



# COMMITTEE CHAIR / VOLUNTEER SIGN UP SHEET

**Please Note: CHAIR Persons are required to attend meetings to report on status, make note of new responsibilities, oversee & recruit volunteers, and work all events. You may volunteer for more than one Committee.**

## EVENT SET UP CREW/LOAD-UNLOAD/TRANSPORT

Schedules and organizes loading of trailer/trucks with all necessary items; oversees volunteers and directs loading and unload at destination to proper areas; insures transportation ready and available on event day; works with all other committees to insure their items are loaded/transported/set up. This includes event Banners and Signs.

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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## EVENT FOOD/BEVERAGE

Handles obtaining price quotes/menus from vendors; negotiates pricing/donations; arranges/confirms delivery; supervises setup; picks up product if necessary; Will handle sales/donations of items

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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## RAFFLE

Will be the main group soliciting for items; will handle the tracking and listing of Raffle donations; maintains accurate list of Contact & Company information; obtains high resolution logos for printing; may require pick up of donations; packaging of items; display items at event; Will be responsible for ticket sales; Listing of Winners

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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## SILENT AUCTION

Will be the main group soliciting LARGE items of VALUE; will handle the tracking and listing of Auction donations; maintains accurate list of Contact & Company information; obtains high resolution logos for printing; may require pick up of donations; packaging of items; set up display at event; Printing Bid sheets; Will handle ticket sales; Will handle Listing of Auction Winners

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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**SPONSORSHIPS**

Will be the main group soliciting for monetary Sponsorships of events and partners for product discounts; maintains accurate list of Contact & Company information; obtains high resolution logos for printing; will construct Sponsorship Packets and deliver/send; Follows up on product discounts and offers available for our injured/families (i.e. Sleep Number Beds/Otterbox Cases); Event goals will be to cover COST of all event expense including Prize money so that 100% of fundraiser goes to injured

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Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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**REGISTRATION**

Will handle the Registration Summary/Payment of teams for all events online and day of event; will record payments made and flag those not paid/complimentary. Will keep all Registration paperwork organized and handed in after event; will construct Registration packets and include in each Participant Bag before event; will set up Registration table at event and be in charge of handing out all materials for the event to participants)

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Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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**MARKETING**

Will be the main group that handles Website/Social Media/TV/Radio/Press Releases/Online and Print Media; will handle obtaining all promotional and print for events and organization. These items include banners, signs, apparel, hats, stickers, postcards, flyers, brochures, etc.; Maintains list of Contact & Company information; obtains high resolution logos for printing; will construct Marketing Packets that promote organization and deliver/send/hand out; Will be sure that event is posted to obtain full exposure from target audiences. Handles photography, video, documentation of event. Will also work with Rehab Centers, Trauma Hospitals, Therapists, Vendors, Patient Advocates to promote the work we do to the injured and their families.

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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**TOURNAMENT DIRECTOR**

Must have extensive knowledge regarding event, rules, and be able to make executive decisions based in the best interest of tournament; will be available via email/phone for questions. Will set goal for event and work to reach it by recruiting teams/donors; will oversee all aspects of event and work with all committees involved; Will appoint Weigh In officials/Scorekeepers; Will determine prizes and order trophies.

DIRECTOR \_\_\_\_\_ Alternate: \_\_\_\_\_

Assistants \_\_\_\_\_ Asst \_\_\_\_\_

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**TOURNAMENT PARTICIPANT BAGS**

Will be responsible to obtain items to be included in Participant bags; Maintains list of Contact & Company information of donated items; obtains high resolution logos for printing; may require pick up of donations; packaging of items prior to event; set up at event and insure each participant receives one per team;

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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**VOLUNTEER COORDINATOR**

Will be responsible to help recruit volunteers for events; will keep list/contact info of Volunteers expected and confirm with them prior to determine attendance; assigns volunteers at event where needed; All Volunteers are to be professional, self-motivated, trust-worthy and personable.

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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**VENUE COORDINATOR**

Will be responsible to obtain pricing and availability for locations and venues for events; arranges pre-event party; award ceremonies; determines space needed and best set up for event while working with Tournament Director; will handle securing PA system/DJ/entertainment; will also handle Vendors (if allowed) insuring payment; proper set up placement; visibility to guests; oversee load/unload time and communication/confirmation prior to event; will handle all aspects of communication with Venue Manager to insure a smooth event.

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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**VIP GUEST COORDINATOR**

Will be responsible to greet guests including injured and families, will provide assistance for seating, assist with refreshments offering customer service and special attention to Sponsors, Donors and Contributors.

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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**GRATITUDE**

Will be responsible to insure that all Thank You Notes are sent to donors, sponsors, participants, and special guests. Will bring to meetings for signatures. Will hand address.

CHAIR \_\_\_\_\_ Alternate: \_\_\_\_\_

Volunteer \_\_\_\_\_ Volunteer \_\_\_\_\_

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**SCHOLARSHIP**

Will be responsible to provide information to requests for information, to recruit Sponsors for scholarships, to compile grant opportunities and locate information on other organizations that assist Spinal Cord Injured. Will be responsible for presenting new Scholarship applications at quarterly meetings for review and communicating with applicants regarding decisions made. Will communicate with rehab facilities, adaptive sports programs, recreational vendors as to program requirements for awarding of scholarship.

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**CAREGIVER**

Will be responsible to provide information to Caregivers of injured and to help them locate resources that will assist them in providing a better quality of care for their loved one if they are unable to utilize website. Will communicate with them on quarterly basis and continue to encourage and support them in every way possible. Will also work with companies to provide respite retreats, mini vacations, Spa days, gift certificates for dinner, movie, theme park tickets, etc as well as Caregiver care packages that help the Caregiver feel appreciated.

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**INJURED**

Will be responsible to support them via communication; provide care packages for newly injured (of items donated by companies); hospital visits (if local, if possible); encouragement throughout their first 24 months primarily; answer questions and provide help concerning resources available and directing them on how to find help and resources in their area.

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**OFFICERS**

**PRESIDENT**

Is listed as President for all organization paperwork, may sign organization checks and be present at all board meetings. President will represent and promote organization whenever possible in professional and courteous manner.

**VICE PRESIDENT**

Is listed as Vice President for all organization paperwork, may sign organization checks and be present at all board meetings. Vice President will represent and promote organization whenever possible in professional and courteous manner.

**TREASURER**

Is listed as Treasurer for all organization paperwork, may sign organization checks and be present at all board meetings. Treasurer will provide financial report on all events and monthly balances.

**SECRETARY**

Is listed as Secretary on all organization paperwork, required to be present at all board meetings. Secretary will record meeting minutes and provide notes to all committees and board members.