



Booster Club Meeting Minutes 1.12.2026

A meeting of the PRHS Booster Club was held on Monday, January 12, 2026 in the PRHS Library.

Board Attendees: President - Erin Kaye, Vice President of Operations - Carol Tarnawa, Vice President of Spirit Wear - Katie Czarnecki, Vice President of Technology - Liz Instefjord, Vice President of Social Media - Shannon Vrbancic, Vice President of Administration/Fundraising- Samantha Cantley-Wuchevich, Treasurer - Kerrie Congine, Secretary - Bethany Gola

Call To Order: Prairie Ridge High School Booster Club President, Erin Kaye, called the meeting to order at 7:07pm.

President's Welcome:

Welcome from president with overview of topics to discuss and report on: Ridge Fest Trivia Night fundraiser, 5K Run/Walk, Scholarship Application, Allocation Application, the Ridge Lineup Roster Book, High School Kick Off night, and upcoming Spirit Wear sales

Approval of Minutes: A motion to approve the minutes from the November 17, 2025 meeting was made by Peter Tarwana; Shannon second; motion carried.

PRAIRIE RIDGE ADMINISTRATION REPORT:

Booster Club Liaison - Kevin Koeppen

Thank you to Boosters and parents for all the extra. Thanks for all the creative ideas of fundraising. Need help with Thursday High School Kick Off - Booster parents spread the word.

BOARD REPORTS

Secretary's Report - Bethany Gola

Winter Ridge Line Up roster book was completed in December. Working on Bylaw clean up with Treasurer and President.

A few votes to report:

- On December 8 the Board held a special meeting and voted to approve 24-25 tax season filing with the tax accountant Nancy Gonsiorek. Additionally the Board approved to purchase holiday gift cards for custodians.
- On December 19 the Board held a special meeting and approved to include two criteria based sponsored scholarships (Agape and ML Structural) within our Booster scholarship offerings for the 2025-26 school year only. Furthermore, the Board approved to offer to the named sponsors, if no qualified recipient is available, to roll their scholarships into a Wolf Way scholarship or money refunded.
- On January 12 the board moved to approve an increase the Spirit wear budget by \$5000 (totaling \$28000) to accommodate for possible closeout specials. We also approved to increase the Concession budget by \$2500 (totaling \$33,100) to accommodate rising costs of goods. Last we approved to give a gift for Brian Coyle's dog as a thank you for all his printing for Boosters.

Treasurer's Report - Kerrie Congine

*Attached Highlighted notes - tips and cc fees have helped

Remember if your team does not have all slots filled revenues that would have gone to your team will be split with Boosters (who fill the empty spots) to go back into the pool for allocations.

Vice President of Administration/Fundraising - Samantha Cantley-Wuchevich

Holly Jolly Volley Tournament

We are grateful for the generous support provided by our sponsors, the enthusiastic participation of numerous student teams, and the contributions from raffle ticket purchasers and concessions. As a result, the inaugural Holly Jolly Volley Tournament successfully raised \$7,968.24. Event expenses totaled \$1,320.77, leaving a net contribution of \$6,647.47 to be allocated toward our scholarship fund.

Ridgefest

This year's Ridge Fest will take place as a trivia night on February 21st at the Dole Mansion. We are actively gathering raffle baskets from all sports teams and clubs and welcome inquiries from individuals and businesses interested in event sponsorship, providing additional raffle baskets, individual prizes for spoon & cork pulls, or silent auction items such as memorabilia, experiences, vacation packages, and event tickets.

Vice President of Operations - Carol Tarnawa

Outdoor Concessions Clean Out

- We successfully cleared out the outdoor concession stand—thank you to **Kevin** for organizing and to our **Booster Board members and families** for their hard work. Booster inventory is now labeled, and we hope to move remaining beverages into the stand during upcoming Friday night doubleheaders.

Holly Jolly Volley

- Holly Jolly Volley was a great first run and a valuable learning experience. Students were more focused on playing than purchasing food, resulting in \$150.21 in sales. If we host the event again, adding more visible elements outside the stand could help draw attention. We're excited to apply what we learned moving forward.

