

2019 DANA HILLS CROSS COUNTRY DANA RUNNING FOUNDATION



Welcome parents to the 2019 cross country season! We are so excited to have you as a part of this great team! My name is Audra Smith and I am the President of the Dana Running Foundation (DRF), as well as a four year cross country mom. Parents who have athletes in the program are already familiar with the Dana Running Foundation. For those of you who are new to the program and not familiar with the DRF, we are a non-profit, volunteer run organization. As you know, the public education system does not provide for all financial needs of athletic programs. Our organization subsidizes the cross country program both financially and through volunteerism. It is absolutely essential that our athlete's families help to keep this program strong!

The Dana Running Foundation board consists of four officers and anywhere from four to six members at large; however all of the family members of the athletes are part of the foundation. The board is active throughout the season and makes decisions regarding the management of the program. If you are interested in becoming more involved in the program, you are encouraged to attend our monthly meetings which are held the first Tuesday evening of every month. Attached is the schedule for the 2019 board meetings. You can either request to join the board, or sign up for one of our many committees – either way, we would love for you to get involved! A new board is voted on at the end of the season and all candidates are nominated by current board members, and then voted on by all members of the foundation.

Even if you are not ready to make a commitment to join the board, we still need you as a volunteer in order to for our program to be successful. Our largest fundraiser is our Dana Hills Invitational. We host three divisions of schools and well over 4,500 athletes (double that number for the spectators). Our entire campus is full of people and we MUST have your help that day! It takes “all hands on deck” to run and pull off this amazing event and protect our athletes as they race.

As part of the registration process you will be added to our parent email data base. Please be sure that we have your current email address as this will be the primary way in which we communicate and convey important information about this season. You will soon receive an email from Signup Genius where you will be able to sign up for volunteer slots for events such as DHI, spirit wear distribution, end of year banquet, meet snacks, etc. I cannot stress to you (again) how important it is that you sign up and get involved – it is what makes this program run! Because DHI is such a large event we will require both parents/guardians to sign up for a shift, as we will need all the help we can get. If you have other family members who are available to help, we can definitely use them. If you do sign up for a position and cannot make, we ask that you arrange for a family member or friend to cover you. Even one person not showing up for a shift impacts how smoothly things run.

If you want to learn more about the program or foundation, you may visit our website at <http://cc.dhhsdolphins.com> or email us at danarunningfoundation@gmail.com. You may also reach out to me personally by phone, text or email. My contact information is listed on the attached board sheet.

Have a super season! I look forward to getting to know each and every one of you.



THE DANA RUNNING FOUNDATION MISSION STATEMENT

The purpose of the Foundation:

1. To establish and foster organizational and financial support and to create a positive environment for the student athletes of Dana Hills High School (DHHS) to succeed in athletics and academics.
2. To foster and maintain school spirit among the students, faculty, parents, and the community of DHHS.
3. To encourage adult support and assistance in promoting the boys and girls Cross Country program of DHHS.



2019 DANA RUNNING FOUNDATION BOARD MEETING SCHEDULE

Welcome to the 2019 Cross Country Season! Board meetings are held the first Tuesday of every month at 6:00 p.m. sharp in the Faculty Lounge at the high school. When the first Tuesday falls on a holiday, meetings will be rescheduled to the following Tuesday. Board members are required to be at all meetings, and all parents are encouraged to attend. Members missing three or more consecutive meetings are in violation of the bylaws and could be subject to dismissal.

- July 9, 2019 (Bumped back a week due to 4th of July holiday)
- August 14, 2019
- September 3, 2019
- October 1, 2019
- November 5, 2019
- December 3, 2019 (Date subject to change to date of XC banquet; this is the mandatory annual meeting, all must attend)
- January 7, 2020 (Subject to cancelation if annual meeting is held during XC banquet)

Each month, prior to the board meeting, the meeting agenda will be emailed out to all board members. Please print and bring the agenda with you. If you cannot make a meeting, please email Audra Smith at OCWebhomes@gmail.com to let us know.

