



# Idea BOOK

FOR ATHLETIC BOOSTERS

## Using technology to maximum advantage!

Membership Toolkit is both powerful and flexible. Whether you need to sell items, share information, communicate, recruit & schedule volunteers, manage finances—or all of the above—you can do it in a way that makes life easier and happier for all involved. Here are some ideas to get you started.



# Contacts & Members Database

Your paperwork is about to get easier!

In order to fully use your website, parents and others associated with your organization (coaches, sponsors, etc) create user accounts. As they do, their information is **automatically added** to organization's database.

No more endless typing and deciphering!



**Parent kick-off meeting**  
During your kick-off meeting, encourage sign ups by offering a free item— like a shirt— with each membership when purchased at the beginning of the year.

Parents type their own info, so your data base has **fewer errors.**

**Parent**

How are you connected to our organization?  
Parent or Guardian

E-mail Address  
hannah@membershiptoolkit.com

Title First Name Last Name  
Hannah Gleghorn

Address  
123 Test Drive

City State Zip Code  
Test

Home Phone  
(000) 000-0000

**Athletic Directory**

Search: Only Show Favorited ★ Sort by Sort order  
No, show all Parent A → Z

Grade Player's Sport

page 1 showing 1 - 3 of 3

Parent	2nd Parent	Players
<b>Foster, Lissy</b> ☆ lissy@membershiptoolkit.com 9999 Anywhere Street Dallas, TX 99999 h: (214) 999-9999	<b>Foster, Pete</b>	<b>My Favorite Son Foster (9th Grade)</b> Player's Sport: Soccer,Softball
<b>Gleghorn, Hannah</b> ☆ hannah@membershiptoolkit.com 123 Test Drive Test, TX 00000 h: (000) 000-0000	<b>Gleghorn, Daniel</b>	<b>Andrew Gleghorn (12th Grade)</b> Player's Sport: Baseball,Soccer <b>Jacob Gleghorn (9th Grade)</b> Player's Sport: Football,Soccer
<b>Wood, Catherine</b> ☆ catherine.wood@membershiptoolkit.com 901 Music Way Central, TX 00000		<b>Henry Wood (10th Grade)</b> Player's Sport: Tennis

## Collect the info you need —and use it.

Every organization is unique— and needs unique information to function well. **You control which information you collect**, and there is no limit to the number of custom fields you can add to your database. By tagging members with these — and then filtering your database— you can:

1. Email **specific groups**  
(ex.— by sport, varsity team, etc)
2. **Control who has access to certain forms**  
(ex.—JV team parents, underclassmen, etc)
3. Search for **members with special status**  
(ex.—board members)

### Custom fields

- Connection to your organization  
( *parent, coach, sponsor...* )
- Grade
- Sport/Position
- Board Member
- Anything else that is important to you!

new contact... download as excel filter applied (2/4)... email...

2 records out of 4 match filters. **(Current filter applied: Status = active; = 9)**

<b>Status</b> <input type="checkbox"/> Active <input type="checkbox"/> Outdated <input type="checkbox"/> Inactive <input type="checkbox"/> Cancelled	<b>Membership Type</b> <input type="checkbox"/> Non-member <input type="checkbox"/> Regular <input type="checkbox"/> Student <input type="checkbox"/> Lifetime	<b>Filter by date added</b> At Any Time	<b>Student Status</b> Both Active and Inactive	<b>Grade</b> <input type="checkbox"/> 9th Grade <input type="checkbox"/> 10th Grade <input type="checkbox"/> 11th Grade <input type="checkbox"/> 12th Grade
<b>relationship</b> <input type="checkbox"/> Parent or Guardian <input type="checkbox"/> Faculty or Coach <input type="checkbox"/> Grandparent	<b>board</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>player_sport</b> <input type="checkbox"/> Baseball <input type="checkbox"/> Basketball <input type="checkbox"/> Football <input type="checkbox"/> Soccer	<b>alumni_year</b> <input type="checkbox"/> 2024 <input type="checkbox"/> 2025 <input type="checkbox"/> 2026 <input type="checkbox"/> 2027 <input type="checkbox"/> 2028	

Use command+click to select multiple options.

apply filter

Primary Parent	2nd Parent	Players	Directory	Actions
Lissy Foster 9999 Anywhere Street Dallas, TX 99999 relationship: <b>Parent or Guardian</b> board: Created: 4/4/2019 11:36 am	Pete Foster e: lissy@membershiptoolkit.com h: (214) 999-9999 w: m:	My Favorite Son Foster - 9 h: Email: w: Phone: m: player_sport: <b>Soccer,Softball</b> alumni_year:		toggle dir
Hannah Gleghorn 123 Test Drive Test, TX 99999	Daniel Gleghorn e: hannah@membershiptoolkit.com h: (999) 999-9999 w:	Andrew Gleghorn - 12 h: Email: w: Phone:		toggle dir

Idea



### Did you know?

Memberships have expiration dates. That means, you can easily see if someone is current on their dues.

## Directory. You've got options.

Whether your organization is tech savvy or “kicks it old school,” you can easily distribute your directory in a variety of ways.



### Save money!

If you are trying to save money, email a PDF of your directory, or use one of the online options to distribute.

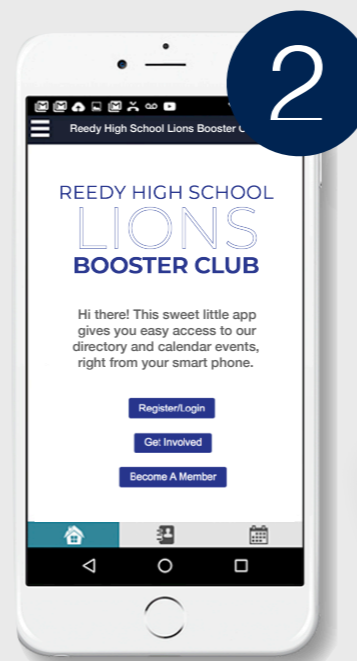
### via Web

You control which contacts have access to your directory.



### via Free App

The Membership Toolkit app provides quick access to your directory, calendar and more. And it's free!



### via Paper & PDF

Generate a pdf report for a printed directory or download the data into an excel spreadsheet.



Members can grant and revoke access to their family's information at any time.

