JUANITA HIGH SCHOOL Booster Club

TEAM PARENT REPRESENTATIVE

QUICK START GUIDE

The essentials for leading a well-run, well-supported team

YOU LEAD YOUR TEAM. THE BOOSTER CLUB MAKES IT EASIER.

We provide nonprofit compliance, central accounts, payment systems, fundraising guidance and year-to-year continuity.

YOUR FIRST FOUR STEPS

1. **Meet with the coach or advisor to confirm budget and priorities.**
2. **Join the Booster Club. Get parents to join the Booster Club to receive information.**
3. **Attend Booster Club and parent rep meetings.**
4. **Ask for help! Save the key contacts and forms.**

UNDERSTAND YOUR ROLE

- Partner with coaches and advisors on key decisions.
- Build awareness and engagement with families and fans.
- Help maintain fiscal responsibility and transparency.
- Create an organized, positive experience for students.

Coaches, advisors, and parent reps decide how team funds are used. The Booster Club tracks the account and handles the process.

FUNDRAISE + COLLECT

- Start with proven, low-effort ideas; the Fundraising board member can help.
- Use CheddarUp for team fees, donations and event payments.
- Checks: add the team name on the memo line.
- Checks or cash can go in the Booster box in the JHS office during the school year. Do not mail cash.

Mail checks to:
JHS Booster Club
10601 NE 132nd St
Kirkland, WA 98034

FUNDRAISING HELP:
fundraise@juanitahsbc.com and give@juanitahsbc.com

MANAGE EXPENSES

TWO WAYS TO PAY:

- Coach or parent pays upfront and requests reimbursement - usually the fastest option.
- Ask the Booster Club to pay the vendor directly - best for larger purchases.

TRANSPARENCY MATTERS. EVERY PAYMENT REQUIRES:

- Completed reimbursement form.
- Receipt, invoice or supporting documentation.
- Appropriate signatures.

$1,000+ PURCHASES

Require the Athletic Director's signature. For uniform purchases, work directly with the Athletic Director.

Questions: finance@juanitahsbc.com

PROMOTE + CELEBRATE

- Use templates for emails, announcements and social posts.
- Send team news for amplification through Booster Club channels.

SOCIAL MEDIA HELP: socialmedia@juanitahsbc.com

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How to get help

The processes, contacts, and support behind the quick-start guide

THE GOAL: KEEP YOUR TEAM ORGANIZED, FINANCIALLY SOUND AND FOCUSED ON STUDENTS.

HOW THE BOOSTER CLUB HELPS

- Maintains a central team account.
- Handles required state and federal nonprofit filings.
- Provides fundraising ideas, tools and proven practices.
- Supports payments, reimbursements and vendor transactions.
- Amplifies team news through social media and digital channels.

If you have any questions, just ask us!

RESERVING SPACE FOR EVENTS AT JHS

Coaches/Team Reps are responsible for reserving space (Field House, Commons, Fields, and classrooms) for events.

- **For weekday reservations** (at no cost), contact the Athletic Secretary, **Andelka Pongo** (she/her), 425-936-1673 or apongo@lwsd.org.
- **For weekend and holiday reservations** (for a fee), contact the JHS Booster Club Secretary, secretary@juanitahsbc.com. LWSD rental fees apply. See juanitahsbc.com for fee information.

CONTACTS

President	Victoria Gray	president@juanitahsbc.com
Vice President	Jamison Daane	vp@juanitahsbc.com
Treasurer	Noel Estrada	finance@juanitahsbc.com
Secretary	Pallavi Bhandarkar	secretary@juanitahsbc.com
Fundraising	Lea Whitehill Corrie Dolan	fundraise@juanitahsbc.com give@juanitahsbc.com
Social Media	Tonya Peeler	socialmedia@juanitahsbc.com
Family & Community Engagement	Ryean-Marie Tuomisto	face@juanitahsbc.com
Membership	Jessica Secan	membership@juanitahsbc.com
CheddarUp Administrator	Alison Borgen	cheddarup@juanitahsbc.com
Webmaster	Misty Green	webmaster@juanitahsbc.com
JHS Athletic Director	Jason Thurston	jthurston@juanitahsbc.com

FORMS + RESOURCES: JUANITAHSBC.COM

We are a 501(c)(3) organization of volunteer parents and community members that provide fundraising and support services to Juanita High School extracurricular programs such as athletics and activities.