



OAB REPRESENTATIVE TIP SHEET

1. The meetings are the first Monday of the month at 7pm, typically in the OHS library. All meeting information is posted on olentagybravesathletics.com under "More/Boosters". There is a Facebook and twitter account to get connected to too.
2. To receive announcements and OAB emails, register at this [link](#). Or copy and paste this address into a web browser <https://olentagybravesathletics.us19.list-manage.com/subscribe/post?u=72042b92e6f7898504c4a6062&id=c21972c86b> .
3. Please fill out the attached form and email it to the OAB Treasurer at toabtreasurer@gmail.com This form will register you, as a new representative for you team. You will be able to submit and/or approve bills & invoices to be paid.
4. OAB has a fundraising Google sheet for teams to input their fundraiser event(s) and or products on to. https://docs.google.com/spreadsheets/d/1QX_HI1uFBM8970-GNWPrNbD_-be1YV6_jsmjbO5Uyfl/edit?usp=sharing_eil&ts=5c585677 The OAB board doesn't police this document. The intent of the Fundraising Google sheet is for teams to see what is happening at what time. This is to help ensure there is no overlapping fundraisers and such.
5. Twitter accounts  can only be managed by parents of active athletes at OHS.
6. The 50/50 raffle offered during football season will generate money for your team. If you sign-up your team to work during a football game selling 50/50 tickets, your team will receive a percentage of the profit. The percentage is based on the number of teams that sign-up to sell tickets for the season.
7. Indoor Concessions – OAB is responsible for indoor concessions and receives the profits. The form you fill out for the Treasurer will be sent to the Indoor concessions' leader. They will put your name on the SignUp Genius list. This gives your team the opportunity to sign-up to work indoor concessions. The number of times your team works will increase the amount of \$ your team will earn.
 - a. NOTE an adult is **REQUIRED** to be present at all times when working indoor concessions.
 - b. A team can sign-up to be leader of indoor concessions. This is another way for a team to receive \$ from OAB.
8. Pride Signs – be sure your team is aware of the opportunity to purchase Pride Signs, this is also an OAB fundraiser. Information is on the OAB section of the OHS Athletics website -Order Date #1: September 15th; Order Date #2: November 15th; Order Date #3: March 15th
9. Encourage the use of Kroger Rewards to help OAB receive more \$. Below are the directions for your Kroger plus card
 1. www.kroger.com/communityrewards
 2. Create an account
 3. Enroll your Kroger plus card
 4. Find your organization / Olentangy Athletic Boosters

5. Review your account summary to assure your plus card is entered correctly and you have selected Olentangy Athletic Boosters.
6. Start earning money for OAB 😊
Individual OHS team sport Kroger Rewards is not allowed due to the conflict of the OAB Rewards.

Team Deposits

When you make a deposit for your team:

1. Go to the 1st Common Wealth Bank
2. Tell the Teller you are making a deposit in the "OAB large account." Or "OAB account ending in 2900"
3. Ensure to receive a deposit slip from the Teller. Write on the slip your team, girls or boys and how you acquired the funds, such as car wash, team fees and such.
4. Take a picture of the deposit slip and email it to toabtreasurer@gmail.com.
5. Watch for the monthly financials the Treasurer sends out to ensure your deposit(s) were made to your team account.

Ways to collect funds for you team & ways OAB helps with LARGE payouts

1. A good old fashion check works in collecting funds.
2. OAB has a "Square." OAB will **not** cover/pay the service fee that is assessed with each swipe. You can setup Square to add the service fee to the transaction. We suggest, you add the additional 3% on to the payment you are collecting to cover the service fee.
3. If you need a check right away. Submit it in Concur & notify the Treasurer that you need it right away. He/she will cut a check & put in your team mailbox or make arrangements with the Treasurer to get it sooner. Take note that the approvers have to approve the submission for the Treasurer to cut the check.
4. Say you need to put a hold on a block of hotel rooms. Instead of using your credit card, submit the hold amount that is required on Concur. Tell the Treasurer and he/she will call the hotel and put it on the OAB credit card. This way you don't have to use your credit card. The OAB credit card can be used for large purchases too. The above is an example.
5. Locallevelvents.com: Processes credit cards at a higher service fee ~5% and a fee per submission. Local Level allows you to collect specific information, example: steak dinner or chicken dinner. We suggest you add the service fee into the price needed to cover the service charge and submission fee. OAB will not cover/pay for fees assessed. Contact the Treasurer if you need this setup for your team.
6. Concur instructions for submitting invoice/bills. On the Concur website is demo <https://www.concur.com/self-guided-demo-invoice#/capture>

OAB Representative Registration Form

First Name: _____ Last Name: _____

Team sport (Girls or Boys) _____ Email address _____

Street Address _____ City: _____

Zip Code: _____ Phone # _____

Who are you replacing: _____

Please note, coaches are **NOT** allowed to submit and/or approve payments of invoices/bills. Coaches are **NOT** allowed to touch checks and/or cash due to District policy for school employees.

Person's 1st and last name that will be approving payment of Invoice/Bills _____

The above person's email address: _____

2nd person's 1st and last name that will be approved payment of invoices/bills _____

2nd person's email address: _____