

**MHS Soccer Booster Club**  
**a/k/a “Minnetonka Striker Club”**  
**Information Resource and Best Practices Guide**

Last Updated March 1, 2016

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## Role of Striker Club

MHS Soccer Booster Club (a/k/a the “Minnetonka Striker Club”) is a MN nonprofit corporation formed in September 2013, and has received a 501 c 3 tax exempt status determination letter from the IRS. Its Articles and Bylaws can be found on the [www.minnetonkaskrikerclub.com](http://www.minnetonkaskrikerclub.com) website. Its principal office is the home address of Mike Rogers, boys’ head coach, at 19800 Sweetwater Curve, Shorewood, MN 55331. Its mailing address is P.O. Box 81, Excelsior, MN 55331.

The primary purposes of the MHS Soccer Booster Club are to:

- Support BOTH the Boys’ and Girls’ MHS Soccer Programs (through continuity of management and shared resources)
- Support MHS Soccer Coaching Staff
- Support MHS Soccer Related Fundraising
- Support Minnetonka Community Soccer Programs (primarily through shared facilities)

## Board Members

The Striker Club Bylaws call for between 3 and 9 board members, and the board sets the number at each annual meeting. Currently the goal is to have 7-9 directors, representing both boys’ and girls’ programs as equally as possible.

Officers and Directors as of March 1, 2016:

Boys Program	Girls Program
Tim Meester (President)	Kim Rohling (Treasurer)
Karen Ring (VP, Secretary)	Clare Pitera (Director)
Jeff Greiner (Director)	Stacy Beno (Director)
Andrew Altman (Director)	Gretchen Tuttle (Director)
	Tim Hendricks (Director)

\*Chidam Chidambaram, past Chair, is an available advisor to the board, as are Karen Draayer and Beth Reiskytl, founders of the MHS Soccer Booster Club.

### **Striker Club Fundraising**

Helps support initiatives that benefit the high school soccer programs and overall soccer community. The programs (and the Striker Club) have contributed to the stadium scoreboard and to the upper level turf field at MHS. The Striker Club has hosted Maynards' Nights in the past (2013, 2014) but that option is no longer available. It is given the opportunity to do bagging at Cub Foods Minnetonka. Through tax-deductible contributions from families (see the Striker Club Contribution Form), the Striker Club raises additional funds to support its efforts..

### **Program Fundraising**

Reduces direct program cost to families in girls' and boys' programs, such as:

- Team expenses: team apparel, year-end banquet, senior recognition and out of town travel
- Provide additional funding for balls, nets, equipment and other needs not met through the high school activities budget
- Additional coaching where needed
- Contributions to help improve soccer fields in community

### **Striker Club Communications**

- **Striker Club website** - [www.minnetonkaskrikerclub.com](http://www.minnetonkaskrikerclub.com)
- **Twitter** - follow @MtkStriker for program and game updates
- Links from the boys' and girls' programs.

## **Striker Club Board Officers and Other Key Positions - Roles and Responsibilities**

### **President**

Provides overall leadership to board.

Represents Striker Club at Kickoff meetings (or delegates to other executive board member)

Runs board meetings.

Communicates with MHS Activities Director on behalf of Striker Club

Works with coaches to coordinate any needs from the Striker Club

### **Vice-President/Secretary**

Schedules board meetings approximately 4x per year. (Approx: November, January, April/May and July/August)

Prepares minutes of meetings and emails to all board members, and keeps official corporate record book.

Working with the President, sets and communicates agenda for board meetings.

Periodically checks P.O. Box 81 at Excelsior Post Office for official Striker Club mail, and bring to board's attention anything needing action. (Pay annual fee for PO Box as well, using Striker Club debit card.)

Prepares and mails donation receipts and business contribution thank you letters.

Initiates annual update of Best Practices guide (available on google drive)

Does all year end filings (i) By December 31th each year, file Annual Report with MN Secretary of State for MHS Soccer Booster Club and for assumed name, Minnetonka Striker Club, ii) file 990N tax filing by May 15 (990N so long as the Striker Club has less than \$50K in gross receipts); iii) file a MN Charitable Organizations registration form **IF reach \$25K** in contributions in any year.)

### **Treasurer**

Creates annual budget.

Monitors funds in and out. Allocate to budget categories.

Financial reporting at board meetings:

- Funds in and out by program

- Detailed spending report by budget category as backup

- Highlights of any important variances from budget

Financial updates in between board meetings as needed (to captain parents and coaches)

Supports training camp registration and payment

Manages systems (square) to facilitate online collection of funds - summer training camp, banquets

Oversees collection of funds at other key events - kickoff, soccer saturday.

Handles reimbursements and payment of invoices.

Deposits funds as needed.

Receives bank statements.

Advises captain parents' about budgets for various events and programs and expectations for fundraising.

**Captain Parent Liaison** - at least one of the boys captains' parents and one of the girls captains' parents serve as liaisons to the Striker Club, attending all Striker Club meetings, so all can work effectively together (a captain parent liaison can also serve as an officer, but it's recommended that the positions be held by different people in order to best distribute the work)

### **Soccer Saturday Coordinator**

Provides leadership, resources from past events, and continuity for Soccer Saturday.

Initiates meetings and mobilizes captain parents to complete tasks needed to stage the event (rentals, food, volunteers, etc.).

Sets up sign-up genius to facilitate volunteer recruitment. (Captain parents promote and get volunteers)

After event, reports to board and recommends changes for the following year

### **Kickoff Night Coordinator**

Works with captain parents to understand and coordinate kickoff night event.

Advises captains' parents on how best to organize agenda, layout, volunteers needed etc

Defines overall "flow" of the event and creates forms needed.

Potentially assists with check-out process (perhaps along with Striker Treasurer)

### **Communications/Public Relations/Web-site Administration Coordinator**

Updates website (Wix)

- Events and news
- Current information about captains
- Photos
- Board meeting minutes
- Turf initiative updates

Manages list of email contacts - current and past - to facilitate communications from Striker Club to current and past players (google sheet?)

Keeps passwords for Twitter and other social media

Sets up and manages online system for photo sharing/collection

### **Fundraising Coordinator**

Serves as the contact person for and leads Grocery bagging fundraiser at Cub for Striker Club, recruiting volunteers to staff this event. Provides Fundraising Proceeds form to track the funds obtained.

Keeper of fundraising ideas - tracking of existing ideas and how much each one has made in the past:

- Discount Card
- Car Wash
- Famous Dave's breakfast
- Game program business contributions and family contributions
- Facepainting at Tonka Splash
- Summer Training Camps
- Superfan t-shirts

Explore new or abandoned fundraising concepts - promotes them to captain parents:

- Seat cushion sales at MN United games
- Brat sale at Cub Foods
- Throw for dough

Develops/updates best practices for fundraising, especially Superfan t-shirts and game program

### **Liaison Board Member for Upper Level Turf or other Future Facility Conversations**

Work with Coach Mike Rogers to represent the Striker Club in conversations about a second upper level turf field or future facility conversations

Report back to full board updates on how the Striker Club can support the efforts, communicating about the turf initiative, how families can support it by donating to the school district for this purpose

Represent the Striker Club in conversations with the district and other community leaders involved in the initiative

