

The Dover Mothers Club

Team Mom Duties

1. Membership:
 - You MUST be a member of the Dover Mothers Club in order to be a Team Mom. A member constitutes any person who has attended 50% of the meetings.
2. Meet with the team's coach prior to the season beginning. During the meeting, discuss potential fundraisers, plans on how funds will be spent, and the upcoming schedule.
3. Team and Individual photos:
 - Attend picture day and collect sponsor board fee / form.
 - Let the photographer know who the senior athletes are so that their statuette photo can be taken. If there are more than two people in the statuette, there will be an additional charge. This charge can be paid by the individual or absorbed by the sport's fund.
 - Find a place to display your athlete's photos and collect them at the end of the season to distribute at the banquet.
4. Scholar Athlete Program:
 - Obtain a copy of your team roster to the Scholar Athlete Chairwoman and notify them of your banquet date.
5. Banquet / Reception:
 - Work with your head coach on planning this event including but not limited to sending out invitations.
 - Per Dover Athletic Department, all banquets are held in the Commons or the Auditorium. The Dover Mothers Club pays the amount stated in the bylaws.
6. Senior / Parents' Night:
 - Work with your coach on planning this event.
 - The general fund will pay for flowers; *Floral Packaging gives us a great price on corsages.*
7. Fundraising:
 - As Team Mom, you will be the contact person and handle all of the money.
 - Checks are to be made payable to Dover Mothers Club and must be turned into the Treasurer within 45 days of the event.
 - When depositing the checks or money into the account, it is important to ask the bank to include your team in the memo.
 - Fundraisers need to be approved by the high school principal, Mrs. Brooke Grafe.

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8. Reimbursement Procedures:

- In order to be reimbursed for any funds spent, you must fill out the requisition form and give it to the treasurer. All deposits must include the deposit slip form.
- Forms must be submitted at the monthly meetings.

9. Attend Monthly Meetings:

- This is MANDATORY so we know what is happening with your sport and you are up to date on procedures and new updates.

10. Good Cheer:

- Inform the Sunshine committee if you have an injured athlete so a card may be sent. You may do this by filling out the google form on the website under the “Forms” page.

11. Records:

- Please keep records and notes of all the activities so that there will be information to give to the following year’s team mom.

12. 50/50:

- Be prepared to have parents of your team members work the 50/50 during the football and basketball seasons. This is our major fundraiser for our general fund which benefits all athletes.