

The Dover Mothers Club

Team Mom Duties

2022-2023

1. Team and Individual photos:
 - Attend picture day and fill out necessary forms for the program.
 - Provide a list of the senior athletes to the photographer so that their statuette photo can be taken. This charge can be paid by the individual athlete or it may be absorbed by the team's fund. This decision is at the discretion of the team mom and coach.

2. Sponsor Boards:
 - Locate a business where the boards will be displayed for the season. Inform the Sponsorboard chairwoman of the location (Colleen Smith for the 22-23 school year).
 - 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 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.
 - Natalie Schie: natalie.schie77@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.

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 within 30 days after the receipt of said funds.
 - When depositing the checks or money into the account, it is important that you use the team deposit slip which will be provided to you by the Treasurer. Upon making a deposit, notify the Treasurer of the amount deposited.
 - Team mom is expected to sign off on their team's account balance at each monthly meeting.
 - Deposit books should be maintained as the team's permanent records and passed on to incoming team mom.

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7. Reimbursement Procedures:
 - Reimbursements will be given at the monthly meetings. Reimbursements will only be given if receipts and reimbursement form is provided.

8. Attend Monthly Meetings:
 - This is MANDATORY during your season so we know what is happening with your sport.
 - Zoom attendance will be offered to moms who are unable to attend the meeting in person. Participation will be limited to the end of the meeting to sign off on your team account with the treasurer.
 - The budget must be signed off on by the team mom and treasurer.
 - During your team's season, be prepared to give an update on the season, fundraising, etc.

9. Good Cheer:
 - If you have an injured athlete it is recommended that you send them a get well card on behalf of your team.

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.

11. 50/50:
 - Be prepared to have parents of your team members work the 50/50 during the football and basketball seasons. 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 once it is up and running.

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.

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