

Volunteer Responsibilities

Position: Championship Entries Collection

Volunteer:

Location:

To-do list:

- 1. Prepare meet entry envelopes and distribute at Champs, also have envelopes at practice locations for those who lose them**
- 2. Make flyers to remind swimmers about champs at practice and meets**
- 3. Send emails out to remind about Champs entries being due**
- 4. Collect funds for champs and prepare deposit**
- 5. Follow up with outstanding entries**
- 6. Give entries to coach Mike**
- 7. Give t-shirt orders to t-shirt volunteers indicating payment**

Job Description & Responsibilities:

You will promote champs and insure collection of entries and entry fees/t-shirt money within the deadlines outlined. You will make sure everyone has the paperwork needed to know what they need to do and be available to answer questions. You will educate the parent liaisons so they will be able to answer questions at practice that may be brought to them.