



Slugging Eagles Booster Club

Volunteer Opportunities

Volunteer Coordinator

- Work with various Coordinators to determine volunteer needs.
- Maintain volunteer records to ensure proper coverage for scheduled events.
- Work with Parents to ensure that minimum volunteer requirements have been met per family.
- Report the required volunteer hours to Scholarship Coordinator & VP for in order to determine senior scholarship eligibility.

Team Representatives

- Communicate with respective team regarding events, snack schedule, photos, Coaches gifts, etc.

Picnic Coordinator (Freshman Parent)

- Coordinate all activities, including determining food/equipment needs.
- Produce sign-up form for Parents to use to volunteer for food and equipment needs.
- Coordinate with Coaches on the timing of events so that food preparation can be planned.

Whiffle Ball Coordinator

- Create tournament details such as location, date/time, game length, rules, fees, etc.
- Work with Social Media Coordinator to promote tournament outside of SEBC.
- Assist with the registration of teams & collection of registration fees.
- Create the game bracket, including maintaining throughout the event.

Varsity/JV Tournament Coordinator

- Determine necessary volunteer requirements for tournament activity, including concessions & gate.
- Create list of items needed for volunteers, including chairs, tables, concession needs, signs, etc.
- Produce sign-up form for Parents to use to sign up for required volunteer slots.
- Work with Volunteer Coordinator to ensure all volunteer slots have been filled.
- Determine concession needs, including initial buy and subsequent purchases through balance of tournament.
- Responsible for all funds collected through gates and concessions, including periodic 'cash outs' at each station.
- Work with Treasurer to record accurate daily seed money levels, gate collections and concession sales.

Hospitality Coordinator

- Create list of area businesses targeted for hospitality donations.
- Work with Committee to obtain donations and ensure complete coverage for hospitality needs.
- Purchase supplies/food necessary to support donations.
- Coordinate delivery dates/times & point of contact with donation vendor(s).

Game Day Announcer *

- Responsible for pre-game introductions, announcements and in-game batting orders.
- Responsible for playing music such as pre-game, national anthem, walk-up songs & in-game sound effects.

Scoreboard Operators *

- Responsible for operating scoreboard during softball games.

Pink Night Coordinator

- Determine Pink Night event shirt order & delivery timeline.
- Work with vendor(s) to provide Pink Night event shirts, balloons, ribbons, etc.
- Establish order/purchase process for event shirts, balloons, ribbons, etc.
- Work with Coordinator from opposing team to facilitate Pink Night event participation

Senior Night Coordinator

- Obtain senior speeches.
- Coordinate volunteers to assist with announcements and Eagle Head setup.
- Purchase memory picture frames and flowers for seniors.

Banquet Coordinator

- Reserve facility required for hosting banquet.
- Work with catering to determine menu and pricing.
- Create agenda, invitations, program & decoration needs.
- Create Guest List and Comp List.
- Collect funds from banquet ticket purchases.
- Oversee Committee dedicated to assist with planning, design, setup and cleanup.
- Schedule Photographer
- Work with Video Production vendor to create end of season video, including the collection of pictures.
- Coordinate the distribution of the end of season video for softball families.

Spirit Coordinator

- Work with Social Media Coordinator to help boost attendance at all games.
- Ensure proper distribution and collection of noise makers (clappers, cowbells, horn, etc.) at all games.
- Coordinate ASA Night activities with representative of Allen Sports Association.

Scholarship Coordinator (Non-Senior Parent)

- Assist VP in executing annual scholarship process.
- Distribute and collect scholarship applications to eligible seniors.
- Generate scholarship certificates to be presented at the banquet.
- Coordinate with Treasurer to distribute scholarship checks directly to colleges or universities.
- Work with Volunteer Coordinator to ensure volunteer hours have been met by the eligible senior families.

Game Day Program Coordinator

- Generate list of local business targeted for possible program ads.
- Work with Committee to solicit program ads from local businesses.
- Work with SEBC and Coaches to determine theme (front cover) of the program.
- Obtain Player and Team pictures for program.
- Obtain Parent ads
- Work with publishing company to print program, including required formatting for page layouts.
- Determine distribution method for programs on game day.

Social Media Coordinator

- Maintain SEBC website, including rosters, game schedule, results, events & pictures.
- Utilize Twitter and Facebook to raise awareness about the program.

Team Poster(s) Coordinator

- Work with Photographer, Designer and Printing resources for Team Posters and Varsity Banners.
- Work with SEBC Member families to ensure poster distribution at Allen area businesses.

Team Photographers

- Responsible for taking photos for Varsity, JV and other softball events.
- Work with Social Media / Website Coordinator to publish pictures at regular intervals.