#### Athletic Directory

Search:  Only Show Favorited  Sort by  Sort order   
 No, show all  Parent  A → Z   
 Grade  Player's Sport

page 1

Parent	2nd Parent	Players
<b>Foster, Lissy</b> ☆ lissy@membershiptoolkit.com 9999 Anywhere Street Dallas, TX 99999 h: (214) 999-9999	<b>Foster, Pete</b>	<b>My Favorite Son Foster (9th Grade)</b> Player's Sport: Soccer, Softball
<b>Gleghorn, Hannah</b> ☆ hannah@membershiptoolkit.com 123 Test Drive Test, TX 00000 h: (000) 000-0000	<b>Gleghorn, Daniel</b>	<b>Andrew Gleghorn (12th Grade)</b> Player's Sport: Baseball, Soccer <b>Jacob Gleghorn (9th Grade)</b> Player's Sport: Football, Soccer
<b>Wood, Catherine</b> ☆ catherine.wood@membershiptoolkit.com 901 Music Way		<b>Henry Wood (10th Grade)</b> Player's Sport: Tennis

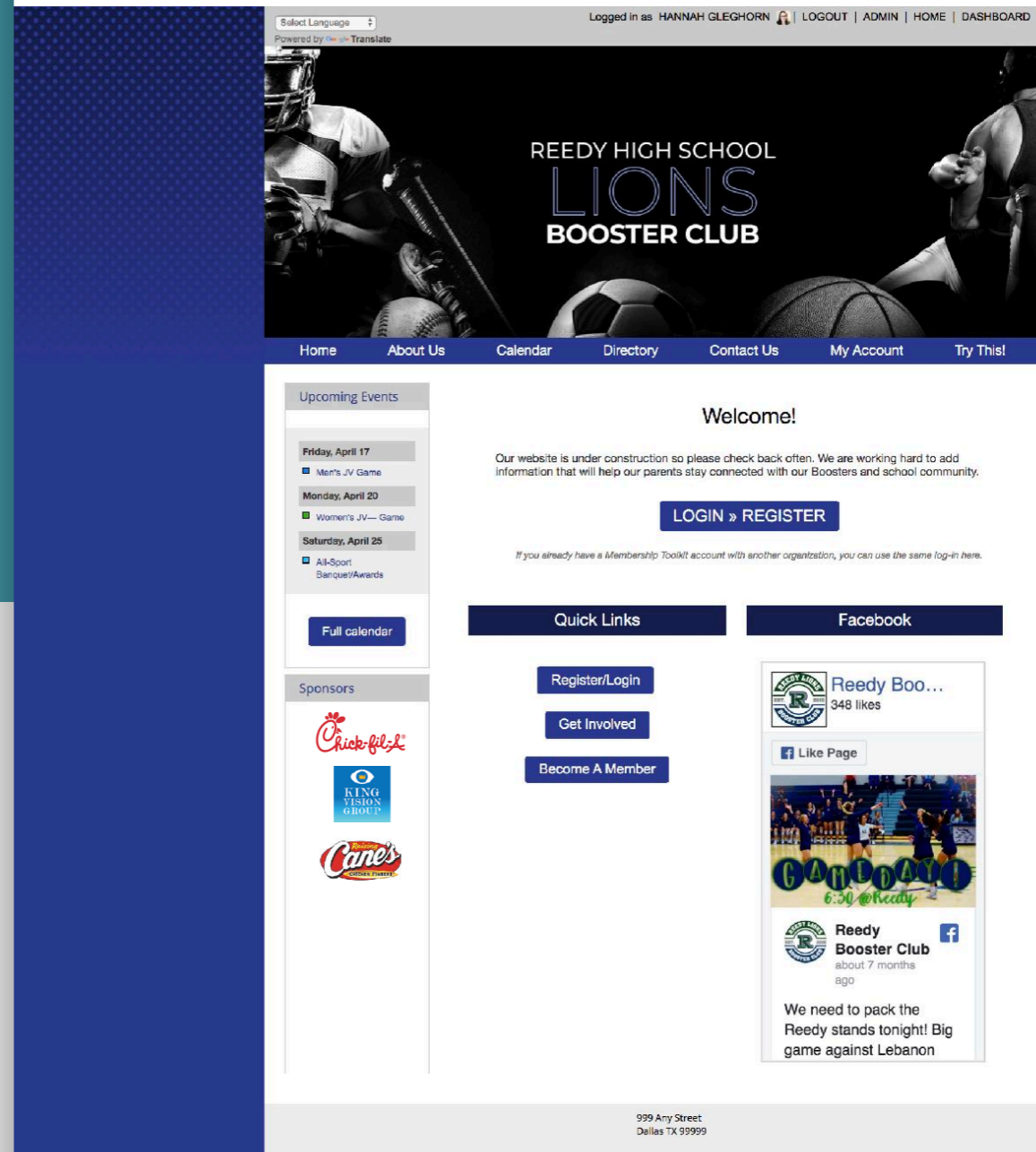
# Website Design & Communication

## Easy-to-edit. Custom site designs.

Our websites are easy to edit, and fully customizable— whether you are new to websites, or build them for a living.

**No technical experience?** No problem. If you can type an email you can update your website!

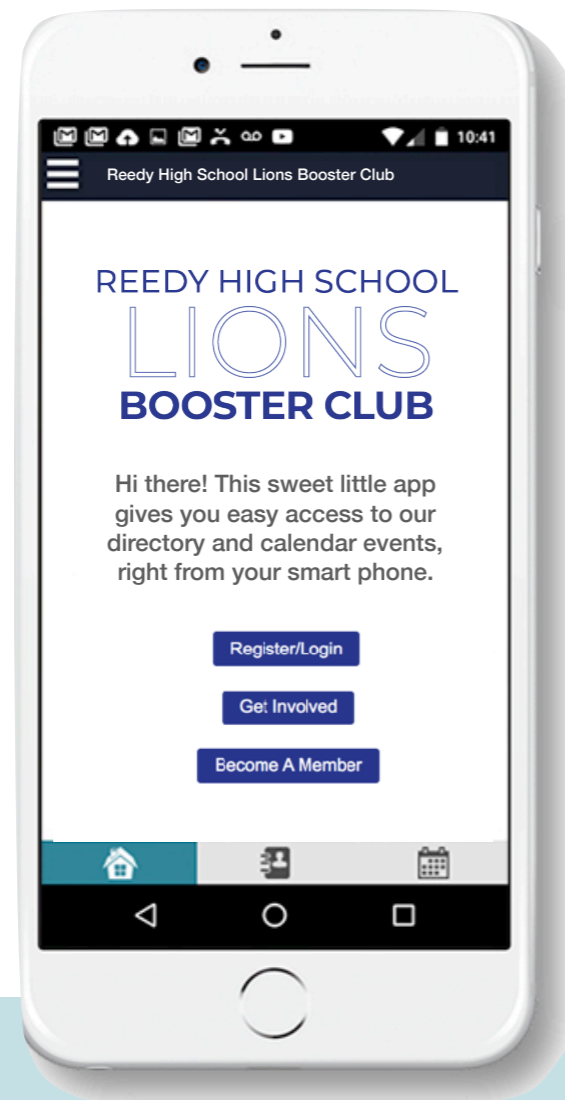
**Know CSS or HTML?** Great! Most plans have the tools to further customize your site.



*Idea*

**Let us help with design**

Need help creating a custom look and feel? Our Professional Services Team is ready to help and can provide a quote to meet your needs.



## Mobile-friendly

Roughly 50% of web users access the web on cell phones or other small devices—so having a mobile friendly website is quite important. Our templates automatically reformat content across all devices so information is easy to read by all, no matter how it is accessed.