### **Primary Project Responsibility**

#### **Projects guided by Striker Club - Captains' Parents to assist and execute**

- **Soccer Saturday - Overall guidance by Striker Club.** Captain's parents primary lead the "day of" activities and recruit volunteer recruitment
- **Girls Summer Training Camp** - Overall coordination by coach Hopkins, with support for payment and registration by Striker treasurer. Captains' parents help with promotion.
- **Grocery Bagging at Cub Foods - Striker Club leads** and uses captains parents' distribution lists to recruit baggers. Striker Club organizes and takes care of funds raised. (Use Fundraising Proceeds form.)
- **Kickoff Night** - Striker Club helps define overall flow of the evening, especially in the area of administrative tasks, sales of apparel, tickets, etc. and tracking of funds collected.
- **Parent Contributions and Scarves-** at Kickoff night, a Striker Club Contribution form is provided, and each family contributing \$75, receives a Striker Club scarf as a gift. A Striker Club board member designs the scarf each year unless inventory levels require a different decision.  
**Scarves are NOT available for sale separately.**

#### **Projects Led/Coordinated by Captains' Parents**

- **Joint fundraisers between boys' and girls' programs**
  - Game program production - oversee design and printing
  - Game program - Solicitation of business contributions by captains
  - Projects are shared between the boys' and girls' captains and their parents
- **Individual team fundraisers, including but not limited to:**
  - Facepainting at Tonka United Splash (girls)
  - Famous Dave's Breakfast (boys)
  - Car washes (girls)
  - Discount card sales (boys)
  - Selling seat cushions or other items at Minnesota United games (girls, possibly boys)
  - Superfan t-shirts (both)
- **Team/program projects/responsibilities:**
  - Connect with the Minnetonka District Office - Communications for the Tonka Ticket dates for each program, and communicate those dates through captains, during school announcements, on website and Twitter. (Tonka tickets - for one game each season which Minnetonka parents and students print a ticket and get free admission to a certain home game.)
  - Communication to all families in the program, and finding/supervising communicators for each team in each program
  - Work with Tonka United to get ball boys/ball girls, and to issue home game passes for youth soccer players

- Have a captain parent representative either on the Striker Club board or serving in a liaison role to the Striker Club, attending all meetings so we have effective communication between the programs and the Striker Club
- Team photos
- Team apparel
- Homecoming parade
- Senior recognition
- Team bonding, pasta parties, etc.
- End of season banquet
- Managing program expenses and working with Striker Club Treasurer for receipts, reimbursements, understanding budget

### **Striker Club Budget Information**

Funds are held primarily in a checking account at Wells Fargo, with at least two board members having access to provide accountability. Historically we have had the President, Vice President and Secretary on the account. (Must go into a WF branch to add or remove names to the checking and savings accounts.) Savings account is also open with minimal funds held there, primarily used as a vehicle to reduce fees on checking account.

Funds are tracked separately within the Striker Club and each of the Boys' and Girls' programs, and then combined for reports as needed. Budget categories are set forth in each of the "buckets" as well.

Captains' parents, coaches, Striker Club and especially the Treasurer work together to develop annual budgets. Striker Club policy requires each program to raise and spend money within the budgets or raise additional money to cover extra expenses.

Historical information about income and expenses is provided here to help with planning. Further information and details are available from Striker Club Treasurer.

MHS STRIKER CLUB	2013	2014	2015
INCOME AND EXPENSES	Actual	Actual	Actual
INCOME			
Donation	-	1,574.14	1,225.54
Fundraisers:Car Wash	-	-	-
Fundraisers:Cub Bagging	906.61	785.63	-
Fundraisers:Facepainting	-	-	-
Fundraisers:Famous Dave's	-	-	-
Fundraisers:Maynards	1,500.00	1,250.00	-
Fundraisers:Superfan T-Shirts	-	-	-
Fundraisers:Training Camp	-	466.16	-
Other Fundraisers	-	-	169.2
Game Program	-	-	-
Soccer Saturday	-	2,316.37	2,356.58
Interest Inc	0.12	0.28	0.3
Other Inc	100	100	-
TOTAL INCOME	2,506.73	6,492.58	3,751.62
EXPENSES			
Apparel:Coach Apparel	-	-	-
Apparel:Player Apparel	-	-	-
Banquet	-	-	-
Coaches	-	-	-
Fees & Charges	-	-154	-406
MHS Contributions	-	-	-
Misc.:Admin	-	-25.27	-270.53
Team: Programs	-276.91	-	-
Team:Team Building	-	-	-
Travel	-	-	-
Transfer to Striker	1,000.00	-	-
TOTAL EXPENSES	723.09	-179.27	-676.53
OVERALL TOTAL	3,229.82	6,313.31	3,075.09



<b>MHS BOYS SOCCER</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>INCOME AND EXPENSES</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
INCOME				
Donation	-	-	1,390.06	902.77
Fundraisers:Car Wash	-	-	-	-
Fundraisers:Cub Bagging	-	-	-	-
Fundraisers:Facepainting	-	-	-	-
Fundraisers:Famous Daves	1,632.50	1,722.78	2,113.00	1,693.00
Fundraisers:Maynards	-	-	-	-
Fundraisers:Superfan T-Shirts	*	451	165	1,533.75
Fundraisers:Training Camp	-	-	-	778.16
Other Fundraisers	-	-	7,478.50	6,848.00
Game Program	3,115.22	2,258.73	2,673.00	4,866.47
Soccer Saturday	6,051.76	4,217.80	4,640.75	4,409.12
Interest Inc	9.92	-	-	-
Other Inc	-	811.7	-	-
<b>TOTAL INCOME</b>	<b>10,809.40</b>	<b>9,462.01</b>	<b>18,460.31</b>	<b>21,031.27</b>
EXPENSES				
Apparel:Coach Apparel	-737.5	-	-453.86	-17.5
Apparel:Player Apparel	-3,065.10	-	-3,183.69	-655.51
Banquet	-3,604.60	-3,005.07	-5,546.40	-3,826.95
Coaches	-	-	-	-
Fees & Charges	-	-	-132.52	-167.33
MHS Contributions	-1,000.00	-4,000.00	-4,000.00	-4,000.00
Misc.:Admin	-	-	-	-
Team: Programs	-2,400.91	-381.96	-2,146.70	-2,380.26
Team:Team Building	-1,118.09	-3,413.77	-2,195.37	-882.89
Travel	-2,005.06	-809.4	-2,150.47	-1,006.11
Transfer to Striker	-	-500	-	-
<b>TOTAL EXPENSES</b>	<b>-13,931.26</b>	<b>-12,110.20</b>	<b>-19,809.01</b>	<b>-12,936.55</b>
<b>OVERALL TOTAL</b>	<b>-3,121.86</b>	<b>-2,648.19</b>	<b>-1,348.70</b>	<b>8,094.72</b>

