

location at the school where this information can be safely kept and accessed by your club.

12. Staying in-tune with district policies - Because of the continual change in club officers it is very common to find a booster club conducting its business without any understanding of the school districts policies or requirements.

Tip: Before the start of school or the season schedule a meeting with your principal or activities director to discuss school district policies that effect your activities.

13. Establishing a working relationship with school administrators and coaches -

Booster clubs must take time to sit with the school's administrators and coaches to establish a plan of action. Communicating with administrators is a key component to a healthy club and will greatly reduce the traditional barriers that have formed over the years.

Tip: Communication – clear and precise communication is a key to building any successful relationship with coaches and administrators. Remember we are there to support the needs of extra-curricular activities and all who participate in them.

14. Lack of policies and procedures - Understanding how to handle a given issue as well as the standard operating procedure for a given task is an area that most booster clubs neglect, which is the cause a great deal of confusion.

Tip: How you handle major issues should be outlined in your by-laws. Minor issues should be discussed regularly between club officers and a format for reaching a clear understanding must be achieved and then recorded for future reference.

15. Outlining job descriptions and areas of responsibility -

Booster clubs must have a clear understanding of the responsibilities and job descriptions for each position


including sub-committee or co-chair positions. A clear definition will increase the likelihood of a new volunteer stepping into the position come elections as well as helping to better organize the group throughout the year.

Tip: Put duties and responsibilities of each club position on the back of nomination forms as well as publishing for distribution at your first meeting of the start of each school year or season.

About NABCA:

The North American Booster Club Association (NABCA) (www.boosterclubs.org) is the governing body and first of its kind national booster club association dedicated to providing booster clubs and their extracurricular organizations throughout North America with the highest level of Guidance, Education, Training and Support.

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