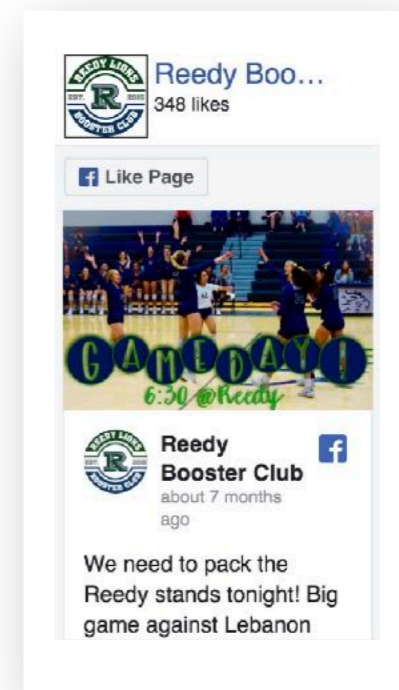
### Custom domain

If you purchased a domain name (like **www.yourathleticgroup.com**), you can use it in place of the default name you are given with your Membership Toolkit account.

### Facebook feed

Connect website visitors to the latest news about your organization by adding a Facebook feed to your home page.

*\* Note that Facebook feeds only present properly if your Group is not private.*



## Athletic Booster Calendars

sign up to receive automatic calendar updates

April 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 4:00p Basketball ---...	2	3 4:45p Men's JV Game	4
5	6 4:45p Women's JV...	7	8	9	10 4:45p Men's JV Game	11
12	13 4:45p Women's JV...	14	15	16	17 4:45p Men's JV...	18
19	20 4:45p Women's JV...	21	22	23	24	25 8:00p All-Sport Ban...
26	27	28	29	30	1	2

# Calendars

Keep everyone on the same page with calendar tools. Calendars can be public or private, and can be displayed in 3 different formats— full calendar, list view, or mini cal.

## Idea



### Create multiple calendars

If you create separate calendars for different events (board meetings, games, practices, separate sports, etc.), you can display only those dates on any page.

You can then combine those smaller calendars to create a large, complete calendar.

#### Basketball— Men's

- Friday, April 17  
Men's JV Game
- Friday, April 24  
Men's JV Game
- Friday, May 1  
Men's JV Game
- Friday, May 8  
Men's JV Game
- Friday, May 15  
Men's JV Game

#### Basketball— Women's

- Monday, April 20  
Women's JV— Game
- Monday, April 27  
Women's JV— Game
- Monday, May 4  
Women's JV— Game
- Monday, May 11  
Women's JV— Game
- Monday, May 18  
Women's JV— Game

November						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

# Reach everyone.

Many organizations struggle with communication due to language barriers. Adding a Google Translate bar solves that problem easily.



## إجراءات جديدة صباح 8/29

وبحلول نهاية الأسبوع الأول من المدرسة ليواردز لدينا هي على استعداد لتسور إلى الطبيعة تستطيع المشي. Benignus بشكل مستقل تحت إشراف أعضاء هيئة التدريس والموظفين أطفالك إلى باب الفصول الدراسية التي تقع على أن تقوم بتسجيل الدخول إلى المكتب الأمامي وتقدم رخصة القيادة الخاصة بك. فإن موظفي المكتب الأمامي تساعدك في تسجيل الدخول إلى المدرسة ومقابلة المربي على الفور من قبل 8:15. شكرًا لمساعدتنا على حماية أطفالك في نهاية Benignus أطفالك لي



## 新しい朝の手順8/29

学校の最初の週の終わりに、私たちのヒョウは、私たちの良性の教員と職員の下で独立したクラスに行くことができます。あなたは、フロントオフィスでログインして、あなたの運転免許証を提供することを奨励する彼らの教室のドアにあなたの子供を歩くことができます。フロントオフィスのスタッフは、あなたの公式訪問者のIDを発行します。あなたが訪問者のIDを取得したら、すぐにクラスにあなたの子供を歩いて、遅くが8:15によって建物を渡してください。私たちは安全にあなたの子供を待つためにご協力いただきありがとうございます。私たちはあなたの子供に貴重です！

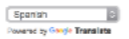


## Процедуры Утренняя 8/29

В последние недели школы, наши Леопарды готовы идти в школу от друга под руководством наших учителей и сотрудников. Вы можете ходить в школу самостоятельно при условии, что вы ходите и предоставляете свои родительские права, а также выдать нам пройти школу. После того, как вы получили разрешение, быстро ходить вашего ребенка к классу с 8:15. Спасибо за помощь в защите наших детей в школе - они нам дороги!

## Procedimientos de la Mañana 8/29

Al final de la primera semana de clases, los leopardos son capaces de caminar a la clase de forma independiente bajo la supervisión de nuestra facultad y personal Benigno. Usted puede caminar a sus hijos a la puerta de su salón de clases siempre y cuando realice el registro de la oficina y presentar una licencia de conducir. El personal de recepción le emitirá un pase de un visitante oficial. Una vez que haya obtenido un pase de visitante, por favor caminar rápidamente a su hijo a clase y salir rápidamente del edificio antes de las 8:15 AM. Gracias por ayudarnos a mantener seguros a sus hijos a Benignus—que son preciosos para nosotros!



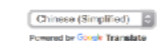
## New Morning Procedures 8/29

By the end of the first week of school, our Leopards are ready to walk to class independently under the supervision of our Benignus faculty and staff. You may walk your children to their classroom door providing that you sign in at the front office and provide your driver's license. The front office staff will issue you an official visitor's pass. Once you've obtained the visitor's pass, please quickly walk your child to class and promptly leave the building by 8:15AM. Thank you for helping us keep your children safe at Benignus—they are precious to us!



## 新晨程序8/29

按学校的第一周结束时，我们的豹子正准备步行到独立类我们 Benignus教师和工作人员监督下进行。你可以走你的孩子他们的教室门口为您提供在前台签名并提供你的驾驶执照。前办公室的工作人员会发给你一个正式家访者的通行证。一旦你获得访问者的通行证，请快速走你的孩子上课，由8:15 AM立即离开大楼。感谢您帮助我们在让您的孩子安全Benignus。他们是宝贵的交给我们吧！



# Newsletters & Email

Mass-communicate quickly to everyone (or just specific groups) using your integrated database.

Newsletter templates are designed to be simple. **Mobile optimized.**



## Translate all pages

Add a Google Translate block to the top of every page, so every parent can read what you write. The side bar is a good place to consider.

Keep in mind that “graphics” with words in them will not be translated.

# Online Sales & Credit Cards

Raise funds online—  
and save time doing it!

Membership Toolkit gives your organization the power to accept credit cards and offer an online store— which means **all sorts of fundraising options open up.**

When you set up your forms, take advantage of Membership Toolkit’s **built in time-saving** receipts and accounting features.

Reedy High School  
Lions Booster Club

NAME  
**Anna & John  
Gleghorn**  
afields@online.com /  
jfields@online.com

ADDRESS  
1234 State Street  
Anytown, TX 75035

**Receipt**

ORDER NO: **00355-1010337**  
DATE: 10/19/2016 5:39 pm

PAID IN FULL  
**\$27.00**

PAYMENTS MADE  
\$27.00

BALANCE DUE  
**No balance due**

You Ordered

OPTION	STUDENT	COST	QTY	TOTAL
Arianna	Arianna	\$9.00	1	\$9.00
Arianna	Arianna	\$9.00	1	\$9.00
es - Josiah	Josiah	\$9.00	1	\$9.00
SUB TOTAL				3 \$27.00
Sales Tax (8.2500%)				\$0.00
TOTAL				<b>\$27.00</b>

MAILS: 9 PM - AMERICAN EXPRESS  
001087021922 - \$27.00

## Idea

### Automate your receipts and “thank yous”

The Membership Toolkit system allows you to automatically send out itemized receipts and “thank you notes.” Take advantage of this feature and save a TON of time. Do continue to write notes to donors who “give above and beyond.” The speed of automated responses help everyone, but nothing can replace the warmth of a thoughtful note.