<b>MHS GIRLS SOCCER</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>INCOME AND EXPENSES</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
INCOME				
Donation	-	-	184.08	322.77
Fundraisers:Car Wash	1,674.58	1,515.38	875.08	850
Fundraisers:Cub Bagging	941.23	-	-	-
Fundraisers:Facepainting	-17.58	381.15	102.5	398.02
Fundraisers:Famous Daves	-	-	-	-
Fundraisers:Maynards	-	-	-	-
Fundraisers:Superfan T-Shirts	*	1,622.41	1,910.00	810.05
Fundraisers:Training Camp	-	-	1,864.65	816.24
Other Fundraisers	-	1,111.15	1,776.83	-
Game Program	2,012.00	2,851.66	4,973.00	2,771.48
Soccer Saturday	5,411.22	5,418.56	4,624.75	5,017.12
Interest Inc	-	-	-	-
Other Inc	-	-	-	-
<b>TOTAL INCOME</b>	<b>10,021.45</b>	<b>12,900.31</b>	<b>16,310.89</b>	<b>10,985.68</b>
EXPENSES				
Apparel:Coach Apparel	*	-796.74	-1,194.45	-1,279.50
Apparel:Player Apparel	-2,120.50	-	-579.4	-710.9
Banquet	-5,185.92	-4,734.37	-3,565.17	-3,942.19
Coaches	-	-	-265	-1,296.00
Fees & Charges	-	-	-134.12	-135.98
MHS Contributions	-1,000.00	-6,000.00	-3,500.00	-3,500.00
Misc.:Admin	-	-	-	-
Team: Programs	-1,961.82	-294.35	-1,619.34	-1,891.89
Team:Team Building	-292	-5,013.74	-517.15	-100
Travel	-	-	-	-4,363.74
Transfer to Striker	-	-500	-	-
<b>TOTAL EXPENSES</b>	<b>-10,560.24</b>	<b>-17,339.20</b>	<b>-11,374.63</b>	<b>-17,220.20</b>
<b>OVERALL TOTAL</b>	<b>-538.79</b>	<b>-4,438.89</b>	<b>4,936.26</b>	<b>-6,234.52</b>
		-		
*included elsewhere in budget				

## **Striker Club Financial Management Info & Procedures**

### **Allocation of Shared Revenue and Expenses**

#### Game Program

- Business contributions: 50/50 split between the boys' and girls' programs for repeat ads; 100% of new donations to the player's program who secured the contribution
- Player "ad" revenue: 100% to boys or girls
- Expenses: 50/50

#### Soccer Saturday

- 40% profit each to boys and girls; 20% profit to Striker

#### Senior Recognition

- 50/50 of all shared expenses (program mostly, but could include cake, balloons, etc. if the event is done together)
- Other expenses are allocated to program that incurred them

#### Family or other Donations

- 50% to Striker; 50% to boys/girls from whom the family's player participates
- For business contributions, based on some market research, we allocate 85% as a contribution and 15% for the business promotion in the program. Thank you letters need to be mailed to businesses who contribute. (Striker Club Secretary has the form.)
- The Striker Club should provide receipts at Kick-off for all family contributions (part of forms), and send letters for family donations over \$250. The Secretary has the form.
- If business contributions plus family contributions exceed \$25,000, a MN Charitable Organization filing needs to be made, and annual reports in each following year. See Filing Requirements later in this document.

#### Girls Camp

- 80% profit to girls; 20% profit to Striker (for the administrative support)

### **Vendor Payments**

When possible, submit invoice to Treasurer for direct payment. Please allow at least one week for payments to be processed. Submit a MN ST3 Certificate of Exemption form to the vendor to avoid paying sales tax. (The Striker Secretary's binder/corporate records has additional details on this.)

Payments can be made via check/online bill pay, or via the Striker Club debit card.

### **Personal Reimbursements**

If you have incurred expenses, please request reimbursement by using the “reimbursement request form” (available on Striker Club website) or by providing the following information for each expense item:

- Date
- Paid To
- Description of Expense (what was it for?)
- Budget Category (see below)
- Program to allocate expense to (Striker Club, Boys, Girls, or shared – if so, please break out)
- Amount

Please provide receipts for all items. If more than one item is being reimbursed, please total up all receipts.

If at all possible, please allow one week for reimbursements to be processed. Reimbursements will generally be handled via online bill pay, which takes about one week to arrive once they are processed.

### **Deposits**

If you have collected funds, please provide them to the Treasurer, Secretary or President of the Striker Club, with details regarding source, so they can be deposited. If funds are in cash, please hand deliver them, otherwise they may be mailed.

When submitting funds for deposit, please use the “deposit detail form” (available on Striker Club website) or provide a breakout of how the funds are to be allocated, including:

- Date
- Funds Paid By/Received From
- Description
- Budget Category (see below)
- Program to receive funds (Striker Club, Boys, Girls, or shared – if so, please break out)
- Amount
- Total Deposit

**If you have any questions, please contact the Striker Club Treasurer.**

### **Budget Categories**

#### **Income**

Apparel, Players (training apparel, not  
superfan t-shirts)  
Banquet  
Camp (summer training)  
Car Wash  
Cub Bagging  
Donation  
Facepainting  
Famous Dave's

#### **Expenses**

Apparel, Coaches  
Apparel, Players (training apparel, not  
superfan t-shirts)  
Banquet  
Camp (summer training)  
Car Wash  
Coaches' expenses  
Cub Bagging  
Facepainting

Game Program: Corporate Ad  
 Game Program: Player Ad  
 Maynard's Night  
 Soccer Saturday: Ticket Sales  
 Superfan T-Shirts  
 Team: Scrimmage  
 Travel  
 Other Income (please describe)

Famous Dave's  
 Game Program expenses  
 Maynard's Night (did not occur in 2015-16  
     due to changes in that opportunity)  
 Misc. Administrative expenses  
 Soccer Saturday expenses  
 Superfan T-Shirts  
 Team: Homecoming  
 Team: Kickoff Picnic  
 Team: Posters  
 Team: Scrimmage  
 Team: Senior Recognition  
 Team: Team Building  
 Travel  
 Other Expense (please describe)

### Planning Timelines

Include here approximate timing of projects and when to initiate planning

### Boys Projects

Project	When and what to do - all info, documents, forms etc in electronic folders
Supplies	<ul style="list-style-type: none"> <li>● Camerons have large inflatable ball for Homecoming Parade</li> <li>● Weavers have all other supplies - envelopes, pens, name tags, sign boards, old 2015 programs, decoration for senior recognition</li> <li>● Meesters have Banquet Decorations - can also be used for Senior Recognition without buying more stuff</li> <li>● Chidam will hand over electronic files at handoff and hand over binders and other material</li> </ul>
Game Program  coordinate with Girls	<ul style="list-style-type: none"> <li>● May - finalize business list to solicit. Need to call many times and follow-up. Parents need to push and get involved. Use last years' list as a base</li> <li>● May - July - solicit contributions, get commitments, get money</li> <li>● August - Contact designer - Janie Delaney. Her contact info is <a href="mailto:janie@janieinc.com">janie@janieinc.com</a> and cell is (952) 473-4666</li> <li>● August - Arrange with Lifetouch to get photos to Janie. Arrange with Tonka United to get their photos to Janie</li> <li>● Quantity to produce: Print 800. In 2015, we printed 1000, which was way too many.</li> <li>● Printer: Quantum Graphics</li> <li>● Contact: Tom Eastlack - (952) 564-6673 or cell (612) 751-2958</li> <li>● Target program for distribution by 9/20</li> <li>● Divide program costs and duties between boys' and girls'</li> <li>● Arrange with Ted Schultz (MHS AD) to distribute at each game</li> </ul>

