

Volunteer Responsibilities

Position: Marathon Swim

Volunteer:

Location:

To-do list:

- 1. Make suggestions to team on cause and get a decision at orientation**
- 2. Prepare donor sheet(sample attached)**
- 3. Decide on date for event (Early January before dual meet season ends)**
- 4. Prepare flyer to promote event**
- 5. have team calendar updated**
- 6. Distribute information to team**
- 7. Promote event within team and to general public**

Job Description & Responsibilities:

You will organize this event and get the team committed to the event through promotion and possibly arranging for prizes for largest fundraisers etc. You will be responsible for collecting funds and arranging for deposit with Mike and check request to the organization we are supporting.