

The Dover Mothers Club

Team Mom Duties

1. Team and Individual photos:
 - Attend picture day
 - ☐ Collect money from athlete for the sponsorboard
 - ☐ Make sure the spelling of each Athlete's name is correct for the program and sponsorboard..
2. Sponsor Boards:
 - Locate a business where the boards will be displayed for the season. Inform the Sponsorboard chairwoman of the location.
 - Collect boards at the end of the season so they may be distributed at the banquet.
 - At the end of each season, send a thank you card to the business that may or may not be signed by the athletes.
3. Scholar Athlete Awards:
 - Obtain a copy of your team roster at the beginning of the season and send it to the Secretary of the Dover Mothers Club.
 - Lia VonKaenel: dovermothersclub@gmail.com
4. Banquet / Reception:
 - Work with your head coach on planning this event.
 - Per the Dover Athletic Department, all banquets are to be held in the High School Auditorium or Commons Area.
 - Refreshments and decorations are paid for by the team.
 - The respective team fund may pay \$50 toward the head coach's gift and \$25 toward the assistant coaches' gift. (*See bylaws for additional information*)
5. Senior / Parents' Night:
 - Work with your coach on planning this event. The general fund will pay for the amount stated in the bylaws for the flowers.
6. Fundraising:
 - As Team Mom, you will be the contact person and handle all of the money.
 - Fundraisers need to be approved by Dover High School. Please refer to the form provided as it must be signed by several individuals.
 - Checks are to be made payable to Dover Mothers Club and MUST be deposited into the account at First Federal Bank Checking within 30 days after the receipt of said funds.
 - When depositing the checks or money into the account, notify the Treasurer of the amount deposited by emailing a picture of all receipts and deposit slips to dovermctreasurer@gmail.com
 - Team mom is expected to sign off on their team's account balance at each monthly meeting.
7. Reimbursement Procedures:

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- Reimbursements will only be given if receipts and reimbursement form is provided. All forms are on the Dover Mothers Club website.
8. Attend Monthly Meetings:
- Must attend all Dover Mothers Club meetings barring any conflict with team competition. If this requirement is not fulfilled, you will not be eligible to be a team mom in any future seasons/years. Attendance must be in person.
 - In the case of a family emergency or illness, a team representative must be in attendance.
 - The beginning and end of year balances must be signed off on by the team mom and treasurer.
 - Review and sign off the monthly statement at each meeting.
 - During your team's season, be prepared to give an update on the season, fundraising, etc.
9. Sunshine Committee:
- If you have an injured athlete it is recommended that you contact the Director of Promotions and Engagement so a get well card is sent on behalf of the Dover Mothers Club.
10. 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. This includes a ledger or spreadsheet of your team account.
 - Maintain a current list of tasks and deadlines.
11. 50/50:
- Be prepared to have parents of your team members work the 50/50 during the football. This is a major fundraiser for our general fund which benefits all athletes. In order for your team to receive items purchased by the general fund, your team must provide volunteers.
 - We will send out a schedule indicating which game your team is responsible for. We will also post this on the website.
12. Concessions:
- In the case your team has a concession stand, your team must provide volunteers to work the concession stands. Your team will receive a portion of the profit made on the nights of the events your team provides volunteers.
 - The team mom is responsible for
 - Picking up concession money from treasurer to open concessions
 - Counting all money and returning it to treasurer at the conclusion of the event
 - Making sure the concession is stocked appropriately for the event.
 - Make sure the volunteers clean items used, put things away in their respective locations, and wipe down counters and sink.
13. Locker Decorations:
- Locker Decorations are **optional**...

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- It is the team mom's responsibility to obtain the athletes' locker numbers. You may gather this information directly from the athletes or request assistance from the school office.
- If you choose to contact the school office, you may email Mrs. Fockler and politely request the locker numbers for your team. You must provide her with your team roster so she can add the locker numbers to it.
- Once you have the locker numbers, please coordinate a time with the school office to enter the building and hang the locker decorations.

14. Team Apparel Sales:

- Selling team apparel is **optional**....
 - If you choose to organize an apparel sale for your team, please be sure to **follow the Team Apparel Sale Guidelines posted on the website**. These guidelines outline the responsibilities, timelines, ordering procedures, and distribution expectations for team apparel sales.