	<ul style="list-style-type: none"> <li>After printing, be sure to give enough to each team manager so that each player gets one program.</li> </ul>
<p>Game Program Tonka United</p> <p>coordinate with Girls</p>	<ul style="list-style-type: none"> <li>May - Write request letter to Tonka United Board to ask them to support MHS Program with \$3000 ( perhaps ask for \$3,500 this year?). They get space in the program to profile TU in addition to photo space and TU youth players get tickets to all MHS home games.</li> <li>Contact Quantum Graphics and print “punch tickets” to be given to Tonka United Players for all boys and Girls home games.</li> <li>Get Tickets to Bobbi @ Tonka United in August so she can distribute to teams.</li> <li>Inform Ted Schultz about the tickets so he can tell people at gate. Send him a copy of the proof before you print.</li> </ul>
Booking Facilities	<ul style="list-style-type: none"> <li>Contact Trish Sorenson at District office to make booking. Send her an email. Follow up with phone call and have her enter your booking into system. Do this ASAP preferably Feb/March.</li> <li>Glve her all your needs together as that will be easier.</li> <li><a href="mailto:Trisha.Sorenson@minnetonka.k12.mn.us">Trisha.Sorenson@minnetonka.k12.mn.us</a> / 952-401-5052 <ul style="list-style-type: none"> <li>Booking not final till you receive confirmation from her via a booking sheet</li> <li>Fields are booked by coaches - make sure coaches tell Trisha to reserve <b>all</b> fields at MHS for Soccer Saturday and coordinate with Tonka United so that Tonka United will have fields to play in and generate more crowds</li> <li>Patio and grill outside Cafeteria - V &amp; VR BBQ</li> <li>Cafeteria - Kick off “picnic” - this should include equipment for a mic, projector and screen.</li> <li>Cafeteria - V &amp; VR Breakfast</li> <li>Cafeteria or MHS Food Science Room - if you want for Pasta Parties</li> </ul> </li> <li>Contact Denise at Pagel to book Pagel lobby for Discount Card Blitz day AND for Senior recognition</li> <li>Book Minnetonka Community Center in Nov 2016 for Nov 2017. Nov 2016 booking already done by Chidam (other locations used in past were too expensive)</li> </ul>
Pre - Season	<ul style="list-style-type: none"> <li>March - meet with coach to get broad details for dates etc that he has planned</li> <li>March - book facilities</li> <li>March - Assign key roles such as ball boy coordination, program, kick off packets and “day of” needs, including meal, soccer saturday, communications, budgeting/money management etc</li> <li>March/April - using captains’ ideas, pick apparel, design Super Fan T-shirt and get approval from Mike Rogers and Ted Schultz</li> <li>April - schedule May visit to Middle Schools</li> <li>May - Captains go to each Middle School to talk about Fall Soccer and any summer camp/training opportunities. Make arrangements to go to the middle schools during their lunch periods.</li> <li>May/June - contact Famous Dave’s to book date for Breakfast in the Fall</li> <li><b>Suggest that Captains bring a signup sheet or a leave behind with information so that interested 8th graders’ parents can send Captains/Parents an email with contact information to be put on the pre-tryout contact list (NEW)</b></li> </ul>

	<ul style="list-style-type: none"> <li>• July/August - contact Bobbi at Tonka United and Middle Schools to send out email about Tryouts and Summer Camp if any</li> <li>• June - From previous year contact list (Chidam has sent this to you already) - provided in dropbox, prepare pre-season distribution list and new submissions by 8th graders.</li> <li>• June - Ask coach to request on website that parents of incoming freshman contact Captains' Parents to provide contact details for pre-season information</li> <li>• Use this list to contact parents and inform in late July and August about Tryouts, Discount Card Fundraiser, Photo taking etc</li> <li>• June - call Lifetouch and book day for photo taking. Coordinate with coach date and time that he prefers - usually morning and usually day after kickoff picnic. Needs to be ASAP after tryouts so that you have time to get photos and info for Program</li> </ul>
Ball Boys	<ul style="list-style-type: none"> <li>• Contact Bobbi @ Tonka United in early August and give her home game schedule.</li> <li>• Ask her for info on which team will be ball boys for which home game.</li> <li>• Get contact info for team managers.</li> <li>• Contact team managers before each game. Initially, contact them a week before each game and then remind them a day before the game.</li> <li>• Ask them to meet Alex Johnson in field 20 minutes before game starts.</li> <li>• Have a gift to give each ball boy. Typically it is an old Super Fan T-Shirt</li> </ul>
Tryout Week	<ul style="list-style-type: none"> <li>• Coaches handle tryouts. Work with Coach Rogers to get info on who made the teams and cross-tab with your pre-tryout contact list to create a post tryout (pre Kickoff) contact list.</li> <li>• Print this list for kick off night for people to add info and/or update.</li> <li>• Use this to send out congratulatory emails and let people know what to expect - i.e. Discount Card Fundraiser, V&amp;VR BBQ, Kick off etc</li> <li>• Try to get people to sign up as team Managers ASAP</li> <li>• Find out when uniforms are going to be distributed for each team. Be there so that you can easily get name of player and Jersey Number.</li> </ul>
Discount Card Fundraiser	<ul style="list-style-type: none"> <li>• Evaluate whether you want to do your own discount card and cut out Jon Frank. He takes 50% of proceeds for not doing a lot of work to get advertisers who are on the discount card.</li> <li>• If using Impact Fundraising, meet with Jon Frank and coach and work out details. Striker booster club president/officer should sign contract.</li> <li>• Typically fundraiser is Sunday after Tryout Week, day after BBQ, Sunday before Kickoff</li> <li>• Need to have Jon drop off Discount Card packets with one of you by Wednesday, week of Tryouts.</li> <li>• One person should manage Discount Cards Fundraiser. Coordinate with coach on when you should be at field. Distribute fundraising packets to players as they are told they made a team. Record packet number that player takes.</li> <li>• Have Jon come to BBQ to talk to V &amp; VR players about fundraiser</li> <li>• Send out emails many times <b>before</b> tryout results are announced to have people (parents and players) keep that Sunday, noon to 6 free. Indicate that we need many players and many parents to come.</li> <li>• Assemble in Pagel Lobby at noon.</li> <li>• At end of day, players come back to Pagel to drop off packets and drop of money collected.</li> </ul>

	<ul style="list-style-type: none"> <li>• Checks should be made to Minnetonka Striker Club or MHS Soccer Booster Club. You will need a few people to help you count the money, checks etc.</li> <li>• Coordinate with Treasurer of Striker Club, how money should be deposited as quickly as possible because it's significant.</li> <li>• Jon will ask and suggest that players keep their packets after blitz day and sell more cards. Coach will suggest the same. <b>Do not agree to do a post-blitz sale.</b> Give back all cards to Jon the night of blitz. Tell boys who do not come to blitz to have their parents drop off packets at some point in time during Blitz.</li> <li>• Getting the packets after Blitz is a LOT of work and we do not raise much money if at all.</li> </ul>
V & VR Breakfast	<ul style="list-style-type: none"> <li>• On that Friday morning on week of tryouts</li> <li>• Buy food on Wednesday for the next ten days ( Kickoff, Breakfast and BBQ)</li> <li>• Cafeteria should be booked as a part of facilities booking</li> <li>• This is a good time to distribute Senior Survey form to Seniors and get it back before they leave for practice</li> </ul>
V& VR BBQ	<ul style="list-style-type: none"> <li>• See facilities info to book location - book patio</li> <li>• On Saturday after tryouts, typically after Holy Family Scrimmage</li> <li>• We alternate this game as home or away. In 2016, scrimmage is likely to be away game.</li> <li>• Captains should leave game early to come to MHS to prepare.</li> <li>• Need to get food and stuff to grill. See information in electronic folders on what to order, what to buy (as a part of the 1st week of food needed).</li> <li>• Bring folding/picnic tables from home as no tables at Patio OR talk to Pagel/make arrangements with them to borrow tables from them. Pagel was closed in 2015 on day of BBQ.</li> <li>• You might want to reserve cafeteria with Trisha as a backup for BBQ to allow people to go in if it rains. In 2015, it rained pretty badly.</li> <li>• Invite Jon Frank to come to BBQ to talk about Discount Card Fundraiser</li> </ul>
Kick Off	<ul style="list-style-type: none"> <li>• May/June - Meet with Striker Club rep to get guidance for how to organize</li> <li>• June/July - Parents or sub-committee meet to plan night and go over all forms and set up signup genius etc</li> <li>• All forms and previous years info available on dropbox</li> <li>• Coordinate with program apparel rep for what they need and how they will set up for kick off</li> <li>• Prepare Player Packets to be distributed after Tryouts by coach</li> <li>• See sample Player Packet</li> <li>• Not all teams have same info</li> <li>• Prepare Sign Up Genius form for volunteer sign ups - this made getting signups more easier - send this out in one of the early pre-tryout emails. Send this out again before kick-off but after Tryout results announced</li> <li>• Recommend creating a spreadsheet like this year for contact information <b>but have people fill it out live in a computer.</b> It will save you a lot of time as Meena and Chidam spent 4 hours entering all the handwritten info into computer. Have at least one computer at each team table. People can see print out of existing info and if incorrect can change it in the computer.</li> <li>• See Kick off checklist in Dropbox and see packet folders</li> <li>• Supply box has pens, name tags (may need more) signs for tables etc</li> <li>• NOTE that Coach wants agenda to go back to 2014 or before in terms of order vs 2015; Striker Club does a short overview as well - see PowerPoint in dropbox</li> </ul>



