



University High School Football Boosters

VOLUNTEER OPPORTUNITIES

Board Positions

- President
- Vice President
- Treasurer
- Secretary
- At large (Communications)

Board Liaisons

- ASB: coordinate with ASB for planning of special events (“white out”, “pink out” etc.), Homecoming, use of MVP entrance and parking. Coordinate homecoming photos and personal ads for game program.
- Cheer Liaison: coordinate for planning of special events and foster relationship between pep squad and football teams. Coordinate photos and personal ads for game program.
- Band Liaison: coordinate for planning of special events and foster relationship between band and football teams. Coordinate band photos and personal ads for game program.
- Middle Schools: coordinate communications to promote football table at 8th grade night (April), Irvine Winter Bowl volunteer coaching (December/January), middle school 4-vert program (February/March), parent and player kick off meeting (May).

Fundraising | Fall Registration Coordinator

- Job Description: Prepare forms for fall registration and family contributions. Organize Fall Registration Day (beginning of August) and make-up days if necessary. Distribute forms in summer and collect and track family forms during beginning of Fall Camp. Follow up with players that have not turned in forms and emails.
- Time Frame: Prepare and distribute forms during Summer Camp and collect forms and donations during the beginning of Fall Camp (may extend into later August and season to follow up with players that have not turned in forms).

Fundraising I MVP Program Coordinator

- **Job Description:** Work with board to determine MVP program cost and benefits. Communicate with MVP donors for special access and gifts. Prepare small gifts and recognition for MVP donors, order lanyards for MVP parking and access. Establish MVP stadium seating. Coordinate with school staff for MVP parking access.
- **Time Frame:** Determine pricing and benefits prior to Registration Day in early August. Order lanyards and passes and distribute. Staff MVP gate on home games for about an hour before the game to 15 minutes after kickoff.

Fundraising I Sponsorship Committee

- **Job Description:** Organize and coordinate the retention and solicitation of sponsors by committee members. Recognize sponsors with game banners, plaques and presentations and social media throughout the season. We anticipate as many committee members as would like to help, to spread the work to establish and maintain sponsor relationships.
- **Team Meal SubCommittee:** Specifically address restaurants for donation for pregame, postgame and event meals.
- **Time Frame:** Obtaining sponsors and program ads May through end of July and early August; recognition of sponsors throughout season.
- **Graphic Design:** Work with graphic designer to put together game program, sponsor ads and banners.

Fundraising I Raffle Ticket Sales

- **Job Description:** Print raffle tickets. Track distribution and collection of sold tickets. Organize and arrange for awards for top sellers. Organize groups sales days. Organize drawing and cash award to winner (typically during halftime of the first home game).
- **Time Frame:** Mid-May/early Summer through End of Summer Camp (additional sales can extend to end of Fall Camp for those that do not attend Summer Camp up until final drawing date).

Fundraising I Blast Email Campaign

- **Job Description:** Coordinate with Blast company representative for collection of emails and follow up with players for donations. Collect donor information for inclusion in the program and website. Emails will be collected with Family Contribution forms so collection and follow up can be coordinated. Update Blast “newsfeed” with team highlights and information.

- Time Frame: Primarily during late August (collection of emails) and maintenance through the season (email campaign typically will run through the end of the season).

Snack Bar Operations

- Job Description: Purchasing for snack bar and team events, working with volunteer coordinator to staff snack bar for home games, managing operations during home games. Game-day operations must be managed by a parent with a younger player that is not on the field during Varsity home games. Purchasing and volunteer coordinating can be done by any parent during the week.
- Time Frame:
 - Home games
 - Other events: Blue/White game (May); Summer Camp event (?); Registration Day (accept donations); Scrimmage (mid August).

Team Meals Committee

- Job Description: Coordinate and plan team meals during the regular season. These will be for (Varsity/all?) players on game days (usually Fridays, possibly some Thursdays), as well as some Frosh Soph/Freshmen team meals. Help recruit meal sponsors and donations for team meals. Work with Sponsorship Committee on sponsored meals and volunteer coordinator for team meal volunteers.
- Time Frame: Fall season (late August through early November)

Volunteer Coordinating

- Job Description: Recruit and manage volunteers on a SignUp Genius for staffing team meal volunteers, Snack Bar (home games), Freshman/JV/Varsity home field volunteers (chains), and special event volunteers (Blue/White Game, Registration Day, Scrimmage/Season Kick-Off, Banquet). Coordinate volunteers for donations to team meals, snack bar and special events.
- Time Frame – Recruit volunteers during Registration Day and Fall Camp, continue to follow up with recruitment and reminders as needed throughout the season and through the banquet.

Photography

- Job Description: Take and share pictures from practices, games, and special events. Photographers will be needed for each level games.
- Time Frame: Throughout Summer Camp and fall season.

Graphic Design

- Job Description: Assist with preparation of player and sponsor ads, production of game program and inserts, banquet program and other printed materials. Assist with graphics for website and social media.
- Time Frame: Game programs will be ready for print by early August. We anticipate printing 1-3 game programs for the season, with the possibility of additional inserts for each of the remaining 4 games for sponsors, rosters and other special recognition.

Spirit Wear

- Job Description: Work with coaching staff and vendor for selecting items for the online store; manage timing for opening and closing of the store and delivery of orders to players. Manage online Wix store for existing inventory; fill online orders before home games for pick up. Arrange for spirit wear sales before and during one or more home games.
- Time Frame: Spring (online gear store); summer/fall (sales of existing inventory online and at home games or other events).

Communications

- Job Description: Manage web server database of contacts. Prepare and send emails throughout offseason and regular season. Assist with fundraisers and event registration through the Constant Contact platform.
- Time Frame: Primarily spring through fall.

Website

- Job Description: Manage and update website.
- Time Frame: Primarily spring through fall, with significant updating during summer for schedule and team information and photos.

Social Media

- Job Description: Work with a team to produce social media content. Regularly post updates and work with sponsorship committee on sponsor posts.
- Time Frame: year round with heaviest posting during season

Events: Senior Night

Events: Banquet