**Staley Falcon Club  
Parent Representative Guidelines  
2019-2020**

The role of the Parent Representative is critical to the success of both Falcon Club and the activity you represent. There are **three** primary functions the Parent Representative performs.

1. Communicate between the coach/sponsor and the parents.
2. Organize parents to assist with fundraisers, events, and activities.
3. Liaison between Falcon Club and parents, students, and the coach/sponsor.

***Communicating is the single most important thing you must do***. A recurring theme is a desire for stronger communication among the coach/sponsor, the Parent Rep and ***all*** of the parents. You cannot over-communicate in your role. Keep everyone informed on topics such as schedules for working concession stands, who is working what fundraisers, Falcon Club updates, and dates of special activities.

Following is a list of guidelines that will help ensure your success in performing the duties of a Parent Representative:

* Create a roster of all student participants in your activity. List student names, parents’ names, email addresses and phone numbers. Share this list with each of your parents. **A parent contact form is included in your binder to assist you in creating a roster.** Verify this information with the coach/sponsor.
  + *Tip*: If your activity has a large number of participants, it may be helpful to assign assistant Parent Reps for each class or team (freshman, sophomore, junior and senior or junior varsity and varsity). They can be a great help in dividing the workload.
* Create a distribution list to send out email communications to other parents.
* Attend each monthly Falcon Club meeting. Send out reminders to parents to also attend the meetings. These are open to EVERYONE!
* Meet regularly with the coach/sponsor of your activity. Here are some of the activities you may coordinate for your sponsor/coach:
  + Participation in Falcon Club fundraisers.
  + Any special events your coach/sponsor may wish to have for their activity. This could include fundraisers, scrimmages, tournaments, events, banquets, award ceremonies, and/or group travel details.
  + Organize concession stand volunteers if/when your group signs up to work
  + Keeping the coach/sponsor informed of Falcon Club events and activities.
* Enlisting the help of a Concessions Representative to help with Concessions sign ups. This is especially helpful for large groups that work multiple events as a way to earn funds for their group.
* Review and verify the account balance with Falcon Club.
* To obtain funding for your activity:
  + You have a designated Falcon Club account. This is similar to a checking/savings account for your organization that is held and tracked by Falcon Club. Throughout the year, you will add money to this account by participating in the Falcon Club fundraisers, working concession stands, selling your activity’s apparel, or doing other fundraising activities. Accessing this money is very easy. Fill out the Request to Access Fund from an Individual Activity Accountform, make sure you attach receipts, both you and the coach/sponsor sign, then submit a hard copy request to the Falcon Club treasurer via the Falcon Club mailbox in the office or by putting it in the Falcon Club office safe.
* Make sure all deposits are turned it quickly to the Falcon Club office safe.
  + The treasurer will not accept deposits at home.
  + Money should not be kept at a parent reps’ home.
* When your group holds a fundraiser or sells apparel, contact Jason Fowler to have your fundraiser approved. Once approved, verify the dates of your fundraiser with Laretha Hulse, President, who will check Falcon Club’s master calendar. We manage this calendar to ensure groups don’t overlap in their fundraising activities, to maximize their effectiveness.
  + NOTE: Falcon Club does not approve or administer activity fundraisers in any way. These are school administration decisions. Falcon Club can help publicize your fundraiser by posting information on our Website and via social media. (<http://staleyfalconclub.com>)

The role of Parent Representative is a challenging and rewarding one. We thank you in advance for all of your hard work and wish you the best of luck in the coming year. If you have any questions throughout the year, please don’t hesitate to reach out to your Falcon Club contact, Bobbi at [falconclub2vp@gmail.com](mailto:falconclub2vp@gmail.com) or any other member of the Falcon Club Executive Board. You can find the contact information for all Executive Board members on the Falcon Club Website (<http://staleyfalconclub.com>) as well as in your book.