	<ul style="list-style-type: none"> <li>• Need to order Chicken from Cub. See food order info in Dropbox on how much to order etc.</li> <li>• Bring some of your own tongs, large spoons and forks to serve food if parents forget to bring their own utensils. We have some utensils in team supply</li> <li>• Meet with Striker Club rep a week before Kickoff to be sure that everything works and that you can set up square to match order sheet etc. Striker Club Treasurer tries to attend both Kickoff Nights (girls and boys)</li> <li>• Provide envelope for each table to collect and put different forms that player/families have to give - Transportation form, order form , donation form.</li> <li>• File all the forms filled in a binder by team and then in alphabetical order. You will need to refer to this binder often as people will question what they bought etc.</li> </ul>
LifeTouch Photos	<ul style="list-style-type: none"> <li>• Contact: Tammy Selvog to book photo day and time. Do by May but talk to caches on time and dates.</li> <li>• Her Contact info: tselvog@lifetouch.com   763.416.8641 (o)</li> </ul>
Trip Up North	<ul style="list-style-type: none"> <li>• Team goes to either Grand Rapids or Duluth each year.</li> <li>• Depending on where we go, all or some teams go up north.</li> <li>• Coach arranges buses for trip.</li> <li>• Contact coach and confirm with him teams that are going so that order form can be appropriately updated.</li> <li>• Summarize Subway orders from order form post kick off. Call Minnetonka Subway and put in order for lunch sandwiches. Given thema pick up time of 30 minutes before bus leaves as they are usually late.</li> <li>• Buy extra cases of water, bananas and bars for trip. Drop them off at the buses.</li> <li>• Ask coach where he wants the team to eat on the way back and at what time. Call them and pre-order food for team and confirm pricing. Let coach know as he will pay for the food and get reimbursed.</li> </ul>
Famous Dave's	<ul style="list-style-type: none"> <li>• Choose one captains' parent to lead this fundraiser.</li> <li>• Try as early as May to confirm date that we want to do with coach and book with Famous Dave's. Confirm date preferably by June/July.</li> <li>• Need to confirm that cost per plate to us. In 2015 it was about \$3.</li> <li>• Need to get Tickets printed and be ready to give out at Kick Off.</li> <li>• Printer was Snap Print on Shady Oak Road. See if you can use Quantum Graphics. In 2015, there was no cost as Cameron's paid for the printing and donated it. Quantum printed everything except for Famous Dave's</li> <li>• Snap Print: 26 Shady Oak Rd, Hopkins, MN 55343. Tel: (952) 935-0506</li> <li>• In 2015, we printed 8 tickets per player and then print an additional 50. This may be too many as we had more than half left over in 2015</li> <li>• Need to let Famous Dave's/Scott know final count Tuesday before the breakfast. Give him initial estimate two weeks before event.</li> <li>• Have Sign up sheet for players to sign-up for times at Varsity table. All Varsity players required to serve.</li> <li>• Send reminder to all people in program a few days before, reminding them about the breakfast.</li> <li>• Announce breakfast on Twitter, Striker website and in school.</li> <li>• One captains parent should be present at breakfast to supervise, and do final tally and pay Famous Dave's</li> </ul>

Home-coming  coordinate with Girls	<ul style="list-style-type: none"> <li>• Captains should get ball for float from Cameron's ASAP if you have not so already</li> <li>• Contact Williams Towing (they will drive and bring Flatbed): 952 474 8000 (office). (We have often given them a \$50 gift card to thank the driver)</li> <li>• 4250 Creekview Circle, #101, St. Boni, MN 55375</li> <li>• Jeff Williams (owner – will drive if he can) Cell: 952 220 5820</li> <li>• Need to submit float entry form by date – need to find out by when from school ( call activities office/go there to get form)</li> <li>• Need to get all boys to sign Homecoming Parade permission form - send out</li> <li>• Captains decide who goes on float etc - Varsity + Seniors or all etc; often lower teams have practice and cannot attend</li> <li>• Agree to meet truck at Mount Calvary Church</li> <li>• Figure out how to blow up soccer ball. Make float decorations before hand</li> <li>• Arrange for where to pick up bales of hay and discuss price if you return hay bales</li> <li>• Buy gift cards for driver. Both teams use same company for float so discuss ahead of time who is buying gift cards etc</li> <li>• Tell boys what to wear, or have captains decide and notify the teams</li> </ul>
Pasta Party Varsity Only	<ul style="list-style-type: none"> <li>• Typically have 3-4 and maybe another one if go to State</li> <li>• Can be at school (Cafeteria or Food Science Room) or someone's house</li> <li>• Get Buca gift card at Costco (get \$100 for \$80,saving 20%) and use to buy food if parents do not volunteer to cook. Can often combined with a % off deal if subscribe to Buca's e-mail club.</li> <li>• Book cafeteria or Pagel or whatever place you want if doing at school as a part of facilities booking</li> <li>• Send out reminders to players and parents a few days before to help with transportation if needed</li> <li>• If other teams want to do, and team manager wants to organize, encourage that as well</li> </ul>
Announcer	<ul style="list-style-type: none"> <li>• Greg Lincoln</li> <li>• Not sure we have to do anything but check with Coach</li> <li>• Invite him to banquet with spouse</li> <li>• Get him gift card and give to him at banquet.</li> </ul>
Bulletin Board	<ul style="list-style-type: none"> <li>• Can use to showcase Soccer, put up photos, announcements etc.</li> <li>• Find out where it is from Activities Office</li> </ul>
Senior Recognition  coordinate with Girls	<ul style="list-style-type: none"> <li>• Coach does not want it on Soccer Saturday.</li> <li>• He wants it on last varsity game at home. Hopefully VR also is at home. Check with Coach</li> <li>• Assign Senior Recognition to a group of non-senior parents (usually junior parents)</li> <li>• Need to get Sr Recognition book done together with Girls</li> <li>• Need to get Senior Survey responses in.</li> <li>• Work with Janie Delaney to do Senior Recognition book in time for handing out before game. Please be sure that you have enough to give each Sr Parent a book. We ordered 225 and shared 50/50 with Girls team. We had more than enough. Recommend ordering 200 for 2016</li> <li>• Try to use photos of seniors in V and VR teams</li> <li>• Committee to look at binder/folder to figure out what to do. <ul style="list-style-type: none"> <li>○ Get cake</li> <li>○ Get water</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Use decorations that we have and augment as needed</li> <li>○ Get photo of each senior for others to sign etc (may want to use the poster size matted frame from Michael's where you include an 8x10 and players can sign)</li> <li>○ Get roses for each seniors to give his mom</li> <li>○ Prepare talking points for Greg</li> <li>● Be sure that you keep enough for each Senior to hand to them individually.</li> </ul>
<p>Soccer Saturday</p> <p>coordinate with Girls</p>	<ul style="list-style-type: none"> <li>● Joint event - meet Striker Club rep to get guidance from as well. Meet in August to be sure that you know what to do.</li> <li>● July - work with coaches to finalize schedule for the day</li> <li>● Have coaches book all soccer fields at MHS for the day so that Tonka United can schedule Fall Games.</li> <li>● Coordinate with coaches/Bobbi at Tonka United to schedule games throughout day for Soccer Saturday.</li> <li>● August, contact A-Z rental and Cub Foods to let them know about Soccer Saturday and dates.</li> <li>● Cub Foods - contact is Brian.</li> <li>● See folder for what to order form both groups</li> <li>● Ensure that needs to set up tent, cook food, clean up, pick up food, drop off rental supplies etc are all in Signup Genius and that both boys and girls programs each recruit volunteers</li> <li>● In July submit request for license from the city. Folder has last year's example. Work with Striker Club rep for Striker Club to submit license request.</li> <li>● City has requirements for how food should be stored, requirements for a handwashing station and requires all wear caps or hair nets and gloves. City has requirements that food be kept warm.</li> <li>● We can build our own handwashing station. Ask Ted Schultz and get two Powerade containers - he will typically leave it for you at Pagel the night before.</li> <li>● Fill Powerade containers with Water. Have a bucket/basin below the Powerade containers. Have a roll of bounty and have a bottle of soap next to the Powerade containers. You now have a handwashing station. Put all these on the Pagel counter.</li> <li>● Let Ted know when Soccer Saturday is and confirm that Pagel will not be selling refreshments/food that day and ask that we be given space in Pagel's freezer to put the food that we bring from Cub till we need them.</li> <li>● Put only a small amount of food in the coolers next to the cooking stations. Re-stock coolers from Pagel freezers.</li> <li>● Keep cooked burgers/hotdogs warm in a foil with brine as required by City of Minnetonka.</li> <li>● Do NOT try to sell anything beyond what we have.</li> <li>● Give the referees one free meal even if they do not have a ticket.</li> <li>● All unused/unopened food should be returned to Cub. Cub will typically ring up all that you take out but not charge you till the evening when you go back and return what you have not used. They then will charge you for what you have used.</li> <li>● Talk to Ted to see who to talk to to be sure that you have enough trash cans/dumpsters near cooking area.</li> </ul>
Banquet	<ul style="list-style-type: none"> <li>● Book for 2017 when you go into to do set up meeting with Community Center.</li> </ul>

