



# Youth Football Organization

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## Lower Burrell Flyers Committees and Committee Descriptions

### Apparel & Awards

**Chairperson:** Beth Beattie

**Other members:** Jen Rusiewicz, Jen Guerrini

The apparel committee is responsible for determining what apparel the Flyers organization will sell to raise money, as well as the year-end gifts for the kids. These typically include things like t-shirts, sweatshirts, shorts, sweat pants, jackets, etc.

#### Areas of Responsibility:

- Determine items we want to sell and their pricing
- Determine how we want to market the items
- Present marketing plan and items to board for approval
- Get rosters in order to verify sizes for each child
- Determine which gifts to get and get costs – includes knowing which gifts are to go to certain teams/ages
- Put all gifts in gift bags for distribution to kids
- Present gifts and costs to board for approval

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### Banquet

**Chairperson:** Beth Beattie

**Other members:** Jen Rusiewicz, Jen Guerrini

This committee will handle all aspects of our year end banquet, including planning, event location, inviting people, keeping track of those signed up for the banquet (including payments).

#### Areas of Responsibility:

- Determine the location of the banquet(s)
- Make the appropriate reservations for the banquet(s), including any deposits needed
- Notify parents and kids in the organization about banquet dates with an RSVP letter
- Invite any special guests including former Flyer coaches, Burrell Senior players and cheerleaders, etc.
- Arrange for a guest speaker(s)
- Develop a program for each banquet (if necessary)
- Keep track of all banquet reservations and guests lists for any banquets
- Get board approval for banquet types, locations, costs, etc.

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### Concession Stand

**Chairperson:** Pula Griego

**Other members:** Rebecca Fisher, Carrie Brothers

This committee is responsible for running the concession stand for both practices and games. This includes overseeing all operations pertaining to the concession stand such as ordering items needed, arranging for pickup or delivery of items, offering a variety of foods for people to enjoy, and generating as much profit for the organization as possible.

#### Areas of Responsibility:

- Clean and prepare concession stand for the season and close it down after the season
- Develop menus for practice and game day, including pricing of items
- Purchase all items needed to stock concession stand, and arrange for pickup and/or delivery of items
- Determine what equipment needs to be purchased and/or replaced annually
- Work with treasurer and others to develop a plan to keep track of revenues after practices and games
- Work with volunteer committee to make sure we have volunteers for practice nights and game days
- Present pricing for menu items and/or any equipment needs



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### Field Maintenance

**Chairperson:** Jason Rusiewicz

**Other members:** Chad Clark, Andy Tutka

This committee is responsible for maintaining the buildings and grounds at Flyer's field. This includes cutting grass, trimming weeds, painting the field, and any other maintenance necessary to keep the building and grounds looking as nice as possible, and safe for everyone who comes to our facility.

#### Areas of Responsibility:

- Develop and maintain a schedule for annual maintenance that is needed for building, grounds and equipment
  - Develop a schedule and volunteers for grass cutting, and weed trimming
  - Perform an annual inspection of all buildings, grounds and equipment, and make appropriate recommendations to the board to keep the property in good shape
  - Paint the field for practices and games
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### Fund Raising

**Chairperson:** Nikki Rushnock

**Other members:** Shawn Mele, Angela Miller

This committee oversees the fund raisers that are done each year by the organization. They are to suggest fund raisers to the board for approval, and help in the collection of fund raisers throughout the year.

#### Areas of Responsibility:

- Develop a plan for raising the funds needed for the year and present it to the board for approval
  - Make any necessary arrangements for fund raisers including: site rental, tickets printed, etc.
  - Prepare fund raising packets and ways to keep track of each family's fundraising
  - Determine times to collect fund raising and notify families of these times
  - Keep the board up to date on families who are delinquent in their fund raising efforts
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### Nominations/Elections

**Chairperson:** Beth Beattie

**Other members:**

This committee will take care of providing a slate of officers for election at our annual banquet. The committee will provide recommendations for four (4) officers: President, Vice President, Secretary and Treasurer, as well as seven (7) directors. This committee needs a minimum of one board member.