Winter Indoor Concessions

- We're off to a great start for the winter concession season! Huge thanks to our openers, closers, and volunteers for making it run smoothly. January will be a busy month with Friday night basketball doubleheaders—we're ready to move some stock, and we're hoping to get all the volunteer spots filled so teams can get their full allocation.
- All numbers below reflect gross sales, before fees, vendor bills, and team distributions are applied.
- Reiterate - parent volunteers in the concession stand are important so your team receives the 50% profits.
- Wrestling, Girls Basketball, and Boys Basketball sales included in treasurer's report *

Vice President of Spirit Wear - Katie Czarnecki

This week we have the High School Kick Off where we will be selling spirit wear and the last Friday (January 23) we will have a clearance sale. With one more sale February 6th. Budget has been increased (per vote at Board meeting)

Vice President of Technology - Liz Instefjord

Ridge Fest sponsorship information is now available on the website. Scholarship and Allocation applications have been updated (see below). Please have seniors look at Scholarship applications.

Vice President of Social Media - Shannon Vrbancic

We recently upgraded to a different plan within Constant Contact, the platform we use for our weekly emails to a better plan at a lower cost. Unfortunately, we could not upgrade through our existing account so we were required to create a new account. As a result, some of our emails may be delivered to your Promotions or Spam folder since they are system-generated. Please keep an eye out for our messages and mark our sending email address as "safe," or add it to your contacts, to ensure you continue receiving our emails without interruption.

Your monthly reminder to share your photographs with the Boosters so we can celebrate our students, staff, clubs, activities and athletics with social media posts and highlight them in the weekly email.

Feel free to tag Boosters, DM us or text me photographs. If you have not already signed up for our weekly email that comes out on Friday mornings the link to do so is on our website.

Quick reminder that I cannot share team/club information if only using the Instagram Story. We have to be tagged if it is not a post also.

COMMITTEE REPORTS

- **Ridge Fest Fundraiser Trivia Committee - Carol Tarnawa & Erika Klingenmaier**
 - The event timeline has been created. A google form has been sent out to collect trivia videos.
- **Ridge Fest Fundraiser Sponsorship Committee - Samantha Cantley-Wuchevich**
 - Committee is out & about making contact to obtain sponsors, baskets, gift cards, etc. If anyone is interested in joining & helping out, please let me know so I can add you to our sponsor google folder to obtain all necessary documents needed to be successful.
 - \$20 cork or spoon pull
- **5K Fundraiser - Colleen Bailey**
 - Saturday November 21 (rain date November 22)
 - Proposed course around football field into Eastern neighborhood past tennis courts, etc. to get to 5K
 - Chosen name: The Great Turkey Chase: Wolfpack 5K
 - Sending out for permits
- **Holly Jolly Volley Feedback - Liz Instefjord**
 - What students liked: fun prizes, the organization and speed of check-in, the quantity of prizes, timed games, forming your own teams, having a good time
 - How to make it even better: make games longer, consolation bracket, invite parents to watch, separate tournaments for upper and lower classmen, make it a bracket instead of a pool play.

OLD/UNFINISHED BUSINESS

NEW BUSINESS

Updated Allocations Application - Liz Instefjord

The 2026 Allocations Application will be sent to coaches and activity sponsors this week through our next monthly newsletter. Some questions have been updated and the application has transitioned to a Google Form. Although we may be unable to fully fund every request, we encourage all PR activity/club sponsors and coaches to submit an application as every application submitted will be reviewed and will receive a response. The submission deadline is Friday, April 3, 2026. Approved allocations will be announced at the final Booster Club meeting in May.

Updated Scholarship Application - Liz Instefjord

The 2026 Booster Club Scholarship will be available on our webpage on January 13, 2026. All PR Seniors pursuing a post secondary education are encouraged to apply. The submission deadline is March 13, 2026 at 11:59 PM. Recipients will be announced at the April Booster Club meeting.

