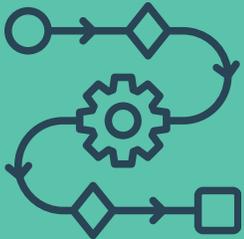


MASTERCLASS ON DEMAND

FEATURING SECOND SEMESTER ESSENTIALS



END OF YEAR WRAP UP HYGIENE



FUNDRAISING PARENTS LOVE TO DO



LEADING TRIPS WITH LESS HEADACHES



1 END OF YEAR WRAP UP HYGIENE

- Create a timeline with key dates for inventory return, financial close, plus countdown reminders for your members.
- Review your member data carefully and make corrections at least 2 weeks prior to wrap up.
- Decide if you will forgive outstanding balances or carry them forward into the next program year. Don't forget graduating seniors!
- If you ran any fundraising campaigns with tools like Simple Raise, make sure any individual payouts have gone to your bank and the credits are appearing in your CutTime account.
- Download any financial statements or reports to create a 'Snapshot in Time'.
- Download a copy of your current inventory assignments as a backup reference.

3

- Share rostering data for members who are transferring or progressing to another school.
- Run the Season Wrap Up workflow and create your next Season in CutTime following the same naming convention, with correct years.
- If you chose to cover previous outstanding balances with your Angel Fund or handle as 'starting costs', note this accordingly in the memo line for reference.
- Move or duplicate events that will repeat in the new season to your program, public, and district calendars.

READ THE BLOG ARTICLE:

[It's a Wrap! Closing Out Your Program Year with Confidence](#)

2 FUNDRAISING PARENTS LOVE TO DO

- Optimize the timing of your ask by positioning your fundraisers to what's next like Super Bowl Sunday and Valentine's Day.
- Make the 'why' behind your fundraiser specific - upcoming travel, competition, new equipment.
- Save time and effort with 'quick win' fundraisers:
 - Donation-based sprint campaigns
 - Online merch drops (clear out old inventory and/or unveil a limited new item)
- Emphasize the 'why now' to create a sense of urgency and impact - Spring Festival Performance or Fall International Trip.
- Use visuals to bring your cause to life that donors can see and get emotionally bought in - add photos, short videos, and student quotes.

- Ensure your Booster Leaders are prepped on what works, what doesn't, plus how to manage money collection and order fulfillment.
- Prep ahead for the Fall by mapping out what you need in your budget. List key line items for camps, clinic, travel, and equipment.
- Lock in your Fall Fundraiser dates NOW to capitalize on home games and other community activities that can give you greater visibility.
- Start working on Fall Fundraiser materials and a comms plan that you can review with your parents and students at recruitment in May.

READ THE BLOG ARTICLE:

[FUN Fundraising Delivers Bigger Results!](#)

3 LEADING TRIPS WITH LESS HEADACHES

- Set and share a clear vision for the experience with your members and their families.
- Create a 'trip map' with the key logistical items:
 - Airlines, Hotels, Bus Transportation
 - Meals
 - Chaperones
 - Permissions, Policies, Paperwork
 - Fundraising
 - Fun Activities
- Use Group Sales to help you navigate Airline and Hotel reservations, they are pros!
- Line up airport group pick up and drop off transportation that can also handle equipment.
- Check with local bus companies about good restaurant options for groups. Have a few options in your back pocket in case you have to pivot due to unexpected circumstances.
- Meet with Chaperones to review the itinerary and expectations for conduct ahead of the trip.

- Plan one special fun thing outside of sightseeing to make it even more memorable.
- Expect the unexpected! Be flexible and keep kids engaged - a side shopping trip is a great downtime filler when scheduled activities fail.
- Use technology to make your planning life even easier. Create special Groups for trip members and chaperones to mark the dates on their calendars, send Announcements and trip agreements for signature.
- Team up with another director or volunteer to chaperone someone else's trip to see and experience group travel logistics first-hand.

READ THE BLOG ARTICLE:

[You Can Do It! Overcoming 1st Trip Leadership Anxieties](#)

[**WATCH THE VIDEO**](#)

[**READ OUR BLOG**](#)

Questions? Contact us at support@gocuttime.com