

**Avon Grove Sports Boosters**  
**Meeting Meeting Minutes**  
**September 11, 2024**  
**7:00 PM- High School Cafeteria**

**Meeting called to order by Nicole O'Rourke President at 7:05 pm**

**I. General Sports Booster Information**

The purpose of the AG Sports Boosters is to engender, foster and promote the athletic program and school spirit at AGHS. We are to assist and support the coaches and faculty members involved in the administration and conduct of the interscholastic athletic program. We are to raise funds for special equipment and programs deemed necessary or desirable by the coaches or Club not specifically provided by the District School Board. We also provide an umbrella organization for team booster organizations by:

- Supplying Operator's License and Food Handler's License for concession stand operations
- Supplying PA State Tax Exemption - as a 501(c)(3) charitable organization, we are exempt from sales tax, which covers team booster clubs
- Supplying a PA State Gaming License which covers booster clubs for 50/50 type fundraising
- Paying for the preparation and filing of all government documents for booster clubs/teams
- Maintenance of Concession stands and equipment

**A. Sports Boosters Updates - Nicole O'Rourke - President**

Nicole welcomed the group and proceeded to review the updated Avon Grove Sports Boosters Mission. Boosters support all 26 Avon Grove High School sports teams. Nicole reviewed the tax benefits of the Boosters and a summary of the Boosters' responsibilities. The updated Mission can be found on the Avon Grove Sports Boosters web page [www.aghssportsboosters.com](http://www.aghssportsboosters.com)

**II. Treasurer Report- Payments- Stephanie Norton**

- A. Stephanie reviewed the financials for 2023 - 2024 and noted that \$9000 was donated to sports teams via the wish list process for the last school year. All teams that received their wish were previously notified by email.
- B. Stephanie noted that during the 2023 - 2024 school year, the Boosters held 3 main fundraisers:
1. Homecoming
  2. Students vs Staff Basketball

3. Basket Bingo
- C. Additional sources of Boosters funds were raised through:
  1. Spirit Wear Sales
  2. Concession Stands
  3. Vending Machines

### III. Team Highlights - Kyle Christy

- A. **Cheer** - team is currently focused on fundraising with the goal to take the team to Nationals this year
- B. **Boys Cross Country** - season is off to a good start. The Weavers are doing a great job with fundraising - team will be making a large deposit shortly.  
Reminder to all to sign up for the Homecoming 5K run that will be held on Oct 5
- C. **Field Hockey** - both JV and Varsity are off to a great start with 5-0 records
- D. **Football** - Varsity 2-1, JV 1-1. Bishop Shanahan game is 9/13
- E. **Girls Golf** - 12 girls are participating this season
- F. **Boys Soccer** - went to Ohio for a camp this summer. Current record is 3-3-1 with a toss loss at Rustin on 9/11
- G. **Girls Soccer** - team participated in a day of service including 5 local non-profits in a single day. Representative reviewed each of the organizations and specifically noted that Sean's House in Newark, DE, a mental health safe haven offered a complimentary dinner to the team for their help
- H. **Girls Tennis** - utilizing both the middle school and high school courts to accommodate 43 participants. Team is 3-7, and lost many top players last year.
  1. Kyle commended the team for being innovative and flexible to leverage both campuses so that more girls could participate in the team.
- I. **Girls Volleyball** - game underway during the meeting, no representative in attendance
- J. **Girls Flag Football** - girls are ready and excited to get the season started
- K. **Boys Ice Hockey** - first practice of the season was held this week. First game is in October
- L. **Wrestling** - have been practicing at a local club during the off season

### IV. Fundraising Overview - Stephanie Norton

- A. Stephanie reviewed guidelines for fundraising changes and processes
- B. Updated documentation is posted on the Avon Grove Sports Boosters web page <https://www.aghssportsboosters.com/>
- C. Stephanie reviewed the Square process and associated costs
- D. The new fundraising website was reviewed - referred group to the web page <https://www.agsbfundraising.com/> and detailed the costs associated with using the website
- E. Participants noted that they are happy with the website and actively using it.
- F. Stephanie discussed the new Square terminal that can be checked out by teams for events / sales / fundraisers, etc.
  1. Terminal has additional options for defining item costs

- 2. Football already has the terminal reserved for Homecoming
- G. Stephanie reminded the group that Venmo is NOT ALLOWED
- H. Stephanie reviewed the reimbursement request form and process
  - 1. Question regarding cash box - if a second person is required to approve. Answer: a second person is always required to approve. Any / all cash in / out needs two signatures
  - 2. Question regarding turn-around time and flexibility. Answer: Stephanie noted that she can work with quotes, but needs to stick with the 2 week turn-around
    - a) Kyle noted changes to the “play day” officials policy. The school district will pay for officials and get reimbursed by the Boosters
    - b) Include Kyle on all emails pertaining to scheduling “play days”