	<ul style="list-style-type: none"> <li>• Meet with Community Center people 4 weeks before Banquet.</li> <li>• See folder for plan details etc</li> <li>• Need committee to help you with <ul style="list-style-type: none"> <li>◦ Setup and decorations</li> <li>◦ Joanna Meester has all the decorations</li> <li>◦ Getting Gifts for coaches</li> <li>◦ Program - design and print - this will take time.</li> </ul> </li> <li>• Have someone coordinate a signup genius or evite to figure out who is coming about a month/three weeks before Banquet. Team funds will pay for player and 2 others. Anyone else over and above that has to pay about \$10 to \$15 depending on what you order.</li> <li>• \$100 budget for Varsity gifts for Captains to buy gag gifts</li> <li>• Do slide show for each team - get videographer and photographers to create a slide show.</li> <li>• Do not buy cake. All wasted. Buy cookies or brownies instead from Costco etc.</li> <li>• Order from Qdoba - most liked by boys.</li> <li>• Tell Qdoba that you would like to reduce black beans by 25% and substitute rice for that</li> <li>• Menu that was like was: <ul style="list-style-type: none"> <li>◦ <b>X</b> Naked Burrito Bars of <b>X</b> people are coming</li> <li>◦ Tell them to reduce beans by 25% and increase rice by that amount.</li> <li>◦ Rice should be white rice</li> <li>◦ For the <b>X</b>, chicken and steak is 50/50.</li> <li>◦ Order extra chicken for 25 people.</li> <li>◦ Take all the salsa, sour cream etc that they provide. Do not order extras such as guacamole, corn, chips etc</li> <li>◦ Get water bottles from Costco</li> </ul> </li> <li>• Call Qdoba Catering and set up order 10 days ahead of time. You can change quantities till 2 days before. By calling ahead you can be sure that they can make what you need and will have a delivery driver. Pay for delivery.</li> <li>• Use Eden Prairie Qdoba - they are very good and prompt</li> <li>• You will have to pay the remaining \$75 cost for Community Center rental.</li> <li>• They will ask for a \$300 deposit when you meet with them 4 weeks ahead of Banquet. Put it on a personal card as typically it is refunded. If not, then you will have to ask Striker Club/Team to reimburse you.</li> </ul>
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## Girls Projects

Activity/Event	Due Date	Start Planning	Other Contact	Key Info
Game Program Ads	August	April	Boys' Captain Parents; Striker Club Fundraising Coordinator	Captains "sell" during the summer. 100% of new ads go to group who sells, repeat split 50/50
Game Program	August	April	Boys Captain	

Production			Parents; Janey Delaney designer; Printer	
Apparel, Players	August	April	Striker Club Treasurer	Warmup suits; Varsity sweatshirts; SuperFan t-shirts; Practice Kit t-shirts; Game socks. Multiple options for vendors. Pricing depends on budget status.
Apparel, Coaches	August	April	Head Coach	Communicate with treasurer for budget info
Facilities Scheduling	July	January		Trisha Sorenson, District office
Fundraiser, SuperFan T-shirts	July	January	Striker Club Fundraising Coordinator	Only order quantity needed. Do not keep in inventory.
Fundraiser, Car Wash	TBD	January	Cub Foods (name?)	Captains determine date. Sign up early to have choices.
Soccer Saturday	late September	May	Striker Club Soccer Saturday Coordinator	Captain parents help with various tasks, including volunteer recruitment
Pre-Season Poster	Summer	April	Boys' Captain Parents	Give to past sponsors when calling on them for repeat ads; Need to collect captain photos
Team Pictures	ASAP after team formation	summer	Lifetouch	Photos and list of players/coaches in them is needed ASAP for game program production
Team Poster	after team formation	summer	Lifetouch	Captains create the "theme"
Kick-Off Picnic	Monday after tryouts	April	Striker Club Kickoff Coordinator	Striker Club will assist with overall organization of tables and collection of funds.
Roster/Contact Information	Kickoff event	Summer	Striker Club Communications Coordinator	Share info collected with Striker Club
Managers for	summer	end of		Include in mid-summer email

