**Volunteer Descriptions**

Each volunteer activity below counts as 1 volunteer activity.

Check- in time for all game day shifts, unless otherwise notated:

Flag – 8:50, Freshman – 10: 50, JV – 12: 50, Varsity – 2: 50.

Sign in at the concession stand side window AFTER your shift has been completed for gameday

Every Family must sign up for *at least 3 volunteer activities*.

**Concession Drop off** – Coordinate with Concession Coordinator to help load the concession stand with drinks/foods the night before the home games. Typical time is late evening, after the games/practice is done the day/night before.

**Rock Painter** – Paint the Rock at Bentley the night before home games. Typically done after 6/7pm so if there was a game there that day they are cleared out. Concession drop-off is usually happening at the same time. Acrylic paint is best for rock painting.

**Field Set up** - Assist in set up of field including putting up pads on the goal posts, setting up scale and removing debris from field.  Tents over benches for each team.

For concessions set up – grill and tent next to concessions stand, garbage cans out with garbage bags, bathrooms cleaned up, toilet paper, hand soap and paper towel filled. Tables out where needed based on what is going on.

**Field Clean up** - Assist in putting away chains, down markers, scale and pads on the goal posts, garbage from concessions and under the bleachers (kids help with this) and removing debris off the field. Grill, tents, tables all need to be put away. Garbage bags cleared from all garbage cans (including bathrooms) and bathroom toilet paper, hand soap and paper towel refilled.

**Concession Setup** – Arrive at concession stand at 7:30 AM game day to assist in the setup for the day.  Assist with getting the concession area operational for meal service. Shift ends 15 – 30 minutes after start of Flag Game. Turn on heater, cook breakfast sandwiches, make pretzels, get cheese and chili heating, make coffee and hot chocolate, make popcorn, set up candy, chips, etc.

**Concessions**– Sell concessions and prepare food throughout the shift. May be asked to assist at Grill if needed*.   The shift ends when the next group shows up and is trained, or for varsity when cleanup is complete.*

**Grilling**– Grill hot dogs and hamburgers/cheeseburgers following health department standards, which will be provided game day. May be asked to assist in Concessions if needed.

**50/50 Tickets**– Sell 50/50 tickets throughout the home/visitor stands during the 1st and 2nd quarters.  At half time – break down the tickets so the winner can be picked. *The shift will end after the drawing, at the beginning of the 3rd quarter.*

**Shout Outs –** For $1 – sell shoutouts in the stands and bring them up to the Announcer to read during the game. Sell all 4 quarters.

**Game Announcer** – Announces the game, plays music and gives announcements throughout the game.  Basic script will be provided.

**Game Clock** –Maintains the game clock throughout the game.  Instructions will be provided for clock management and ***must*** be adhered to, per league officials.

**Music and Booth Spotter** –Assists the game announcer with spotting the players involved in the play.  Rosters will be provided by both teams on Friday’s before the games.

**Chain Gang/Down Marker** – Responsible for chains and/or down marker under the direction of the game officials.  (No cell phones and no yelling/arguing from the sidelines).

**Picture Taker** – Take game day pictures for the yearbook and for the families – Cheer, Football, Parent Volunteers, Stands, etc. Set up an account where all pictures will be shared for both football and cheer.

**Floater –**Assists where additional help is needed for the game.  This may include any of the volunteer game day shifts.

**Cheer Bake Sale** – Sell baked goods for Cheer Fundraiser

**Volunteer Coordinator** – Manage the Signup Genius and make sure all spots are filled, people get reminders the week before the games and that Floater finds something to do as someone always doesn’t show up. Bring lists for people to sign in and let the Directors know when there are issues. Help all key volunteers with their roles and be the liaison between the key volunteers and the directors.

**Team Mom** – Assist coaches with team communication. Helps Directors with collection of items, as needed, such as Coaches gift money and purchasing/passing out pink out socks/bracelets. Making sure each family volunteers for their 3-4 activities and getting kids to write out the cards to their mothers before the Family Day game. Collecting items and $$ for banquet basket for each squad.

**Football Equipment & Uniform Manager** – Manage the handout and returning of all football equipment and camp packs. Manage cleanliness/organization of shed and any needs at practices, like helmet fittings/breaks/etc.

**Cheer Equipment & Uniform Manager** - Manage the handout and returning of all Cheer equipment and camp packs. Manage cleanliness/organization of shed and any needs at practices. In charge of poms and when they are needed: pictures, games, practices, etc.

**Field Coordinator** – Manage the set up and cleanup of the field for the football and cheer athletes. Work closely with Equipment Managers and Directors to ensure everything runs smoothly. Help with early weigh ins and run the field set up and clean up.

**Concessions Coordinator** – Manage concessions from what to buy, purchasing, stocking, training, fill in as needed. Work closely with Treasurer on funds aspect and making sure pricing is appropriate and in the online store to be able to accept credit cards on game days.

**Trunk or Treat Coordinator –** Plan trunk or treat evening the week before Halloween

**Pep Rally** **Coordinator** - Plan a pep rally Friday night before the first game

**Family Day Coordinator ­–** Manage the Home game day activities – Set up and all activities throughout the day. Traditions are before each game - flowers and cards to the moms. Games/activities all day.

**Pink out Coordinator** - Manage the Home game day activities – Set up and all activities throughout the day.

**8th Grader Day Coordinator** - Manage and plan the Home game day activities.

**Family Day Committee/Set up** – Help put posters up on the fence, make Falcon Pride with cups in the fence, put balloons out, set up games and any other items the Family Day Coordinator has planned. Assist Family Day Coordinator with working the raffle basket tables, Flowers and Letters from kids run out to the Moms with the Dads and any other activities needed.

**Pink Out Committee** – Assist Chair with raffle baskets, set up and any other activities planned.

**Spirit-wear** – Before season starts, make new designs for Football, Cheer, Falcons and set up spirit stores before season starts and throughout. Can sell other items as well.

**Yearbook** – Work with Yearbook vendor, Pictavo, on creating the layout for the yearbook, getting pictures in, team standings and scores for each game, selling ads to all families, etc.

**Banquet Coordinator** –Manage the entire Banquet from picking the menu, seating, collecting money, managing the set up and cleanup crews, decorations, agenda flow, favors, coach and director’s gifts…

**Banquet Committee** – Assist banquet Coordinator with planning before the event and set and clean up the day of.

**Website** -Post items on Website about the season. Info from emails, schedules, game scores, etc. Work with treasurer to have online store set up.

**Socia Media - Falcons Football & Cheer** – Manage people’s questions/post items from directors / follow social media policy from LJAL

**Fundraisers: Euchre, Football Squares, Vertical Raise, Food Trucks** – Manage any fundraisers Falcons want to do. This does NOT include raffle baskets at Family day, Pink-out or Banquet. Implement and execute any ideas you or others have.

**Team Pictures** – Set up the photographer and timing for team photos on the day of the Raffle at Bentley. Typically, the first week of practice.

**Treasurer** – Manage the Falcons funds and report monthly to the Falcon Directors.