Board Member Contact Info:

| | | | |
|-----------------|----------------|----------------|--|
| President: | Audra Smith | (949) 289-2495 | OCWebhomes@gmail.com |
| Vice President: | Staci Kline | (714) 424-2099 | staci_kline@kingston.com |
| Treasurer: | Kerri Hoagland | (949) 433-3212 | Kerri.Hoagland@wdc.com |
| Secretary: | Carrie Rice | (949) 633-2062 | carrie_rice@att.net |

Members at Large:

| | | |
|------------------|----------------|--|
| Brian Cross | (949) 202-7777 | cross_b@att.net |
| Elizabeth Denker | (949) 212-9604 | mekdenker@cox.net |
| Toni Germain | (949) 683-8367 | tlgermain@capousd.org |
| Stacey Shapero | (949) 973-1457 | sashapero@capousd.org |
| Scott Scheer | (949) 397-0675 | spscheer@gmail.com |



2019 DANA RUNNING FOUNDATION XC REGISTRATION PACKET VOLUNTEER INFO

Dana Hills has one of the most successful XC Programs in the State. Maintaining this high-performance level year after year would be impossible without the support of parent volunteers. The main events and activities requiring parent volunteer support are listed below. For the 2019 season, we will be using SignUp Genius to manage and track volunteer assignments.

2019 Parent Volunteer Opportunities:

- **Spirit Wear & Distribution**

We will need a few parents to help head up the distribution of spirit wear orders, as well as help us manage & organize spirit wear inventory.

- **46th Annual Dana Hills Nike Invitational – Saturday, September 28th**

This is the Dana Hills XC program's biggest event of the season and we need every Dana Hills XC family to participate. The SignUp Genius event for DHI is already posted and you will start receiving emails and reminders to sign up. In the meantime, sign ups can be found at:

<https://www.signupgenius.com/go/5080848a5aa29a4fb6-dana2>

- **End of Season XC Yearbook**

This is a large undertaking where we, along with the Coaches, put together season stats (races, times, splits) photos from all the meets, etc. and put together an amazing yearbook to handout to the athletes at the end of season banquet.

- **End of Season Banquet – December 3rd**

The end of season awards banquet is a great chance to reflect on the season and acknowledge the athletes, coaches, and parents that make it all possible. More details, including volunteer slots to be provided during the season.

- **Individual Meets, Hydration and Nutrition – throughout the season**

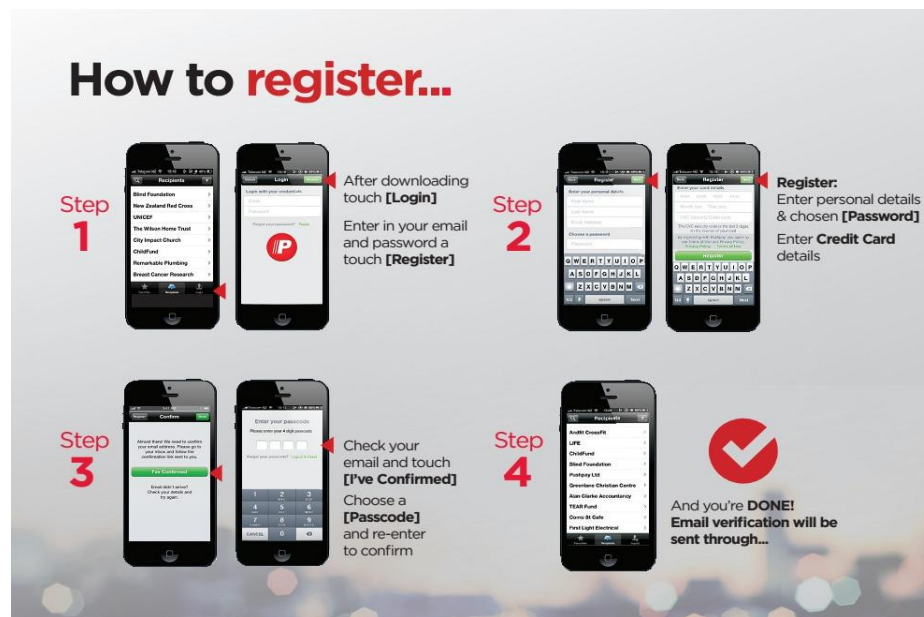
For each meet, we will be looking for a parent volunteer for each class/team level (freshmen, sophomores, JV and Varsity) to be responsible for coordinating hydration and nutrition for their respective team. This role requires the volunteer to collect the donated items prior to the meet and ensure that they are available at the meet. SignUp Genius events will be created for each meet with these needed positions and provisions.



2019 DANA RUNNING FOUNDATION XC PROGRAM - METHODS OF PAYMENT

The DHHS cross country program accepts cash, checks, and credit cards via the PushPay app. Use any of these methods for registration, donations, purchase of uniforms and spirit wear, decals, discount cards, DHI swag, banquet tickets, XC yearbook dedication ads, and even athlete travel costs.

