

# SPORTS REP "CHECK LIST" Form

The following list of items is provided to help Sports Reps make sure everything is planned for and completed in a timely manner.

COMPLETED	DATE	TASK
<input type="checkbox"/>	_____	Plan pre-season parent meeting/banquet with team coach.
<input type="checkbox"/>	_____	Make a list of all athletes, parents names, phone numbers, and email addresses.
<input type="checkbox"/>	_____	Turn in the list of all seniors (including managers and foreign exchange students ) to Renee Baxter in the Athletic Director's Office.
<input type="checkbox"/>	_____	If doing t-shirts for your sport, prepare design before or during tryouts. ( See following page for shirt sale procedures )
<input type="checkbox"/>	_____	Turn completed design over to printer with quantity needed.
<input type="checkbox"/>	_____	Pass out t-shirt order forms to athletes and families
<input type="checkbox"/>	_____	Using deposit slip provided, turn money into Booster Club Treasurer.
<input type="checkbox"/>	_____	Pick shirts up from printer and distribute to athletes.
<input type="checkbox"/>	_____	Coordinate group squad picture and communicate dates with parents.
<input type="checkbox"/>	_____	Arrange for head shots of all seniors
<input type="checkbox"/>	_____	Pass out question for each senior to complete for sports book.
<input type="checkbox"/>	_____	Plan post-season banquet and communicate to Athletic Secretary for reservation of space. Banquet date: _____
<input type="checkbox"/>	_____	Set Senior Night ( coordinate with coaches ) Senior Night date: _____
<input type="checkbox"/>	_____	Order cake, food, flowers, or other senior night supplies.
<input type="checkbox"/>	_____	Coordinate photos for senior collage page in Senior Memory Book for Senior Banquet( Deadline is usually right before or right after spring break. )
<input type="checkbox"/>	_____	Provide replacement name for Sports Rep to Booster Board IF you do not plan to return the next year.

If you still have questions, don't hesitate to contact any member of the booster Board.