Each Team		tryouts		
Pasta Parties	various	August		Captain parents plan varsity only. Other teams can coordinate their own events
Team Banquet	spring or ASAP	early November	Striker Club Treasurer	Reserve date in winter/spring; consult with Treasurer for budget info
Senior Recognition	TBD	August	Boys' Captain Parents; Striker Club Treasurer	Coordinate date with boys if desired; Get junior parent volunteers to manage this; Consult with Treasurer for budget
Homecoming Parade	varies - September or October	August	Williams Towing	Contact Williams Towing for flatbed trailer
Ball Girls	beginning of season	August	TUSA/Bobbi	Provide refreshments
Videotaping	TBD	TBD	Head Coach	Sometimes he requests this
Announcer	August	summer	Greg Lincoln	
Captains Practices	August	April/May	MHS Activities	Stadium turf - contact Dave Nelson
Bonding Events	TBD	TBD	Captains	Sleepover, other things?
Pre-Season Meeting with Coach	No later than April	February	Head Coach	Review key info: Kickoff picnic date, senior recognition date, banquet date; apparel needs
Middle School Meetings	May	April	Head Coach	If desired, make up flyers with info to promote MHS soccer in middle school; invite them to meeting with coaches
Pre-Tryout Promotion	July/August	April	TUSA/ Middle Schools	Promote via emails
Pre-Tryout Meeting	mid-May	April	Head Coach	For players and parents; Head coach handles this
Website				Currently thru shutterfly; head coach currently handles
Other Communications				

Email - Welcome to the Season	late July			Include: capt practice, tryouts, fundraisers, kickoff, banquet, captain contact info
Varsity Parent Party	ASAP after team formation	August	-	Usually hosted by captain parents
Email - Varsity Congrats	August			Include: team dinner, pictures, kickoff picnic instructions, first game
Email - All Teams	August			Include: volunteer opptys, kickoff picnic instructions
Sign-Up Sheets	Kickoff event			Pasta parties, volunteers, Soccer Saturday, etc. Can use sign-up genius in advance of kickoff to encourage early signups
Email - Seeking Team Managers	after tryouts			Send asap; get contact info from Activities to facilitate

### **Striker Club Projects/Responsibilities**

**\*The Striker Club should review periodically the Booster Club guidelines provided on the MHS Activities website for overall guidance on booster clubs at Minnetonka High School.**

<b>Activity/Event</b>	<b>Due Date</b>	<b>Start Planning</b>	<b>Contacts</b>	<b>Key Info</b>
Annual Budget Planning	March	January	Striker Club Treasurer; Captain Parents; Coaches	Budget must be approved by Striker Board.
Assign key roles for the upcoming season	March	January	Striker Club Board	Fill roles for Kick-off Lead; Soccer Saturday Coordinator; Fundraising Chair; Communications Chair; Community Contact (for conversations with Coach Rogers and Mtka School District re turf fields)
Oversee Finances				Year-round; captains parents monitor budgets of expenses and fundraising,

				and finding additional fundraising if expenses exceed
Board meetings with coaches and captains parent reps	Approx March, May/June, late July/early Aug; Oct/Nov			Connect approximately 4 times a year to meet needs and oversee
Update Striker Club contribution form annually and design/ order scarves	August 1	Spring	Striker Communications Person, and Board Secretary	Update form from prior years, have available for player packets prior to Kickoff Nights, post pdf on website
Thank you letters to i) family contributors of \$250 or more; and ii) businesses who contributed to Soccer Saturday	December 31, 2015, but best to do in September (after kickoff for families) and by 12-31 for businesses	August	Striker Club Vice President/ Secretary	Striker Club has a form to make this easy
Annual Booster Club Meeting	Nov-Jan	October	Striker Club President	Elect new directors/officers, outgoing wrap up by year-end; new ones effective Feb 1 or Feb 15 (after year end filings)
Schedule Cub Bagging	Fall		Mtka Dist 276 Communications (Amanda Stillman had dates for 2016)	Schedule the Cub bagging date during the off-season; provide fundraising proceeds form to track funds received
Captain Parent Transition	February	December	Striker Club Executive board members and captain parents	Review goals, policies and procedures, and how Striker Club works with each of the programs. Outgoing captain parents may wish to have separate transition meeting to discuss specific projects.
Filings	Dec 31 for one; Feb 1st or 15th for others	November	Striker Club Vice President/ Secretary	The Vice President/Secretary will have more details but key filings are: 1) <b>Annual Report filings with MN Secretary of State</b> for both the MHS Soccer Booster Club and for the



				assumed name (Minnetonka Striker Club) - due 12-31; 2) <b>Form 990N</b> - tax filing for nonprofits with less than \$50K of gross receipts, due May 15th, but do before director/officer changeover; 3) <b>MN Charitable Organization registration</b> within 30 days of and IF receive \$25,000 in contributions (family and business) in any year.
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## **Project Notes and Best Practices**

This section provides guidance on how to run the various projects in the most efficient way possible. Documents are either being stored in the Google Drive/Dropbox or are in the possession of Striker Club board members.

### **Kickoff Night**

This event is the first major event of the season, and the only time apart from the banquet that all teams are together. It is a very important night and includes the following:

- Conveying important information for the upcoming season.
- Recruiting of volunteers (to the extent not already done through signupgenius).
- Collecting funds from families - apparel, Soccer Saturday tickets, SuperFan ads, etc.
- Apparel information on ordering.
- Connecting with teammates via dinner (generally the boys order chicken and the girls grill brats and hot dogs, with the rest being a potluck).

Because there are so many people there, managing traffic flow efficiently is a key success factor. Also, it is important to be able to track the funds collected at this event so they may be properly credited to the various accounts.

The Striker Club Kickoff Coordinator will work with the captains parents and the Striker Treasurer to set up the overall flow, including the order form to be used to track payments collected. The Treasurer is responsible for financial reporting after the evening is over.

It is recommended that all order forms be collected at the end of the night for record-keeping, and retained until the end of the season in case there are questions about items ordered or paid for.

### **Team Apparel**

The MHS activity fee covers uniforms for soccer, including jerseys and shorts. Additional items must be purchased by players. This includes game socks, team practice shirts, jackets, warmups, etc. Anything purchased by the players is kept by the players at the end of the season.

Generally these apparel items are sold at cost to players and not marked up as a “fundraiser.” Depending on budget available, some items may be given to new players. (In the past the girls program has given a free practice kit to new players. The boys have given a Believe and Achieve T-Shirt to all new to program players.)

There are also team apparel items that have been purchased by the program that remain with the program at the end of the season. This includes team coats and backpacks for the varsity and JV players.

### **Superfan T-Shirts**

Superfan t-shirt are a staple of fundraising at MHS. The captains usually choose the theme and design of the shirts. Be advised that this frequently takes them a LONG time, and they generally need to be given a firm deadline.

There are a lot of vendors who can do screen printing. It is recommended that you get a couple of competitive bids and consider supporting "local" vendors who have supported MHS soccer in the past.

Pricing for sale is generally \$10-20. Profit margin will depend on the cost of the shirt stock (long sleeved shirts are a few dollars more than short sleeved, colors are more than white) and the printing (about \$1 per shirt for each color of printing per side). Make sure you are making at least \$3-5 profit per shirt, if not more.

To maximize fundraising, you do not want to have any inventory left over at the end of the year. **Only order the quantity of shirts that you know will be sold.** This also prevents the problem of storing inventory from year to year. Terri Greiner had a good system in 2015 for Boys although it was more work for her.

An easy way to ensure all shirts ordered are sold is to plan on two printing runs. Order an initial quantity of shirts that is very small. For first run, order quantity of 10-20% more than the number of players on the teams (to allow for size choices). Distribute to players at the kickoff for players only - for free or sell them at cost or mark up depending on your budget. Players then wear the shirts on the first day of school and take orders for about a week. Once orders are submitted, order a second print run to fill in the quantities ordered.

### **Team Photos**

Captain parents need to schedule a time for team and individual photos to be taken with the official school sports photographer. It is best to do this early, in the spring if possible. The date should be during the first week after tryouts conclude. Coordinate with head coach to determine first and second choice dates.

Before photo session, get rosters for each team from head coach. Print these out and have them on a clipboard so players can be checked off as "present" in the photo.