*Idea*



# Spring Flower Sale






This is a great way to bring extra money in the spring. Use your website to presell flats of spring flowers, hanging baskets, and patio planters. The key for success is to make purchasing easy!

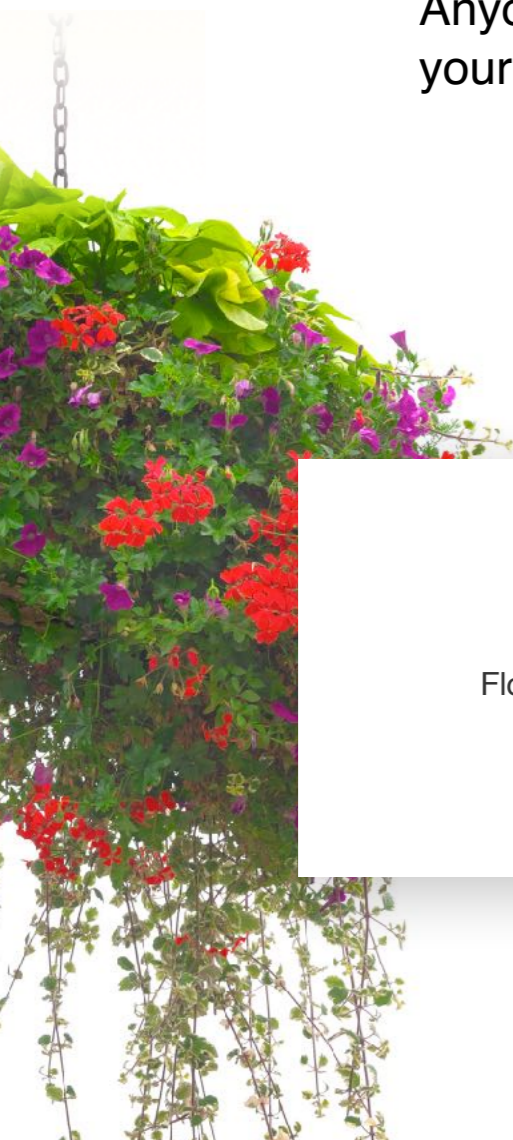
Set up your flower sales form as a “guest form.” Anyone can purchase— even if they are not in your database— with no fuss.

Flower Sale- Spring 2020

**Thank you for supporting the Athletic Programs!**  
All orders are due before midnight on April 28th.

Pick up will be on Sunday, May 2nd from 9 AM - 11 AM in the main parking lot.

Item Description	Price	Qty
What is the name of the player you are supporting? <input type="text"/>		
What is your name? <input type="text"/>		
What is a good phone number that we can use to reach you? <input type="text"/>		
<b>Flower Flats</b>		
Lavender Mountain Lillies		\$11.00 <input type="text"/>
Pink Daffodils		\$15.00 <input type="text"/>
Rock Garden Allium		\$12.00 <input type="text"/>
Snow White Crocus		\$12.00 <input type="text"/>
<b>Herbs</b>		
Basil Plant		\$6.00 <input type="text"/>



**Thank you for investing  
in our players!**

Flower pick up will be on Sunday, May 2nd from  
9 AM - 11 AM in the main parking lot.

Debbie Dean, Flower Sale Coordinator

*Tip*



## The “guest” check out option

Most times, it’s best for users to create accounts before making purchases or volunteering. It saves time. But if you want to allow anyone (whether they have an account or not) to purchase, “Guest forms” make this possible. Anyone can buy or give, with few hoops to jump through.



# Personalized Fundraising

People give more when they give directly to people they know. This is what makes our personal fundraising add-on feature so powerful. Every Membership Toolkit subscriber can collect donations and raise funds by simply setting up a donation/sales form. The add-on is free, and you keep 95% of what you bring in! No need to pay 40-60% to a fundraising group.



**KEEP 95%**  
of what you bring in!

**SUPPORT OUR LIONS BASEBALL TEAM**

**HARRY W.** [Donate!](#)

Dear Boosters, thank you so much for taking the time to view my Fundraising Campaign page. In a few steps, you can be my biggest fan! Please click the donate button to process your donation to the Lions Baseball Team.

**Goal: \$1,000**

RAISED: \$1,075 | NEEDED: GOAL MET! | TIME LEFT: 1 month

SHARE THIS PAGE: [FACEBOOK](#) [TWITTER](#) [EMAIL](#)

**MAKE A DONATION**

- \$10 [\\$10.00](#) \$10 Donation [Donate](#)
- \$25 [\\$25.00](#) \$25 Donation [Donate](#)
- \$50 [\\$50.00](#) \$50 Donation [Donate](#)

Our Goal **\$10,000**

\$4,150 \$5,850

**SUPPORT OUR LIONS BASEBALL TEAM** SUPPORT OUR LIONS BASEBALL TEAM

[edit this campaign](#) [marketing emails](#) [add donation](#)

Mode: active [view campaign page](#)

Parents Edit Date: 4/14/2020 12:00 am  
Publish Date: 4/15/2020 1:05 pm  
Unpublish Date: 5/31/2020 11:59 pm

Goal: **\$10,000.00**  
Raised: **\$4,150.00** from 41 individual donation(s)  
Campaign Fee: 3.00% max \$1,500.00

[view all donations](#) [view all baseball players](#)

Emails: 0 (0 scheduled, 0 sent) [marketing emails](#)

**Baseball Player List**

Name ↑	Goal	Raised	Donations	Progress
My Favorite Son Foster	\$1,000.00	\$405.00	7	<div style="width: 40%;"></div>
Andrew Gleghorn	\$1,000.00	\$795.00	5	<div style="width: 79.5%;"></div>
Jacob Gleghorn	\$1,000.00	\$795.00	5	<div style="width: 79.5%;"></div>
Test Player	\$1,000.00	\$460.00	4	<div style="width: 46%;"></div>
Olive Wallace	\$1,000.00	\$175.00	3	<div style="width: 17.5%;"></div>
Ryleigh Wallace	\$1,000.00	\$175.00	3	<div style="width: 17.5%;"></div>
Harry White	\$1,000.00	\$1,075.00	8	<div style="width: 107.5%;"><b>GOAL MET!</b></div>
Henry Wood	\$1,000.00	\$270.00	6	<div style="width: 27%;"></div>



## Account Credits

Personalized fundraising brings money into your organization— but it is meant to be applied to specific people. These are easily tracked by the system. In some cases the money is added automatically. In other cases you will need to manually add credits to the individual accounts.



**Ryleigh Wallace**  
Raised \$75



## It can be automatic!

If you use Membership Toolkit's Personalized Fundraising feature to raise money, funds raised by students are automatically applied to their account for immediate use!