#### Areas of Responsibility:

- Notify the organization in September about running for board positions
- Create a sign-up sheet for people to get on the ballot
- Create a ballot for elections, and determine when and where election will be conducted.
- Count all ballots and announce the new board of directors



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## Lower Burrell Flyers Committees and Committee Descriptions

### Special Events

**Chairperson:** Beth Beattie

**Other members:** Lisa Bellinotti, Carrie Brothers

This committee will decide upon any special game days throughout the season. Examples would include Parent's Day, Alumni Day, Sponsor Thank You Day, etc. This committee needs a minimum of one board member.

#### Areas of Responsibility:

- Determine what Special Event Days we will hold during the season (e.g. Parent's Day, Alumni Day, etc.)
- Purchase whatever is necessary for each event and decorate appropriately
- Send out whatever invitations or notices are needed to let people know about the Special Events
- Organize events and coordinate game day activities
- Get board approval for Special Event Days and monies needed to purchase items

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### Picture Day

**Chairperson:** Jen Rusiewicz

**Other members:**

This committee will make sure a picture day photographer is arranged, and dates for pictures are set. They will also provide names and team pictures for the program book. This committee needs a minimum of one board member.

#### Areas of Responsibility:

- Contact a photographer and arrange the date(s) for pictures
- Distribute picture forms to families
- Work with photographer to get team pictures, making sure to get names of kids in each picture
- Get pictures to program chairperson to be included in program

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### Advertising/Program Book

**Chairperson:** Jessica Mele

**Other members:** TBD

This committee used to be our program committee, but since we are no longer doing a program, we are focusing our efforts on trying to raise money through advertising at the field. The idea is to use the space available (walls, fences, etc.) as possible places to advertise. This committee needs a minimum of two board members.

#### Areas of Responsibility:

- Develop an advertising campaign for Flyer's Field. Determine areas available to place advertising, and the costs to do so. Present this advertising campaign to the board for approval.
- Distribute advertising information to potential business advertisers through letters or going business to business
- Oversee advertising sales
- Send a thank you letter to all business advertisers



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## Lower Burrell Flyers Committees and Committee Descriptions

### Registration

**Chairperson:** Jen Rusiewicz

**Other members:** Beth Beattie, Shawn Mele

This committee will prepare for registration of children in the organization. This includes the handbook provided at registration, registration forms, and the advertising of registration throughout the community. This committee needs a minimum of two board members.

#### Areas of Responsibility:

- Determine registration rates for all Flyer's programs. Present to the board for approval
- Work with web designer to get all registration information online
- Determine any registration dates for people to sign up
- Develop handbook and other information needed to be a part of the registration packet
- Develop handout for schools and other organizations detailing opportunities to participate in the Flyer's programs
- Collect registration fees and distribute information on designated days.

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### Volunteers

**Chairperson:** Nikki Rushnock

**Other members:** Rebecca Fisher, Angela Miller

This committee will work at providing volunteers for various activities within the organization. These can include help for work days, registration, game day, fundraisers, etc. A list of volunteers for each activity should be created and posted for people to reference. This committee needs a minimum of two board members.

#### Areas of Responsibility:

- Coordinate volunteers for various help throughout the organization, especially the concession stand.
- Recruit team parents for each team, and help keep them informed of information they need to distribute.
- Develop a way to keep track of each volunteers commitments and if they have met their volunteer requirements.
- Provide a list to the board of each volunteer and if they have or have not fulfilled their required duties.
- Recommend to the board what the volunteer deposit/buyout should be.

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### Gun Bash

**Chairperson:** Ray Kastelic

**Other members:** Lisa Kastelic, Dan Horwatt, Marty Moorhead, and all board members are a part of this. We will develop special committees just for this event.

**Food**

**Beer/Pop**

**Tickets/Ticket Sales**

**Walk Around Guns**

**Sound**

**Set Up/Clean Up**

**Committee should begin meeting in:** February

**Areas of Responsibility:** TBD