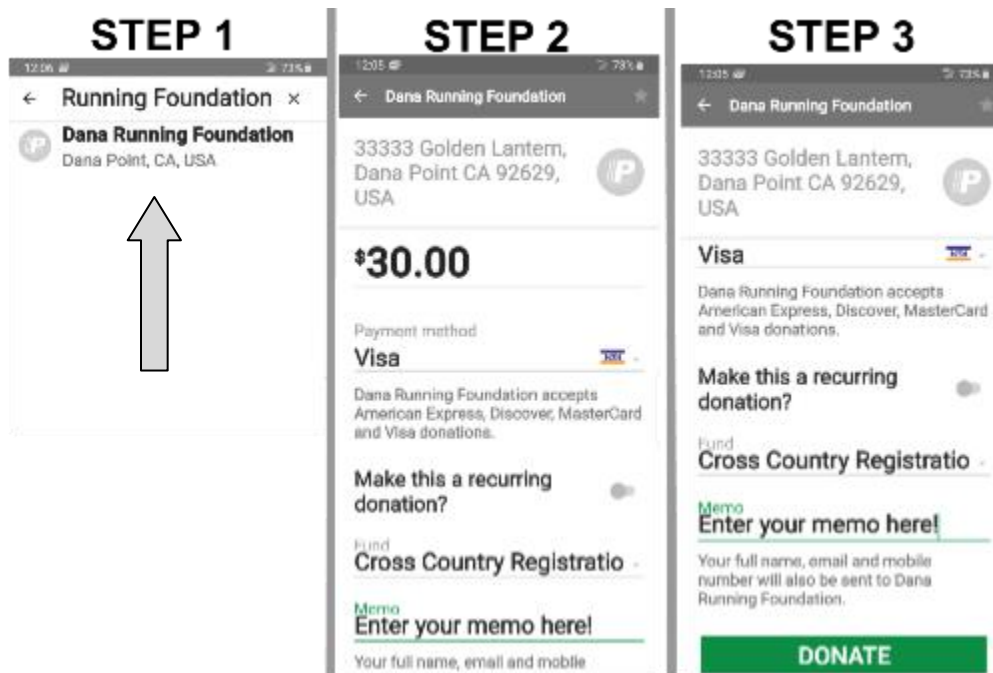
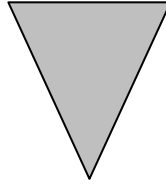
Below are instructions on how to download and use the PushPay app from your phone.



➤ SETTING UP THE PUSHPAY APP ON YOUR PHONE:

- Step 1:** After downloading the PushPay app tap **[Login]**. Enter your email and password and tap **[Register]**.
- Step 2:** Register; enter personal details and chosen **[password]**. Enter credit card details.
- Step 3:** Check your email and tap **[I've Confirmed]**. Choose a **[passcode]** and re-enter to confirm.
- Step 4:** You're all set! Email verification will be sent through.
- Step 5:** After downloading the PushPay app tap **[Login]**. Enter your email and password and tap **[Register]**.
- Step 6:** Register; enter personal details and chosen **[password]**. Enter credit card details.
- Step 7:** Check your email and tap **[I've Confirmed]**. Choose a **[passcode]** and re-enter to confirm.
- Step 8:** You're all set! Email verification will be sent through.

NEXT STEP



➤ USING THE PUSHPAY APP FOR CROSS COUNTRY PAYMENTS:

- Step 1:** After opening the PushPay app on your phone, in the search window enter “Dana Running Foundation.” Tap on the above pictured results.
- Step 2:** In the [**Dana Running Foundation**] window (shown above) enter the amount you are paying, your credit card payment information/method, and from the [**Fund**] pull down menu select what your payment is for (registration, uniforms, spirit wear, decals, discount cards, DHI t-shirts, banquet tickets, yearbook dedication ad, athlete travel, or other donation). In the [**Memo**] section please list your athletes first and last name; if you are ordering uniforms or spirit wear, please indicate what exactly your payment is for (top/singlet, shorts, sweatshirt, hat, etc.), quantity, and size.
- Step 3:** Tap the [**Donate**] button and you are all set! If you have purchased clothing, decals, or discount cards please screen shot your payment confirmation or print your confirmation email. Either may be provided to coach by your athlete for pick up of items. Alternatively, you may text your confirmation to Audra Smith at (949) 289-2495 or email the foundation at danarunningfoundation@gmail.com, and we will make sure your order is placed and received by your athlete.