Profile Password Access Messages Communication Settings **Account Credit** Membership Orders Forms Volunteer Hours

Subscriptions

### Account Credit

Available Credit: \$125.00

Date/Time	Notes	Credit	Debit	Balance
4/15/2020 2:55 pm	credit adjustment entered manually	\$75.00		\$125.00
4/15/2020 2:54 pm	credit adjustment entered manually	\$50.00		\$50.00

## Account Credits

[compose email](#) [download excel](#)

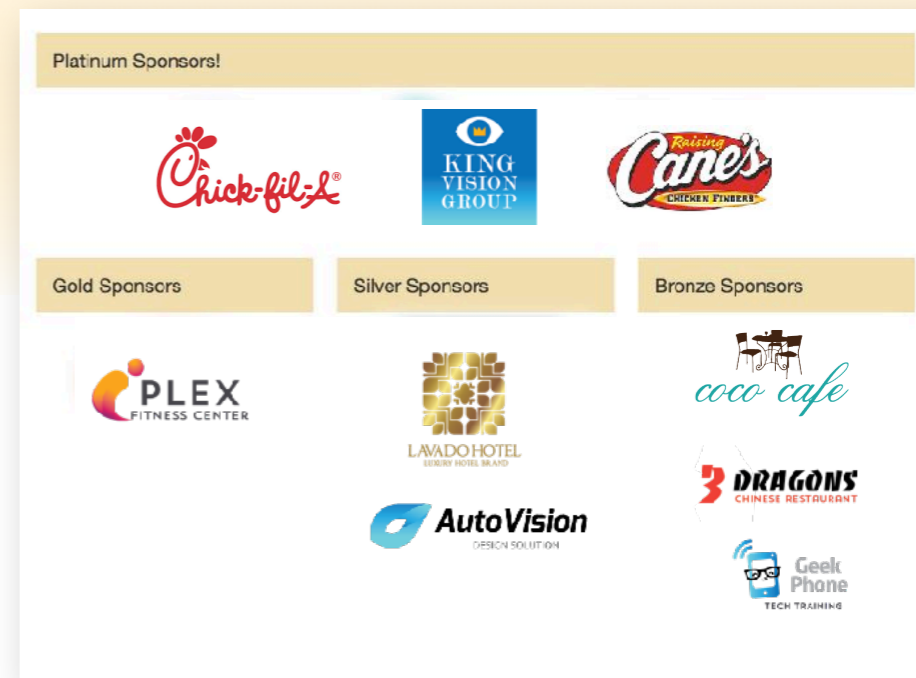
Parent	Students	<input type="checkbox"/> E-mail address	Individual Amount	Family Amount
Caren Nettleton	Sally Nettleton	<input type="checkbox"/> caren@membershiptoolkit.com	\$40.00	
			<i>Family Total</i>	\$40.00
Kelly Wallace	Olive Wallace	<input type="checkbox"/> olive@gmail.com	\$50.00	
	Ryleigh Wallace	<input type="checkbox"/> ryleigh@gmail.com	\$75.00	
			<i>Family Total</i>	\$125.00
				<b>TOTAL \$165.00</b>



# Corporate Sponsorship Program

One great way to generate funds for your athletic booster is to start a corporate sponsorship program.

Use your website to post sponsors logos, according to amount of donation. Most non-profits have rules against endorsing companies, but are allowed to publicly acknowledge and thank sponsors.



*Tip*

**Download a tutorial**

Download "How to Start a Sponsorship Program" here:

[Download](#)

### Become a Corporate Sponsor

All donations are tax-deductible.

Sponsorship Level	Price	Qty
Platinum Partnership	\$2,000.00	<input type="text"/>
Gold Partnership	\$1,000.00	<input type="text"/>
Silver Partnership	\$700.00	<input type="text"/>
Bronze Partnership	\$375.00	<input type="text"/>

**LOGO & PRESENTATION**

Upload your logo for us to use on our website.  
 No file chosen

How would you like your company name displayed?

If you'd like us to link to your website, please provide the URL.

**CONTACT PERSON**

Who should we contact if we have questions?

What is a good phone number to reach the contact?

[< Back](#) [Add to cart >](#)



# Online Store

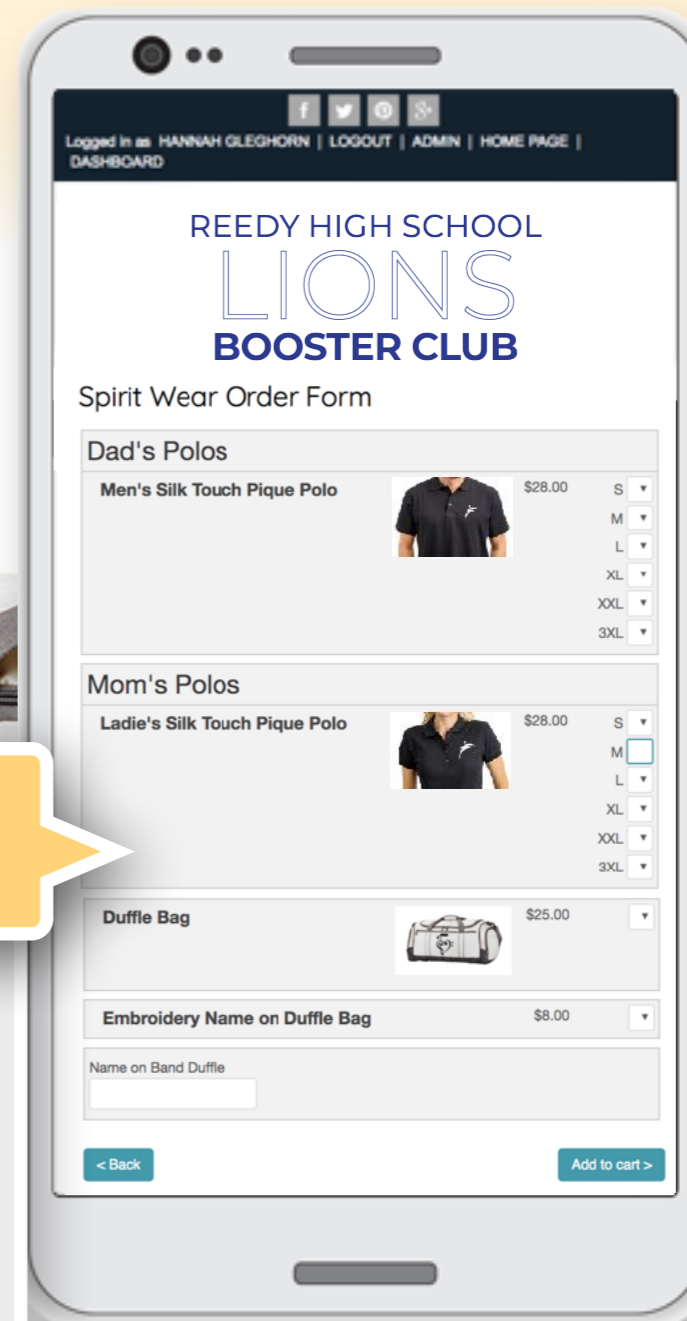
Raise funds & encourage pride in your organization by selling spirit wear online.

Online sales are always successful, and our customers have remarkable success. Some have seen their **sales double or even triple** the first year they use Membership Toolkit.

Previous years' items can be sold for a reduced price!

