



# Booster Crew Parent Liaison Job Description

Issaquah High School's co-curricular activities need financial support from the community. The Booster Club's mission is to provide that support.

- Liaison:** The Booster Crew volunteer is a team/club/activity parent that acts as the representative of the Booster Club for your team/club/or activity's parents. Ideally, for Boosters to be most effective, every team/club/activity should have a Booster Crew parent volunteer. The Booster Crew volunteer primary role is to be helpful and supportive. They will assist the Coach(es) with any possible funding needs as well as by highlighting Eagle Pride by communicating out the great wins and accomplishments to the Booster Club, for its weekly Booster Buzz emails and Facebook Page.
- Possible Grant Requests:** The Booster Crew volunteer will reach out to the coach, advisor right away to see if they have any possible funding needs that the Booster Club can help with. With regards to sports teams, ideally this would happen before the season starts. A list of the previous funds approved and the funding request process and form can be found on the website. Please note all Funds Request start with ASB.
- Communicator:** Reach out to the parents of your group and let them know how boosters has helped their sport, club, activity in the past, as well as how it support all outside of the classroom IHS activities - everything from DECA, to Jr Statesmen of America, Senior Scholarships to every sport. 99.9% of the students at IHS participate in some activity outside the classroom so supporting the Boosters support all students at IHS. The Booster Club Crew Board Member, Lida Buckner will be happy to provide editable cut-n-paste parent emails. Please refer to the Booster website for many helpful resources; FAQ, Previous Funds Approved, Funding Process, Volunteer lists
- Stay Informed:** Booster Crew representative are invited (not required) to attend the monthly Booster meeting. Except for the first meeting of the year in September, these meeting usually fall on the 2nd Tuesday of the Monday.
- "Another Issaquah Eagle goes to State"** signs are the congratulations and good luck signs placed in the yards of Issaquah students participating in a State competition. The Booster Club relies on its Booster Crew volunteers on when a team may heading to a State competition. The Booster Club needs to know the number of signs needs, names and dates of the competition. Volunteers may be needed to help place the signs. Stacey Eastern is the Booster Club contact for "Another Issaquah Eagle goes to State" signs.
- Facebook / Booster Buzz / Website:** The Booster Club members love seeing pictures and hearing about their IHS students. This is the best thing you can do to show our school what is happening with your activity. Booster Club relies on you to know what is going on. Pass along Big Wins / Points of Pride / Pictures to Facebook Chair, Kim Putney. All information will be shared with Lida Buckner, the Website and Booster Buzz Chair. This will ensure that your information is seen in all Booster Club channels.
- Weekly Booster Buzz** emails go out to the entire membership, highlighting team/program points of pride and memorable moments. We rely on the Booster Crew to forward updates on their activities.  
Basic guidelines for Booster Buzz (weekly member email):
  - Booster Membership Chair will consider any submission from Co-curricular (outside the classroom) activities, sports and clubs at Issaquah High School for the weekly Booster Buzz email.
  - Booster Buzz emails go out only 1x/week, Friday evening and Sunday morning. Requests for submission need to be received at least 24 hours in advance.
  - Booster Buzz editor has the right to edit the materials to best fit the Booster Buzz email.
  - Most submissions are made by the Booster Crew volunteers, but may be made by anyone (parent, teacher, advisor, coach, etc). Content is also pulled from the Booster Facebook page.

## Key Booster Contacts

Lida Buckner lidaj@mac.com

Kim Putney [luckyputney@hotmail.com](mailto:luckyputney@hotmail.com)

Carmela Gellos missgirl@me.com

Booster Crew Lead/Website/Booster Buzz/ VP Membership  
Facebook

Another Eagle Goes to State Lead