

The duties of the Membership Chair for the Booster Club Executive Committee include the following:

Oversee the ordering and printing of Booster Club event passes each summer.

Coordinate the production and distribution of the Booster Club Membership Flyer(s) information. These flyers are sent in bulk mailings to Linn-Mar parents of students in Grades 7-12 in early August and, again, in early September. Membership mailings are delivered to Linn-Mar staff at their individual buildings in early September.

Supervise and assist volunteers in the bulk mailing of Membership Flyer(s) at two work sessions. This process includes the labeling and stuffing of envelopes with the necessary membership information.

Maintain a MEMBERSHIP DUES DONOR LIST. Receive membership dues, record the required information in EXCEL, and continue to acknowledge individual gifts with thank you letters. Thank you letters and event passes are mailed to all donors in a timely manner. Complete the necessary paperwork for any matching gifts from donors' employers when needed. Continue to maintain a donor list of all moneys received and make deposits into the Booster Club account at Farmers State Bank in a timely manner. Deposit slips and receipts of reimbursable purchases are delivered to the Club treasurer.

Create a donor list for inclusion in the Football Program by late August. Maintain an updated donor list in the Booster Club display cases located at various school buildings (High School – 2, Excelsior – 1, Oak Ridge - 1).

Communicate with the Booster Club web site manager throughout the year. Membership flyer (s) and updated donor lists are displayed on the web site.

Continue to make monthly reports at the Booster Club executive meetings.

Approximately 15-20 hours involved in June – September.

Approximately 25 hours involved in October - May, including monthly meetings.

I have really enjoyed working with other passionate Linn-Mar volunteers on the Booster Club executive committee. What a rewarding experience as I have been involved in many other areas of fundraising for many years at Linn-Mar. Booster Club does a great job of communicating with staff, listening to their needs and supplying (and raising) the necessary funds to see that the students benefit. Lynn DeKock 373-1303