



Discount Card Team Coordinator Instructions

Purpose: Revenue from Dulles Little League (DLL) Discount Card sales represents a significant portion of DLL's operating budget. **It enables DLL to continue to plan for a variety of capital improvements.** The Discount Card should be a very easy sell for the kids as purchasers can potentially save hundreds of dollars using the cards throughout the year.

Timeline: The selling of Discount Cards should begin **immediately** and will continue through June 1, 2018. Each team's DLL Discount Card Coordinator will be responsible for turning in money from sold cards and any unsold cards on behalf of their team on Saturday, June 2nd from 9:00 am – 1:00 pm at the Crittenden concession stand, rain or shine.

Card Price: \$10 per card. **Note: Discount Cards do not expire until 3/31/2019**

Prizes: See enclosed flyer – give one flyer to each player. Any Discount Card information received after 1:00 pm on Saturday, June 2, 2018 **WILL NOT** be considered for individual and team prizes.

Note: Each team will receive **100** cards to sell. We suggest that you distribute 72 cards (6 to each player) and hold the remaining 28 cards for players that are able to sell additional cards. Please check your team's status weekly. Should you need additional cards, please contact the DLL's Fundraising Director discountcards@dulleslittleleague.org.

Volunteer: The job of the “**DLL Discount Card Team Coordinator**” is as follows:

1. Define the Clear Expectation

- a. Because the sales of these cards go towards capital improvements, it is important that EVERYONE participates in this fundraiser.
- b. **The league expects each child to sell at least 6 cards (60 – 70 per team depending on number of players).** Last year we fell a little short of our goal, as the average team sold only 53 cards. However, many teams sold very few cards and many kids didn't sell any. We don't expect everyone to sell the same amount of cards, but we do believe that if everyone does his or her part we will have the best year ever.

2. **Register as a Team Coordinator** – All Team Coordinators must register online by clicking the Register Online link on the DLL website, and completing the appropriate online form. This will help us communicate directly with all DLL Discount Card Team Coordinators.

3. **Distribute the Cards** – Team Coordinators are responsible for distributing cards and the prize information sheet to each player as soon as possible. Twelve (12) envelopes, one per player, have been provided to distribute cards to the players on



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your team. Please make a copy of the prize information sheet for each player on your team and distribute it to each player on the team with the discount cards.

4. **Turn in Money and Unsold Cards – On Saturday, June 2, 2018 from 9:00 am – 1:00 pm**, each team's Discount Card Coordinator is responsible the following:
 - a. Count all of the proceeds from Discount Card sales, and collect and count any unsold cards.
 - b. CLEARLY identify on a separate sheet of paper / spreadsheet the following:
 - i. Team and ID Number, Coach's Name, Discount Card Coordinator's Name
 - ii. Player's name
 - iii. Player's total funds collected
 - iv. Player's total number of unsold cards returned
 - v. Team total funds turned in
 - vi. Team total unsold cards returned.
 - c. Place the money, unsold cards, and worksheet totals in ONE manila envelope labeled with your team ID number.
 - d. Drop the envelope off at the Crittenden Concession Stand on **Saturday, June 2, 2018 at the following times:**
 - i. T-Ball – Rookie Divisions - between 9:00 am – 11:00 am
 - ii. Single A – Majors Divisions – between 11:00 am – 1:00 pm

To ensure turn in runs as quickly and efficiently as possible, PLEASE have all cash / checks / unsold cards neatly sorted and totaled.

Remember, any proceeds received after 1:00 pm on June 2nd will **NOT** be counted towards individual or team prizes. **DO NOT** mail money / unsold cards to the DLL PO Box, and do not drop off any money / unsold cards outside of the designated date and time provided above.