## Items you can sell:

- Mom's Jersey
- Dad Polo
- Hats/Scarves
- Uniform fees
- Game Day meals
- Donations
- Raffle/Event Tickets
- Water bottles
- and more...



## Inventory— Sell only what you have

If you have a limited number of items, enter those numbers in inventory controls. That way, you only sell what you have. And if you order more, simply update the inventory numbers.

SKU	Description	Options	Price	T	Category	Used	Purchased	Mbr	Deliverable	Event	Inventory Managed
<input type="checkbox"/> GAME-SHIRT	Game Day Shirt	S, M, L, XL, 2XL, 3XL	\$9.00		Spirit Wear	✓			✓		<a href="#">adjust inventory</a>
<input type="checkbox"/> DUFFLE	Duffle Bag		\$25.00			✓			✓		<a href="#">adjust inventory</a>
<input type="checkbox"/> DUFFLE-EMBROID	Embroidery Name on Duffle Bag		\$8.00			✓			✓		no
<input type="checkbox"/> HOODIE-PRINTED	Band Hoodie - Printed	S, M, L, XL, XXL, 3XL	\$32.00			✓			✓		<a href="#">adjust inventory</a>
<input type="checkbox"/> LADIES-PIQUE-POLO	Ladie's Silk Touch Pique Polo	S, M, L, XL, XXL, 3XL	\$28.00			✓			✓		<a href="#">adjust inventory</a>
<input type="checkbox"/> MEMBERSHIP-GOLD	Booster Membership - Gold Level		\$50.00		Membership	✓		👤			no
<input type="checkbox"/> MEMBERSHIP-SILVER	Booster Membership - Silver Level		\$35.00		Membership	✓		👤			no
<input type="checkbox"/> MEMBERSHIP_PLATINUM	Booster Membership - Platinum Level		\$100.00		Membership	✓		👤			no
<input type="checkbox"/> MENS-PIQUE-POLO	Men's Silk Touch Pique Polo	S, M, L, XL, XXL, 3XL	\$28.00			✓			✓		no

Inventory

	Current QOH	Adjustment
Size: S	9	<input type="text"/>
Size: M	16	<input type="text"/>
Size: L	5	<input type="text"/>
Size: XL	2	<input type="text"/>
Size: 2XL	3	<input type="text"/>
Size: 3XL	1	<input type="text"/>

All adjustments entered are relative to current Quantities on Hand. To add stock, enter a positive integer, to decrement stock, enter a negative integer.

[save](#) [cancel](#)

## Make sure orders are fulfilled

Once orders are placed, you can use the Fulfillment Worksheet to check off items as they are handed out.

### Fulfillment Worksheet

From  to  [refresh](#)

[customize](#) [filter](#) [download as excel](#)

Only enter quantities of items you are delivering now. Don't put total quantities, only what you are physically delivering. These quantities will be added to whatever has been delivered before this time.

SKU	Option	Description	Order #	Date Placed	Parent	Student	Cost	Qty	Del	Rem	Delivering
GAME-SHIRT	ADULT -S	Spirit Shirt	00355-0260908	8/12/2016 10:59 am	Adult Wilson		\$0.00	1	1	0	<input type="checkbox"/>
GAME-SHIRT	ADULT -L	Spirit Shirt	00355-0987189	9/28/2016 6:01 pm	Parent		\$0.00	1	1	0	<input type="checkbox"/>
GAME-SHIRT	ADULT -M	Spirit Shirt	00355-0990587 <span style="color: red;">balance due: \$10.00</span>	10/4/2016 8:22 am	Parent		\$10.00	1	1	0	<input type="checkbox"/>
GAME-SHIRT	ADULT -M	Spirit Shirt	00355-1000690	10/11/2016 2:22 pm	M. Smith		\$10.00	1	1	0	<input type="checkbox"/>
GAME-SHIRT	ADULT -XXL	Spirit Shirt	00355-1026144	11/4/2016 9:29 am	Student		\$10.00	1	0	1	<input type="checkbox"/>

## Options

Flexibility is the name of the game when it comes to selling online. Here are a few to consider:

- Allow partial payments (great for big-ticket items, like trips)
- Offline payments (Allow members to order, then pay by check or cash)
- Provide one form per individual or one per family

Family/Student

One Per Student

One Per Family

One Per Student



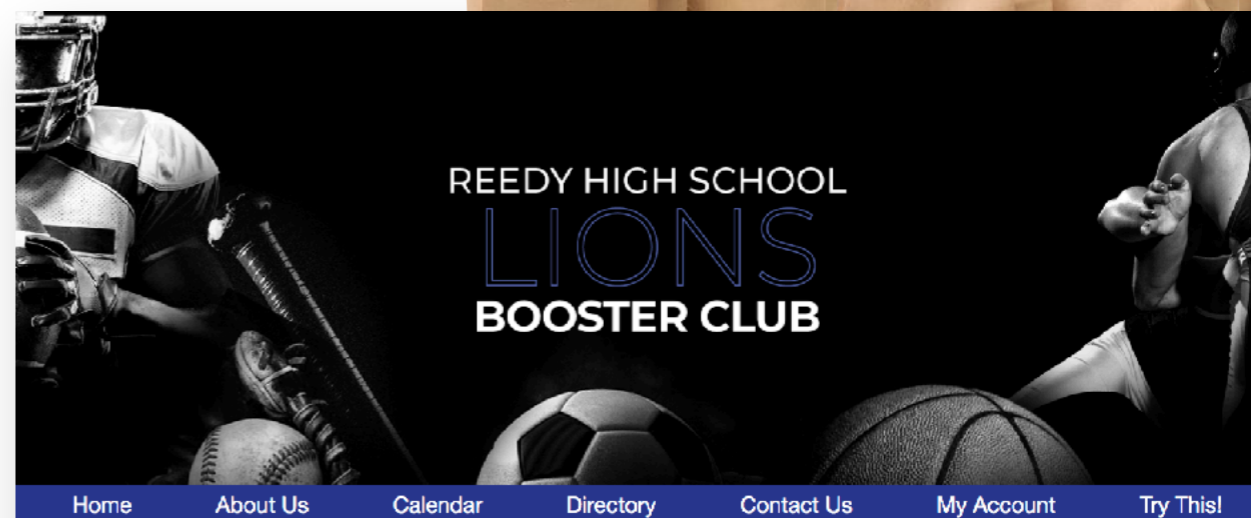
## Game Day Meals

Even more complex items— like Game Day Meals— can be sold through your Membership Toolkit website.



### Sell items to specific players

When selling items, you can designate exactly who can purchase them— for instance, only 9th grade football players, or only varsity volleyball members. This way, when parents log in to make purchases, they will only see items that apply to them.



Game Day Meals - 2020 for Andrew Gleghorn  
Due August 21st

### Game Day Meals - 2020 for Andrew Gleghorn

#### Game Day Meals Order Form

The Booster Club will order and deliver all meals directly to school.

**\$50 "MEAL TICKET" COVERS 6 MEALS AND WATER FOR MEALS AND GAMES.**

**IF YOU DO NOT CHOOSE TO PURCHASE MEALS, PLEASE SELECT THE "WATER ONLY" OPTION FOR \$6.00.**

\* Form and payment due by Friday, August 21st, 2020.  
\* All 6 meals must be purchased for delivered meals.  
\* All meals come with bottled water.

