



Committee Descriptions

Communications

Prepares and distributes main communication vehicles for the Boosters. Examples include, Promote Booster activities and events, work with social media and website committees, and e-mail distribution lists, and publish monthly newsletter. Typically following a monthly Booster meeting

Conant Social Fundraiser

Plan and execute one of Booster club's largest fundraiser of the year-Casino, Trivia, Dance, Dinner, Auction held in late February or Early March. Conduct committee planning meetings as needed. Roles include secure raffle, silent auction and school donations, attendee ticket sales, secure venue, raffle ticket sales to non-attendee, secure sponsors and collect donation to create various themed baskets.

Concessions-Volleyball

Committee Schedules and trains volunteers, make purchases to maintain stock for sale, and oversees the cash box and deposits. Girls Volleyball season is Fall and Boys season is spring. There may be special events-sectionals, super-sectionals, playoffs, and other tournaments for Volleyball, that the Boosters will handle

Craft Fair

Craft fair late September or October. Contact crafters and send out applications. Collect applications, money, confirm crafters and manage booth assignments. Solicit donations for raffle prizes. Work with volunteer coordinator to secure student and parent volunteers. Work with social media to promote and advertise event.

Craft Fair Concessions

Dances

2 dances Homecoming and Winter formal. Concessions committee assist in setting up and distribution of beverages & snack food during the dances. Coat Check committee checks in, holds, and checks out items (coats, cell phones, flower, shoes) given to volunteers at the dances. Both committees work with social media and the volunteer coordinator to secure volunteers.



Fundraisers

Coordinate and organize fundraising opportunities throughout the year. Includes coordinating with local restaurants and/or vendors scheduling fundraisers, and marketing to the Conant community. (i.e. dine-to-donate nights. Coordinate annual gift card sales twice a year. Christmas and Spring.

Social Media

Posting daily, or as often as possible or needed, to convey messages to the online social audience. The social media chairs coordinates with the President and other committees on current events, fundraising and more. This role requires frequent involvement and attention to daily events. Conant Boosters has a Facebook page, Instagram and X (twitter).

Membership

Responsible for creation and distribution of membership data to incoming families and current families. Late summer and early fall is very active. Develops programs and activities to increase membership. Also includes collecting membership forms and payments via cash, check, or online making updates to the membership database. Committee is also responsible for volunteer sign ups and collection of all volunteer information.

Post Prom

Organize and promote all aspects for the after-prom event. From selecting a venue, ticket cost & sales, chaperones, and transportation.

Scholarships

Create, update and maintain scholarship form. Evaluate and select recipients for Senior Booster scholarships. Establish a committee of readers, work with social media and communications committees to promote the opportunity. Scholarships open Jan/Feb due no later than 2nd week in March, presented at Honors Convocation in late April.

Special Events

Provide refreshments (TBD by event) for Open House, NHS Induction, and Honors Convocation. Host Custodian luncheon and Back to School breakfast for Staff in early August.



Spirit Store

Oversees development of spirit wear designs and selection. Works with vendors to get estimates for pricing, production, and delivery of spirit wear items. Creates and distributes order forms to drive sales. Work with a team of volunteers to staff the school store 2x a month during lunch period school hours. Open for special events which may include Open House, Home Football games, incoming freshman kick off and any other events as needed.

Website

Maintain domain registration and website host accounts. Maintain information on the website with information provided by Administration and Committee Chairs.