The following updates have been made for the 2026 Booster Scholarships:

- The application will now be submitted through a Google Form
- Applicants will have several writing prompts to choose from for their essay
- There are 2 career designated scholarships this year in addition to the existing Wolf Way scholarship
 - Agape Therapies and Educational Services if funding a \$1000 scholarship for students pursuing a career in Speech Pathology or Special Education
 - ML Structural is funding a \$1000 scholarship for students pursuing a career in Engineering.
 - Students may apply to all Booster scholarships they qualify for but will only be eligible to receive one award.

For more information visit the [Scholarship page](#) on the Booster website.

TEAM/CLUB REPRESENTATIVE ANNOUNCEMENTS

Come to the musicals!

Cheer updates: Placed 4th out of 24th sectionals start Jan. 31, cheer clinic Feb. 21

Dance competition this Sunday (1/18) Sectionals next week.

UPCOMING DATES

- High School Kickoff (formerly 8th Grade Night) & Spirit Wear Sale: Jan. 15 @ 6-8pm
- Spirit Wear Sale at Boys/Girls Basketball Game: Jan. 23 @ 6-8:30pm
- Ridge Fest: The Dole Feb. 21 @ 6pm
- Scholarship Application Due: Mar. 13 @ 11:59pm
- Allocation Application Due: Apr. 3
- Booster Club Meetings: Feb. 9, Mar. 9, Apr. 13, May 11

RAFFLE DRAWING \$100 Katherine Hatter Competition Cheer

ADJOURNMENT

A motion was made by Erin Kaye; seconded by Katie Czarnicki and carried to adjourn the meeting at 8:04 pm.

Respectfully submitted,
Bethany Gola, Secretary PRHS Booster Club

*** Prairie Ridge High School Booster Club
Treasurer's Report**

Reporting Period: November 16, 2025 – January 10, 2026

Bank Balances

- **Beginning Bank Balance:** \$78,021.48
 - **Ending Bank Balance:** \$82,689.56
 - **Net Change in Cash:** +\$4,668.08
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Income Summary

Total Income: \$8,945.77

Concession Sales: \$3,755.77

- Boys Basketball: \$1,078.45
- Girls Basketball: \$116.01
- Wrestling: \$1,670.74
- Other Concessions: \$890.57 (teams did not fill concessions slots)

Fundraising Income: \$181.21

- Holly Jolly Volley Concessions: \$111.21
- Holly Jolly Volley Raffle Tickets: \$70.00

Other Income Sources: \$4,812.98

- Dine Out Days: \$1,452.53
 - Spiritwear Sales: \$2,193.22
 - Rosters Sponsors: \$827.00
 - Letter Jackets: \$195.81
 - Miscellaneous Revenue: \$340.23
 - American Online Giving Fund: \$24.28
 - Donations: \$250.00 (Martin Chevy)
 - Tips: \$65.95
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Cost of Goods Sold (COGS)

Total COGS: \$1,251.22

- Concessions COGS: \$563.59
- Spiritwear COGS: \$687.63

Gross Profit: \$7,694.55

Expenses

Total Expenses: \$3,965.97

Allocations/Distributions: \$100.00

- Speech Team Allocation November Meeting Raffle Winner

Fundraising Expenses: \$1,320.77

- Holly Jolly Volley:
 - T-Shirts: \$982.78
 - Concessions COGS: \$145.25
 - Signs: \$140.00
 - Miscellaneous Supplies: \$52.74

Operations: \$1,903.91

- Books & Subscriptions: \$401.66
- Concession Equipment: \$39.75
- Credit Card Fees: \$174.91
- Goodwill: \$402.59
- Tax Audits>Returns: \$815.00
- Tips (Deliveries): \$70.00

Other Expenses: \$622.16

- Senior Banners: \$590.00
 - Ridgefest Event Costs: \$32.16
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Net Income

- **Net Operating Income: \$3,728.58**
 - **Net Income: \$3,728.58**
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Treasurer's Statement

Seniors Banners are currently 72% covered by tips collected at Concessions and Spiritwear.
Credit Card Fees being passed forward have put \$2664.39 back into Allocations for students.
Tax information returns have been completed and filed for the 24-25 school year.