Contact restaurants directly with any food allergy related questions. There is a vegetarian option offered for each date.

Item Description	Price	Qty
<b>Game Day Meal Ticket for Andrew Gleghorn</b> <i>Covers 6 meals and water for meals and games. Select "Qty" = 1, and then make selections for each day.</i>	\$50.00	▼
<b>Game Day Meal Ticket for Jacob Gleghorn</b> <i>Covers 6 meals and water for meals and games. Select "Qty" = 1, and then make selections for each day.</i>	\$50.00	▼

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Add to cart >



### Emergency contact info

While you are collecting funds for off-campus events, why not also collect any other details you need, like emergency contact info and releases?



# Event Sales

For your next event, sell tickets online. If you have a limited number of tickets available for dinner, you can set an inventory control for that item.

Bonus: You can organize volunteers at the same time.



## End of Season Banquet - Spring 2020

### REEDY HIGH SCHOOL LIONS BASEBALL BANQUET

Join us for a fun night as we celebrate and honor our athletes on their dedication to baseball and the Lions! Come out for an evening of celebration where we honor all of the hard work our athletes have put into this baseball season!  
 Friday, May 22nd 6PM  
 Reedy High School Cafeteria  
*All tickets must be purchased by Midnight on Sunday, May 17th.*

Item Description	Price	Qty
<b>End of Season Banquet Ticket &amp; Meal Selection</b>	\$30.00	Meal Option: Chicken & Veggies 2 Gluten Free Chicken & Veggies Vegetarian 1
Chicken & Veggies #1	Are there any allergies or dietary restrictions?	<input type="text" value="Cumin"/>
Chicken & Veggies #2	Are there any allergies or dietary restrictions?	<input type="text"/>
Vegetarian #1	Are there any allergies or dietary restrictions?	<input type="text"/>

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Add to cart >

## Form Summary — End of Year Dinner Concert

From 6/1/2019 to 6/30/2020 [refresh](#)

UNIQUE ORDERS	PENDING ORDERS	UNIQUE CONTACTS	UNIQUE STUDENTS
0	1	1	0

Section	SKU	Description	Ordered	Revenue	Max	Available
	DINNERCONCERT-TIX	Ticket & Meal for End of the Year Symphonic Concert	Chicken and Veggies	69	\$690.00	
	DINNERCONCERT-TIX	Ticket & Meal for End of the Year Symphonic Concert	Gluten Free Chicken & Veggies	21	\$21.00	
	DINNERCONCERT-TIX	Ticket & Meal for End of the Year Symphonic Concert	Vegetarian	8	\$80.00	
<b>TOTAL</b>				98	\$980.00	

# Volunteers

## Managing your most valuable commodity.

If you have been tasked with the job of recruiting and scheduling volunteers, you hold one of the most critical jobs in your organization!

Most non-profits rely on volunteers to fill the gaps left by funding shortfalls. **Volunteer time just may prove to be a more precious commodity than funding.** So creating a list of potential volunteers, nurturing relationships, and efficiently scheduling volunteers is critical to your organization's success. And Membership Toolkit can help.



# Start a volunteer pool

How would you like a pool of volunteers who are ready when you need them? Create a general interest form —then email people who indicate an interest in those particular jobs.

*Tip*



## Be specific

Many people won't volunteer unless they know exactly what to expect. Can the job be done anytime, or only during school hours? Do they need special skills? Will you train them? Give volunteers enough information to decide if volunteering will fit with their schedules and skills.

## Volunteers Needed

### Yard Signs

*Work with the vendor to order yard signs for players and then assure that they are delivered.*

[sign up / edit](#)

### Football Game Day Meals

*Help pass out meals on game days. Arrive at 3:00 pm.*

**Friday, September 4**

[sign up / edit](#)

**Friday, September 11**

[sign up / edit](#)

**Thursday, September 17**

[sign up / edit](#)

**Friday, September 25**

[sign up / edit](#)

### Banquet

*Set up and tear down for the all-sport banquet.*

[sign up / edit](#)

### Bus Chaperones - Football

*Ride on the bus with athletes to the games.*

[sign up / edit](#)

### Volleyball Meals

*Help pass out meals to volleyball players before the game.*

[sign up / edit](#)

### Office Help

*Assist coaches during school hours*

[sign up / edit](#)

[Cancel](#)

# Contact volunteers

Once you have a pool of volunteers, you can contact them easily with a few clicks.

(no section)			Assigned	Max
Yard Signs	Work with the vendor to order yard signs for players and then assure that they are delivered.		3	3
Football Game Day Meals	Help pass out meals on game days. Arrive at 3:00 pm.	Friday, September 4	27	10
		Friday, September 11	7	10
		Thursday, September 17	13	10
		Friday, September 25	-	-
<b>Banquet</b>	Set up and tear down for the all-sport banquet.		10	
Bus Chaperones - Football	Ride on the bus with athletes to the games.		9	-
Volleyball Meals	Help pass out meals to volleyball players before the game.		2	-
Office Help	Assist coaches during school hours		4	-

Opportunities: Banquet [10 interested]

### Banquet

[back to form](#)
[download as excel](#)
[email](#)

	First Name	Last Name	Bkgnd	Email Address	Home Phone	Work Phone	Ce
view	Timothy	Allen		timothy@fhsd.net			
view	Wang	Wen		wangwen@yahoo.com			
view	Wang	Wen		wangwen@yahoo.com			
view	Carla	Scott		carlascott@gmail.com			
view	Archie	Scott		archie@fhsd.net	(408) 777-3666	(408) 858-4076	
view	Wade	Stewart		wade@fhsd.net	(214) 858-3458	(214) 858-3458	
view	WJ	Stewart		wjstewart@gmail.com			
view	Emily	Carlson		emily@fhsd.net			
view	Charles	Stewart		charles.stewart@gmail.com	(214) 407-8468		
view	Danielle	Stewart		daniellestewart@gmail.com			

# Track hours

If you report volunteer hours, members can record them easily online.

### Enter Hours Volunteered

Event Description

Name of Volunteer  
Janie Newell

Volunteer Hours  
Use a decimal value (i.e. 1.25). Values will be rounded to the nearest quarter-hour.

Volunteer Date  
Use the format mm/dd/yyyy

Record Hours

# Schedule volunteers

For specific events, set up a form and allow volunteers to select a day and time and job that works for them. You can manually add volunteers also, if needed.

Limit the number of volunteers, control whether the names of signed up individuals are shown or hidden.



## Concession Booth

One of our most profitable fundraisers! Help run the concession stand during football games. We'll train you "on the job." Raise money, make a friend or two, and spy on your kids —all at the same time. :)



### TUESDAY, September 4th

7th Grade Games

\*\*\* All times are approximate until the football schedule is officially released. \*\*\*

#### Set Up: 4:00pm - 6:00pm

*Assist with the stocking and set up of concession stand. Includes prepping hot foods and other items.*

9/04/2018 4:00 pm

0 out of 6 filled.

[sign up / edit](#)

#### Parent

- Hannah
- Michael

#### Game #1: 6:00pm - 7:15pm

*Help sell and distribute food during Game #1. May include handling money, prepping food and cleaning.*

9/04/2018 6:00 pm

0 out of 5 filled.

