters general funds (i.e. plant, book, gift certificate, team card)
* *In order to receive reimbursement, complete the Booster Reimbursement Form which can be found online at the Booster website*

**FUNDRAISING**

* If your team decides to do any additional fundraising (selling pizza, holding clinics for middle school students, selling raffle tickets, Chipotle night, etc.) **prior approval of the Athletic Director** **is required.**
* Event details for marketing purposes should be sent to Char Ash (LFHS) and Chris Mitchell at cjmitchell03@yahoo.com AND Julie Later (Boosters) at tanksley.jt@gmail.com to help you and your team get the word out!

**END-OF-SEASON BANQUET**

* Some sports have an all-level celebration and other sports divide by each level individually. Discuss with the coach and varsity team parent to see if your banquet will be joint or not.
* Teams can choose to host celebrations at East campus to avoid a usage fee, or to host banquets off campus at local restaurants, country clubs, etc.
* If it is an all-level celebration, varsity team parents determine the banquet date with the coaches as early in the season as possible. All team levels contribute to organizing the celebration (set-up, clean-up, decorations). Varsity team parents should secure campus facilities with Susan Harmon in the Athletic Office.
* If it is an individual celebration, the team parent should determine a banquet date with the coach and then make reservations with Susan Harmon in the Athletic Office if the event will be held on campus.
* Boosters will reimburse up to $25 per cake per banquet*. Reimbursement for cake expenses is part of the Team Money Form which can be found online at the Boosters website. See Guidelines for Submission of the Booster Hours.*

**EAST CAMPUS FACILITY**

* After the room reservation is confirmed with the Athletic Office, contact the **Cafeteria Manager, Dan Lambert (582-7771)** with any requests for supplies (tablecloths, silverware, napkins, and a count of participants). A cafeteria worker will be assigned to work your event at the LFHS East Campus and the Athletic Office will reimburse your team for the cafeteria worker’s expense*. Please use the LFHS Expense Reimbursement/Check Request Form. See Instructions for Banquets Held at LFHS in the Forms Section.*
* You may specify how you would like the room laid out for the banquet*. Use the Floor Plan in the Forms Section to show how you would like the room to be arranged.*
* Arrange for any screen, podiums, microphones, etc. that the coaches may want via Susan Harmon in the Athletic Department.
* No LATEX decorations may be used.
* Tipping of school personnel assigned to work the event (if event occurs on campus) is not allowed.

**BANQUET FOOD**

* Some teams have the cafeteria prepare the food and other teams order from an outside vendor. The cafeteria can provide water at no charge and lemonade and coffee for a fee.
* The Boosters will reimburse $25 per cake per banquet*. Reimbursement for cakes can be found in the Forms Section under Booster Hours and Reimbursement Form.*
* See some suggested Catering venues on Team Snack/Food listing.
* Senior gifts may be given at this time.
* Absolutely NO ALCOHOL is allowed at school functions, even if it is held off campus.

**COACHES’ GIFTS**

* Coaches are paid by LFHS for their efforts and Boosters discourages elaborate gifts.
* A guideline if you wish to purchase a cash/material gift is the lesser of $50 total, or $2.50 x the number of athletes.
* Typical gifts may include items from the Spirit Store or gift certificates from local restaurants and merchants.
* Coaches often appreciate remembrances of the past season (video montage, team photos, autographed balls, thank you notes, stories, poems, etc.).

**DIRECTIONS TO EVENTS AND WEATHER CHANGES**

* Directions to all events can be found on the LFHS website – Athletics homepage. Click on “Directions to Events” on the left bar. The directions are also on the last page of the Parent-Athlete Handbook which is on the LFHS website.
* Ask the coach if parents should sign up for the “remind” program for your sport so that you will receive text notifications from your coach.
* Information relating to event cancellations will be made available most days by 2:00 p.m. The information will be on the LFHS website – Athletics homepage and on the LFHS Sports Event Hotline, (847) 582-7400, ext. 5473.
* Every parent should also sign up with Honeywell Instant Alert System. On the LFHS website click on “Instant Alert” on the upper left corner.

**MARKETING COMMUNICATIONS**

* Boosters is ramping up its coverage of LFHS teams and athletes, and looks to Team Parents for story ideas and/or contributions. Its content team will determine where news and feature stories, game highlights and events should appear on a variety of communications vehicles including the Boosters website, Facebook page, Twitter or local media outlets.  All ideas and great photographs should be emailed to:

Chris Mitchell at cjmitchell03@yahoo.com AND Julie Later (Boosters) at tanksley.jt@gmail.com

* Please include your contact information so details and fact checking can be completed if necessary.

**GRANTS TO BE PROMOTED**

Varsity Team Grants

* To assist Varsity teams who are participating in tournaments and camps outside of their normal season, the Boosters will award grants of up to $1000 via an application/interview process.
* This process is usually performed at the end of the season or before their season, well in advance of the tournament (possibly even for next year’s team).
* For details, see the Boosters website, [www.lfhsboosters.org](http://www.lfhsboosters.org), VARSITY TEAM GRANTS.

**OTHER ITEMS**

* There is NO tailgating at any LFHS event. Alcohol is not allowed at LFHS sporting events or team activities.
* If you want to rent the grill/concession equipment, please contact **Kristin O’Neil at:** knoneil@comcast.net