



VOLUNTEER SIGN-UP FORM

2016-2017

Fox Cities United Soccer Club relies on volunteer support to build and maintain this exciting organization for the benefit of players and their families. All club administrative duties are managed by tremendous volunteers. With your support of 3 – 5 hours per family, we can pool our time and leverage the remarkable talents of our members. Please choose 1-2 items from the list below to participate in this year.

Thank you for all you do for the Fox Cities United Soccer Club!

Player Name: _____ Team (Ex: U12): _____

Parent Name: _____

Contact Email: _____ Phone: _____

Please return this form to your Team Manager or the Club President – president@foxcitiesunited.com

MARKETING

Events:

- March in Greenville Parade** in August – 3 hour commitment from player and family member(s)
- March in St. Patrick's Day Parade** held in March in New London – 3 hour commitment from player and family member(s)
- Coordinate St. Patrick's Day Parade** held in March in New London – Organize volunteers, manage candy distribution, set up 'float' with truck/trailer
- Volunteer at Dick's Sporting Goods Discount Days** – 2 hour commitment on a designated Saturday to greet soccer club players, hand out coupons and manage display area
 - o August
 - o March/April
- Volunteer at Tryout Registration** – 3 hour commitment in June to gather paperwork and collect payment.

Poster Distribution:

- Distribution of Posters to Community Corkboards** – A 2-hour commitment to deliver posters to designated community corkboards. Choose an area – Greenville, New London, Appleton, Hortonville, and/or Neenah.
 - o **Fall Rec** in July
 - o **Spring Rec** in March
 - o **Soccer Camp** in June

Flyer Distribution:

- Dropping off Flyers to Area Schools:** Greenville Elementary, Greenville Middle School, Hortonville Elementary, Hortonville Middle School – 1 hour commitment to drop off boxes of flyers at the school office.
 - o **Fall Rec** in July
 - o **Spring Rec** in March
 - o **Soccer Camp** in June

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Advertising:

- Graphic Design** – For flyers, posters, print ads and website graphics.
- Editor for Marketing Materials** – Be available by email periodically to review materials before they go to press.
- Sign Coordinator** - Coordination between Club and Third Party for designated banner/signage quotes, proof and order.

Website:

- Website Coordinator** – Manage club website.
- Making Web Content Updates** – No web experience needed; platform like Word.

Social Media:

- Social Media Team Rep** – Periodically provide photos from your team's game to post on Facebook
- Social Media Manager** – Create social media strategy and post creative content, promotions, photos and videos to our Facebook page. Also can research other media outlets to consider for community exposure.

TEAMS

Team Management:

- Team Manager** – Responsible for player passes, game day reports, referee fees and team communications. Managers also needed to support the Fox Cities United Character Development program described below.
- Team Photo Coordinator** – Contact local photographer to set up team photo day for club and rec teams. Be on-site day of event.

Character Development:

- Team Game Ambassador(s)** - This person would welcome and introduce themselves to the opposing team's coach and/or manager at home games as a point of contact. They would show the coach where the restrooms are, let them know we are available to assist them if they need anything, and give them a Champion of Character card outlining our expectations for players, parents, and coached. (Volunteers needed: one per team. If there are no volunteers for this, the team manager will take on this role.)
- Partner in Character Development** - This person would work with Lisa to help roll out the program. Duties may include, but are not limited to: Updating of program materials, coordinating of website updates, and email correspondence with coaches, managers & parents, tracking of player and coach progress with the program, prize coordination and ordering.

Uniforms:

- Team Uniform Coordinator** – Be a back up to the Club Uniform Coordinator and assist with email communication to players' families.
- Coach Uniform Coordinator** - Assist Club Uniform Coordinator with the ordering of coach apparel.

Rec League:

- New London Rec Coordinators** - 2-3 parents to take turns attending league games in New London on Saturdays to be a resource.
 - o Be available to take questions or concerns back to the board during the season.
 - o Call contact number in case refs didn't show and are needed.
 - o Hand out and collect equipment at beginning and end of season.
 - o Can rotate parents throughout season. (Only one parent needed each week.)

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Rec League (Continued):

- Rec League Coaches** - For fall, spring or both. Fox Cities United players are welcome to apply.

FUNDRAISING

DINES OUT

- Monthly Coordinator** – Set up a monthly dines out fundraiser night at local establishments. Renee L. has a spreadsheet of contact information of where club members have gone in the past.
- Yearly Coordinator** - Coordinates yearly dines out: Chili's & Buffalo Wild Wings

SPONSORSHIP

- Rec League Contact/Coordinator**
 - o Meet with potential sponsors and provide club & sponsorship information
 - Someone who has 2-3 ties with local businesses in New London
 - Someone who has 2-3 ties with local businesses in Greenville
 - o Collect fees or make sure they get sent to the club treasurer
 - o Make sure sponsor logo is available and communicated to get shirts printed before season starts
 - o Complete fall league activities by mid-August and spring league by mid-March
- Premier Team Contact/Coordinator** – Seeking volunteers to obtain larger sponsorships for Premier teams.

FINANCE

- Assistant Treasurer(s):** Providing general backup to the Treasurer. Volunteer(s) would be asked to spend 2-5 hours/month learning what the Treasurer does and helping out ad-hoc with tasks such as sending out customer statements, entering Scrip Credits/payables/deposits into Quickbooks and learning the system in general to help out with the treasurer's duties. Please contact Jan Breitbach for additional information if willing to consider helping out with the role of Assistant Treasurer.

The Volunteer for this position should possess:

- o Strong attention to detail
- o Some knowledge and familiarity with Excel and Word
- o Quickbooks knowledge is a plus

FIELDS, GROUNDS & EQUIPMENT

- Field & Grounds Volunteer Coordinator** - Form a Fields, Grounds and Equipment committee to coordinate volunteers and work assignments. Also, a person on this committee that can drum up donations or sponsors to help subsidize costs. We pay a lot annually for field lining paint alone. Anything will help!!! This could be Pinnies, goals, nets, soccer balls, cones or whatever we need. Or, simply use it on lining paint. Believe me it would get used!
- Field & Grounds Volunteer** – Please select a location: Greenville, New London or Brownsville
 - o Trim around goals during season.
 - o Attach nets clips or Tie Wraps to goals during season when needed during the season.
 - o Help at beginning of each Spring & Fall season for field prep work. Example: laying out fields, applying field whiskers to fields after laid out, painting the first lines, making sure nets are installed and net clips are in good working order.
 - o Making sure goals are moved to proper locations. Examples: New London has to move from one location to another for Recreation or Classic play. Move set sized goals to proper location.

- Equipment maintenance:
 - Soccer balls pumped, goal net repaired, goals painted, soccer ball bags in good order, etc.
 - Assemble ball bags and equipment needed for Rec. play to help with Coaches meeting.
 - Assemble ball bags with balls, cones, pinnies and medical supplies for Premier teams.
- A person every year to take inventory of all equipment and supplies in each location.
- Spray painter/liner repair or annual maintenance. Job would include maintain and do repairs that you feel comfortable doing along with the seasonal maintenance including winterizing the machines per the manual. Graco S100 Field Liner New London and Greenville.

OTHER TALENTS

If you have other talents that you feel would be helpful to the club, please list how you would like to help:

If you are already scheduled to volunteer with our club for the 2016-2017 season, please list your volunteer commitment(s) (ex: team manager, marketing committee lead, etc):