**V. Treasurer Report - Deposits - Jen Kurz**

- A. Jen reviewed the deposits process
- B. All checks MUST be made out to Avon Grove Sports Boosters, signed and dated - Jen reviewed an example
- C. Jen stressed that deposits must be signed and verified by two people
- D. Jen asked participants to please ensure handwriting is legible
- E. An email will be sent back once deposits received and processed
- F. Question regarding the new process for office dropoff
  - 1. Answer: New process in the school office - for each deposit, please include 1 line item in the binder
  - 2. Please include the line item number(s) from the binder on each envelope - this will provide clear traceability from envelope / checks to the binder
- G. Question - what is the process when checks are sent to the school directly?
  - 1. Answer: Payments that are sent to the school directly must include the team name on the memo line of the check. Boosters will then coordinate with the coach to complete the deposit slips
  - 2. New procedure is detailed on the Boosters web page
  - 3. Kyle stressed that checks must be made out to Avon Grove Sports Boosters

**VI. Fundraising Approval Process - Cristen Lauzon**

- A. Great start to the year - many people are actively submitting requests and have seen some really great ideas!
- B. Once a fundraiser is approved, an email is sent to the coordinator
- C. Any questions, please email Avon Grove Sports Boosters ([avongrovesportsboosters@gmail.com](mailto:avongrovesportsboosters@gmail.com))
- D. Adult events required a different form / approval
- E. Member commented that Cristen is doing a great job with the process - she appreciated her quick responses
- F. Cristen acknowledged and thanked Lee Irwin and Sharon Buck for all their efforts on the concession stands

- G. We are looking for additional help to coordinate the concession stands, if interested, please speak to a board member
- H. Looking for someone to help with signage coordination as well
- I. Dine and Donate - Boosters is holding a Dine and Donate with Chuck Lager in Pike Creek, DE on September 24
  - 1. Mention Avon Grove Sports Boosters
  - 2. 15% of proceeds will go to Boosters
- J. Question pertaining to hot food at the indoor concession stand. Answer - it is still not allowed as there is no sink in the indoor stand

**VII. Team Grant Program - Nicole O'Rourke**

- A. Nicole introduced the new team Grant program
- B. Noted that all details are included on the Boosters web page
- C. Representatives need to come to the meeting, participate in fundraising events (1 hour minimum)
- D. Representatives share the info from the meeting to parents and coaches
- E. Towards the end of the year coach provides grant request - deadline is April 1
- F. Will send out sign up genius for events
  - 1. 1 hour volunteer for each team
  - 2. 1st opportunity for homecoming Oct 4 & 5
- G. Question - who will be notified? Answer: Team reps and those who signed in at the boosters meetings
- H. Question - just need minimally 1 team representative at each team meeting? Answer: yes, but can be more than 1
- I. Question on bylaws & scheduling of meetings
  - 1. Wrestling conflict during the season - Nicole responded and asked to discuss with the team representative separately

**VIII. Homecoming Details & Schedule - Kyle Christy**

- A. Red Devil 5 K - starts at 7:30 AM
  - 1. Early registration now open - \$25
- B. Booth set up at 8 am, booths open at 9 am
  - 1. Booth set up fee is \$50
- C. Parade line up is 10 am
- D. Parade starts at memorial park at 11 am - runs until 11:45 - 12
- E. Floats will come in at Summit Ave
- F. Grand Marshal ceremony at 12 pm
- G. Booth closing = 4 pm
- H. Dance - 7 to 10 pm
- I. Booth sign up sheets were sent out to each team, final volunteer list will be sent Sep 27
  - 1. If you are driving a float or hosting float decoration at your home, you will need volunteer clearance from the school district
- J. If you request a cafeteria table - request 2, otherwise you may get a 1/2 table

- K. Food guidelines are on the homecoming offerings page
- L. Groups that sold something last year, retains the rights to sell it this year
  - 1. If you want to sell the item too, reach out to the other team and see if you can come to an agreement
- M. Cannot throw anything from your float - can distribute but cannot throw anything (\$50 fine)
- N. Boosters Float contest
  - 1. \$175 for first place
  - 2. \$100 for second
  - 3. \$50 for third

## **IX. Social Media - Lisa Strobel**

- A. Lisa's email is [agsportsboosterswebsite@gmail.com](mailto:agsportsboosterswebsite@gmail.com) Please continue to send her things that you would like to be posted on the Avon Grove Sports Boosters social media accounts. Lisa will post on all 3 platforms
- B. When you are posting on your own social media pages please mention or tag Sports Boosters so we can share it
- C. Please send flyers with interactive links or provide links to Lisa
- D. If you are posting on your own team site and tagging Boosters, please make sure that all music is "clean" and does not include profanity
- E. T-Mobile is raffling money to support sports stadiums - follow the process detailed on the Boosters instagram / FB site
  - 1. Has already given us \$1K, we have the opportunity to make more
  - 2. Sign out front of the stadium with instructions and QR code

The next sports booster meeting will be on **October 9th, 2024 at 7:00pm** in the AGHS cafeteria.

**The meeting was adjourned at 8:06 pm**