

Cheverus Purple and Gold Liaison Guidelines

Purple & Gold Liaison Definition

- One representative from each athletic team and activity at each level (i.e. varsity, junior varsity, freshman team) is a voting member of Purple & Gold.
- Liaisons are responsible for submitting fund requests and fundraising requests prior to the start of each new season or in the case of activities, prior to any expenditures for the school year.
- Budgeted items include, but not limited to, team dinners, decorations, paper goods, and end-of-season banquet expenses.
- Liaisons are responsible for working with the coaching staff to manage various team activities off the field/court. Every team and activity is different, but all follow the basic guidelines outlined below.
- If a team goes to playoffs and the team will have additional expenses beyond their original approved budget (over \$100), an updated fund request should be submitted to the President of Purple and Gold as soon as possible.
- If Liaisons would like access to a swipe card during the season, please see Dot St.Hilaire in the Financial Office to apply for one.

Training

- Receive training from outgoing liaison, and from P&G Liaison Coordinators.
- Attend a training session with the P&G Liaison Coordinators, which will be held prior to an established P&G meeting if new Liaisons request one.
- Please note that the designated Liaison is the only person who should be scheduling team dinners and/or expending money for team events.

Supporting the Coaching Staff

- Meet with head coach to discuss upcoming season activities such as funding requests, fundraisers, team dinners, support schedule, and team community service project.
- Work with head coach to schedule pre-season parents' meeting if necessary.
- Help the coach organize the expected team community service project.
- If necessary, the liaison will nominate liaisons for JV and first teams. Every team should have its own liaison.
- The varsity liaison will work with the coach and the Athletic Office to organize special recognition for the seniors on the day of their last home contest ("Senior Day"). The Athletic Office will order and provide flowers for each senior on the team. It is recommended to have a parent take pictures during this recognition, of athletes with their parents, etc.
- Work with the head coach, the Director of Athletics and Student Activities and the P&G Liaison Coordinators to identify possible replacements when your tenure is over. This process is best begun early in the season, so the incoming liaison can work with you throughout the season, thus ensuring a smooth transition. Please fill out and submit the Liaison Recommendation form to the DA before the end of the season.
- Keep records of useful information during the season, and pass it along to your

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replacement. The P&G Liaison Coordinators can help you organize information if requested.

Team Communications

- As soon as possible, the liaison will collect email addresses from all parents to expedite communications throughout the season and during the off-season.
- Several teams use Shutterfly to manage team communications. This is not required. Liaisons should use whatever communication tool works best for them.
- The liaison will distribute information on the approved team fundraiser to team members and parents.
- Liaisons can also help coaches by communicating any other necessary information to the group, as requested by the coach.

Game Responsibilities

- The liaison will create and distribute a schedule for collecting admissions at the gate at home games if necessary (not all teams collect a gate fee for home games).
- The Liaison will be responsible for organizing and staffing the concession stand at home games if necessary (not all teams run concessions at home games). The P&G Concessions Coordinators will train the liaisons and any interested team parents, who will then be responsible for training additional parent volunteers staffing the gate and concessions.
- Field/court decorations are budgeted items.
- The Liaison will be responsible for any home game decorations, which may include posters, balloons, etc. Responsibilities include putting the decorations up before game time and making sure that all decorations are taken down after the game.
- If decorations are being used at away games, the Liaison is responsible for the removal of all decorations from the stands at the school we are visiting.

Team dinners

- Liaisons will schedule and coordinate team dinners throughout the season for teams at each level. These can be catered or pot-luck. Team dinners are held on Cheverus campus.
- Please contact the Athletic Office to schedule Loyola Parlor or the Senior Cafe for team dinners.
- All teams should be using the Cleanup Checklist for Volunteers to make sure we “leave no trace”.
- Budget items for team dinners should include table covers and all paper goods as well as any catered expenses. It is recommended to use a combination of catered and pot-luck to keep expenses down.
- Please contact the President’s Administrative Assistant if you would like to use the school credit card for purchases.

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Banquet (* Banquets are currently under review and will be updates as soon as the changes are complete. Questions about banquets should be directed to the Athletic Director and Purple and Gold Board)

- End-of-season banquets are scheduled with the Athletic Office.
- If you require the use of any audio or visual equipment during the banquet, arrangements should be made with Jane Glass well in advance of the banquet date.
- Linens can be arranged through the Athletic Office when you schedule your banquet date.
- Budget items for banquets should include paper goods, decorations as well as any catered expenses. It is recommended to use a combination of catered and pot-luck to keep expenses down. The cost of banquet should be in the neighborhood of \$8/person.
- Also budgeted are appropriate gifts chosen for all Senior athletes at a cost of no more than \$50/athlete. The gifts should be ordered in time to be presented at the banquet.
- Contact the Campus Store if you are looking for Senior gift ideas.
- All teams should be using the Cleanup Checklist for Volunteers to make sure we “leave no trace”.
- Please contact the President’s Administrative Assistant if you would like to use the school credit card for purchases.

Fund Requests and Fund-Raising Requests

- All fund requests must be accompanied by an fundraising request.
- Forms for Fund Requests and Fundraising Requests can be found on the Cheverus website under “Purple & Gold documents”.
- Fund Requests and Fund-Raising Requests should be submitted to the President of Purple & Gold and the Director of Athletics and Activities two weeks prior to the P&G monthly meeting.
- Please note that requests for funds and fundraisers should be approved during the athletic season prior to the one for which the request is submitted. That is, requests for the fall season should be approved the previous spring; requests for the winter season should be approved in the fall; and requests for the spring season should be approved in the winter.
- Attend monthly Purple & Gold meetings to present requests and get approval. Attendance is required in order to have requests approved, and is encouraged at all meetings.
- Once requests are approved, a PO number will be generated for both the fund request and the fundraiser. Please use the appropriate PO number when turning in receipts for reimbursement or turning in money from fundraisers.

Reimbursement

- Keep detailed financial records throughout the season or school year.
- Submit receipts from expenditures to the Athletic Director’s Office. The PO number from your fund request approval must be included on this form.

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- Please try to keep Cheverus purchases separate from personal purchases, so receipts will have only Cheverus items on them.

Fundraising money

- Submit monies raised to the Treasurer's Office in a timely fashion. Your submission must clearly indicate the name of the team or activity, the PO number, the title of the fundraiser, the amount in the envelope, and the printed name and phone number of the liaison submitting the monies.

End of Season

- Contact the President of Purple & Gold to request an agenda date to present your end of season report. This should be done as soon as possible after your season ends. For Activities, please let the President of Purple & Gold know if you would like to be on the agenda for updates during the school year.
- Use the Liaison End-of-Season Report as a guideline for items to report on. It is helpful if you would provide the Secretary of Purple & Gold with a copy of your report to be filed with the monthly minutes.
- It is recommended that the replacement Liaison attend the end-of-season meeting with the outgoing Liaison, so they can be introduced to the Board.