At the photo session, when players are lined up waiting for their team photo have them confirm the spelling of their name for the game program, and their jersey number. If jersey numbers were not available before the photo session, have players add them.

When players are lined up for team photo, jot down player jersey numbers from left to right for front row, middle row and back row. Add coaches' names as needed. This will prove to be very useful when putting together captions for the game program.

### **Game Program - see boys section above for detailed timing**

This is a big way to raise funds for the program. This requires a lot of work by Captains and parents beginning May. In May, finalize business list to solicit for contributions. Need to call these businesses many times and follow-up. Suggest an initial in-person visit by the soccer captain. Parents need to push and get involved. Use last year's list as a base.

See electronic folders on what to wear, what to bring with you, what to drop off at each business, etc. You will need to get a letter drafted and signed by both coaches. Use last year's letter and modify to

update some info.

For all business contributions that are the same as the prior year, money received is shared 50/50 by the boys' and girls' programs. Both programs need to come through on following up to get renewals. For any new business that had not contributed the prior year, all money raised goes to the program of the player who raised it.

August - Contact designer - Janie Delaney. Her contact info is [janie@janieinc.com](mailto:janie@janieinc.com) and cell is (952) 473-4666. Work with her on design of the program cover etc. Arrange with Lifetouch to get photos to Janie. Arrange with Tonka United to get their photos to Janie. Each team must have a parent who will coordinate getting all needed info to Janie such as player ads, coaches info, photos etc.

Suggest that you only print about 800 copies. In 2015, we printed 1000 and it was way too much. Printer: Quantum Graphics. Contact: Tom Eastlack - (952) 564-6673 or cell (612) 751-2958. Target program for distribution by 9/20. Divide printed programs between boys' and girls' program. Arrange with Ted Schultz to distribute at each game.

**Soccer Saturday** - for details on timing, see boys' section above.

Joint event that you should meet with Striker Club rep to get guidance and to work with the Striker Club. Meet in August to be sure that you know what to do. Have coaches book all soccer fields at MHS for the day so that Tonka United can schedule Fall Games. Coordinate with coaches/Bobbi at Tonka United to schedule games throughout day for Soccer Saturday.

In August, contact A-Z rental and Cub Foods to let them know about Soccer Saturday and dates.

Cub Foods - contact is Brian. See folder for what to order form both groups.

Ensure that volunteer needs, including to set up tent, cook food, clean up, pick up food, drop off rental supplies etc., are all in Signup Genius and that both boys and girls recruit.

In July, submit request for license from the city. Folder has last year's example. Work with Striker Club for Striker Club to submit license request.

City has requirements for how food should be stored, requirements for a handwashing station and requires all to wear caps or hair nets and gloves. City has requirements that food be kept warm. We can build our own handwashing station. (See boys section above.)

Let Ted know when Soccer Saturday is and confirm that Pagel will not be selling refreshments/food that day and ask that we be given space in Pagel's freezer to put the food that we bring from Cub till we need them. (See boys' section above.)

Talk to Ted to see who to talk to to be sure that you have enough trash cans/dumpsters near cooking area.

### **Senior Recognition**

This event can be done individually by both programs, or can be coordinated jointly between the boys' and girls' programs, depending on what the coaches want to do. It looks like it will be separate in 2016 as it was in 2015; it is the last home game in the regular season. It is wise to recruit junior parents to coordinate the program, to allow captain and other senior parents to fully participate.

Elements of Senior Recognition in the past have included:

- Announcement/introduction of each player and their families before or after the game. Timing can be tricky, as it is hard to coordinate game schedules of varsity and JV teams, both of which usually have senior players.
- Printed program featuring photos and profile of seniors - can be simple or elaborate, depending on budget. Start collecting information early, as it always takes a long time for everyone to turn it in.
  - It can be helpful to have someone do a “senior photo session” early in the season to provide photos. Getting them from the official vendor can be difficult and it’s nice to have more personal photos. Can include their senior picture too, if available for all players.
- Flowers for senior moms
- Cake to be served after the game
- Poster-sized matted frame for 8x10 action shot of player and room for players to sign. (Available at Michael’s for about \$12 each.)

### **Homecoming**

Need to come up with a theme. Program budget will cover decorations and possibly t-shirts for participants. See Homecoming section above

### **Boys Fundraisers - see above project section**

### **Girls Fundraisers**

**Training Camp:** Coach Hopkins puts this together and determines the location, dates and costs. Funds raised provide payment for extra coach for the program. Captain parents help with promotion of the camp. Striker Club treasurer responsible for helping set up the infrastructure to track registrations and payments. (This can be done via Square.)

**Facepainting at Tonka Splash:** This is through Tonka United. Captain parents purchase supplies and recruit players to offer face-painting and crazy hair spray for donations to the program.

**Car Wash:** Select date based on tryout schedule and captain practices. Ideal dates are in July or August, before school starts. There are some advantages to having the car wash after tryouts conclude, so it can be a “team bonding” opportunity, and volunteers can be recruited at the kickoff.

- Contact Cub Foods as soon as possible to reserve date for Car Wash. The later you wait, the fewer options you will have for dates.
- The bins given to the captain parents have supplies in them, including towels, money collection jar, etc. You’ll need to buy car wash soap.
- The racks Cub Foods uses for hanging plants work very well as drying racks for towels.
- Bring your own sprayers?

**Minnesota United:** In 2014 the girls sold seat cushions at the Minnesota United game. It was a very successful fundraiser (\$2000+). Easy to execute - just show up - and gave the girls a chance to watch the game together.

**Striker Fundraisers:** Traditionally we have been given at least one opportunity to bag groceries at Cub Food Minnetonka. Striker to coordinate with Captains' Parents to communicate and "rally the troops." Captains Parents to give Striker Club final contact list post-Kick off for Striker communications.

#### **Coach Purchases of Apparel, Equipment, etc.**

- Head coaches may use Striker Club funds based on their program's budget to purchase apparel for coaches. This may include shirts, shorts, jackets, etc.
- Purchases must be approved in advance by Striker Club Treasurer.
- If approved, coach will select and purchase apparel and submit receipts to Treasurer for reimbursement.

**Communication** - At least one captain parent from each program must be either be on the Striker Club board or serve as a liaison to the Striker Club to avoid doubling efforts or conducting events outside of proven practices or outside of budgets. The President or another officer (Striker Communication Coordinator) should receive the current distribution lists from each program once they are final after team selection. The Striker Club can use these for e-mails to the entire program with program updates. In addition, the Striker Club can post updates on the [www.minnetonkaskrikerclub.com](http://www.minnetonkaskrikerclub.com) website, and on Twitter @MtkaStriker.

#### **End of Season Banquet**

Reserve the banquet venue as soon as possible after the end of the previous season. There are only a few venues that can accommodate large groups like MHS boys and girls soccer. ***Keep budget in mind and have players purchase tickets (if needed, policy is different for boys and girls) at a price that will work from a cost perspective.***

Options:

- Bayview Event Center - Site of girls banquet in 2012-2015. Very tight squeeze but can be done. Plated meal allowed for more seating in 2013. A/V setup isn't ideal and posts in the room obstruct visibility. May have to charge more due to cost.
- Minnetonka Community Center - Site of boys banquet for many years except for 2014 due to a scheduling mix-up by City Center management. Large community room. Inexpensive to rent. Must provide own catering. Preferred by Coach Rogers
- Lafayette Club - Site of girls banquet in 2015.
- Minnetonka Landscape Arboretum - Site of girls banquet in 2011. Large room with good A/V setup.