[sign up / edit](#)

#### Game #2: 7:15pm - 8:30pm

*Help sell and distribute food during Game #1. May include handling money, prepping food and the beginning of clean up.*

9/04/2018 7:15 pm

0 out of 5 filled.

[sign up / edit](#)

#### Clean Up: 8:30pm - 9:30pm

*Help close down the concession stand following health department clean up procedures, counting inventory and prepping stand for other organizations that share the stand. The more help we have for this part the faster everyone goes home!!*

9/04/2018 8:30 pm

0 out of 6 filled.

[sign up / edit](#)

### WEDNESDAY, September 5th

8th Grade Games

\*\*\* All times are approximate until the football schedule is officially released. \*\*\*

**Thank you for volunteering!**

Watch for emails with more information closer to the event. If you have not already done so this year, please be sure to request a [Background check](#). I look forward to serving with you! Let me know if you have questions

**Andre Booster**  
[booster@membershiptoolkit.com](mailto:booster@membershiptoolkit.com)



REEDY HIGH SCHOOL  
**LIONS**  
 BOOSTER CLUB

# Auto-remind & thank

Once a volunteer signs up, you can send them auto reminders, and a thank you — so that your events run smoothly and everyone is recognized for their service.

# Track approved volunteers

Keep track of which volunteers have successfully completed their background checks.

**Hannah Gleghorn**

Contact Information | Directory and Account | Volunteering | Email | Forms | Orders | Changes

PARENT [2] [edit...](#)  
 Hannah Gleghorn  
 [redacted]  
 1000 1st St  
 New York, NY 10000

**Background Info: processed**  
 Background Check: **Yes** ✓  
 Background Check Expires:

2ND PARENT [edit...](#)

Background Info:  
 Background Check:  
 Background Check Expires:

Member: **No** ✗

CUSTOM FIELDS

**CONTACT STATUS** [edit...](#)  
 Status: **Active**  
 Contact record created: 2/19/2020 8:45 am  
 Information last updated by user: 2/19/2020 8:46 am  
 Information must be re-verified on: 6/29/2020 7:00 pm

Member: **No** ✗

USER ACCOUNT(S)  
 [redacted] [verified 10/28/2015 9:52 am]  
 [userid: 131479] owner [disassociate...](#)

STUDENTS [add...](#)

Name	Grade	Email	Phone	Membership	gender	marching status	band class	instrument	concert	instrument	marching	jazz band	alumni year	foodallergy
Ivan Gleghorn	10	[redacted]	[redacted]	No ✗	M	drumline	Percussion	Percussion		DL-Snare		Y		

# Show your coaches some love.

Whip up a banquet or luncheon and find just the perfect gift to say thanks! Your Membership Toolkit account can take away the paperwork and busy work and let you focus on the “fun” stuff!




*Idea*



## Faculty favs

For parent groups: Create an information form and ask your coaches to share their favorite things.

## Coaches' Favorite Things



We love our coaches. And sometimes it's fun to spoil you. Please tell us what sorts of things you enjoy most!

**MY FAVORITES**

<b>Birthday (month and day)</b> <input type="text"/>	<b>Favorite Candy</b> <input type="text"/>	<b>Favorite Restaurants</b> <input type="text"/>
<b>Favorite Sonic Drink</b> <input type="text"/>	<b>Favorite Flower</b> <input type="text"/>	<b>Favorite Breakfast Treat</b> <input type="text"/>
<b>Favorite Dessert</b> <input type="text"/>	<b>Favorite Hobby</b> <input type="text"/>	

# Financial Tools

## Bookkeeping made easier.

Membership Toolkit financial tools are web based so there is no software to download.

**Administrative Dashboard for Reedy High School Lions Booster Club**

Logged in as: [User Name] | [logout](#)  
[previous orders](#) | [home page](#) | [dashboard](#)

Dashboard | People | Volunteers | Store & Forms | Files | Email & Newsletters | Calendars | Website | **Accounting** | Help

Search Admin

Summary | Budget | Accounts | Reports | Utilities | Year End | Configuration

CURRENT YEAR: 7/1/2017 - 6/30/2018    ORDERS: 1438 for \$18,060.00    BALANCES DUE: 1 for \$10.00

Asset Accounts	
Account	Balance
Paypal Account	\$0.00
Checking Account	\$26,999.12
TransFirst Income	\$8,310.54
Undeposited Funds	\$0.00

Uncategorized Transactions	
Uncategorized Liability	\$54.00
Uncategorized Income	\$625.00

# Track your assets & budgets

Create a customized Chart of Accounts to track all of your Assets, Liabilities, Income, and Expense Accounts.

# Reports

Run reports at a click of a button.

# Financial transparency

The risk of financial theft is real. Allow board members to see an overview of your organization's income and expenses to reduce this risk.

The screenshot displays the 'Accounts' section of the dashboard. It features a navigation menu with options like Summary, Budget, Accounts, Reports, Utilities, Year End, and Configuration. Below the menu are buttons for 'add account', 'rearrange', 'save as template...', 'create a manual entry', and 'enter an opening balance'. A date range filter is set from 7/1/2017 to 6/30/2018.

Account	Account Name	Entries	Balance	Roll-Up
<b>Assets</b>				
1901	Paypal Account		\$0.00	\$0.00 paypal
1001	Checking Account	131	\$16,999.12	\$16,999.12 checking
1900	TransFirst Income	642	\$3,310.54	\$3,310.54 transfirst
1999	Undeposited Funds	91	\$0.00	\$0.00
<b>Liabilities</b>				
2100	Sales Taxes Due	2	\$52.21	\$52.21
2200	Membership-State	17	\$36.00	\$36.00
2202	Account Credit		\$0.00	\$0.00
2900	TransFirst Fees	579	\$44.30	\$44.30
2999	Uncategorized Liability	450	\$54.00	\$54.00
<b>Expenses</b>				
5900	Paypal Transaction Fees			
<b>Income</b>				
4001	Balance Forward	3		
4200	Business Sponsors	52		
4301	Community Partnerships	197		
4350	Donations			
4400	Trips	184		
4500	Fundraising	37		
4600	Spirit Wear	4		
4700	Membership			
4920	Shipping and Handling Fees	2		
4999	Uncategorized Income	61		
4900	Good Neighbor Program	1		
<b>Expenses</b>				
5000	Carry Over			
5001	TransFirst Fees Payment	366		
5010	Communications	1		
5020	Conferences & Training			
5030	Credit Card Processing Fees			
5050	Fundraising Expenses			
5101	Spirit Wear	6		
5110	School Supplies	2	\$384.35	\$384.35
5120	Hospitality		\$0.00	\$0.00

The 'Reports' section is also visible, listing various report types such as Budget Report, Budget vs. Actuals Report, Income & Expense Report, Balance Sheet Report, Transaction Report, Order Financial Matrix, Catalog Account Usage, Previous Reconciliation Reports, Prior Year Reports, and Financial Log Report, each with a brief description of its function.

# Want to give it a try?



Haven't tried Membership Toolkit software yet? We invite you to try the software for free. No pressure. Play with it for a while and see if it makes sense for your organization.



## Your free demo awaits!

*Sometimes the easiest way to know if something works is to watch it in action.*

**Start the process**

