

Volunteer Responsibilities

Position: Championship T- shirts

Volunteer:

Location:

To-do list:

1. Locate supplier and obtain pricing for shirts including design if we are hosting championships.
Past suppliers (Dave Heckman, Double M, D&J Sports)
2. Obtain design to post on web site
3. Prepare flyer to remind team to order champs t-shirts and post at practice locations.
4. Prepare flyer by November 1st to be included in champs packets to other teams and forward to Coach Mike include pricing, sizing, type of shirt(long/short sleeve) your information for t-shirt order to be sent to from other teams
5. find out when orders are due for Champs that we are not hosting.
6. Champ entries are due first week in January. PFY t-shirt orders will be included in champs entry envelopes.
7. make arrangements with entry collection volunteer to get t-shirt orders to allow order to be placed as required.
8. Submit check request to YMCA (need Mikes signature) for t-shirts.
9. Place orders
10. Collect and distribute t-shirts at Championships. Each team gets a bag for their team with their order. You will need to distribute to our team members.
11. Insure all payments have been collected.

Job Description & Responsibilities: