



gridiron committees

Away Game (BUS) Snack – *this committee needs at least 2 people*

This committee is responsible to order and pick up the hoagies and drinks for all away games for the Varsity and JV teams. Middle school hoagies are handled by the Middle School Team Parent(s). They should make sure there are coolers for the hoagies and drinks, as well. Normally hoagies are picked up on Friday afternoon for both games, and water is at the concession stand.

Mandatory Fundraising – *this committee needs at least 2 people*

This committee will determine and collect the fundraising done by the Gridiron Club. Fundraising events should be determined and included with the budget that is presented at the March meeting. The committee will then order and tickets or other items needed to carry out the fundraisers. Finally, this committee will collect all fundraising at the determined time, and present a list of those not meeting their fundraising requirements to the officers, and the club, before the banquet.

Concession Stand – *this committee needs at least 3 people to head it and at least 5 others to help*

This is one of our most important committees, and needs the help of EVERYONE to make it a success. It is one of the biggest sources of funds for the Gridiron Club. Ideally, this committee will be headed by at least three people who work very closely together. Here are the areas we need to manage:

- **Inventory Manager** – this person is responsible to make sure the concession stand is stocked for all home games, including Varsity, JV and Middle School. Orders should be placed during the week for pickup.
 - **Order Pickup** – This person will pick up what is ordered and deliver it to the concession stand and stock it.
 - **Volunteer Coordinator** – this person will create schedules for volunteers to work concession stand, 50/50 and program sales for all varsity home games. Once these positions are filled, then volunteers will be able to sign up for JV and/or Middle School games. The coordinator will determine the best method to accomplish this duty, but it is critical that it is clearly communicated to all parents when the opportunity to sign up will happen, and make sure there is coverage for games throughout the week. Reminders should be communicated to volunteers to remind them of their responsibility to serve.
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Camp Meals – *this committee needs at least 1 person to lead it and at least 5 others*

This committee will oversee the meals needed during Camp week, and if camp is held on the school campus, meals during camp week as well. If camp is held at another off-site venue, they will coordinate with coach about his needs while the team is away at camp. Meal preparation includes determining the menu (coordinating with the coach), ordering what is needed, preparing the meals, and cleaning up afterward.

Picture Day – *this committee needs at least 1 person*

This committee will schedule a date for pictures with our photographer. The date should be before the first week in August, making sure to include both the band and cheerleaders as well. The coach should also be contacted to make sure he is aware of the date, and can make sure uniforms and coaches are available for pictures.

This committee should also create a schedule for picture day, to make sure all teams (Varsity, JV and Middle School) are photographed – both individually and as a team. All coaches, teams and parents should be contacted to make sure they are aware of when they need to report for their pictures on Picture Day.

Once pictures are ready, they should be picked up from the photographer and distributed to the team parents for distribution to their teams. A CD of all pictures for the program should also be given to the Program Committee for use in the program.

Cannoneer – *this committee needs at least 1 person*

This committee will operate the cannon at all Varsity home games. They should make sure everything needed to operate the cannon is in place before each game.



gridiron committees

Pre-Game Meals – *this committee needs at least 2 people to head it and at least 5 others to help*

This committee will oversee the meals served to the varsity team before Friday games. These meals may either be prepared by the committee, ordered through a caterer, or in the case of home games, possibly served at a local restaurant.

This committee will also work with the varsity head coach to determine what is needed for Thursday film nights, if necessary.

Showcase – *this committee needs at least 1 person*

This committee will be responsible to decorate the showcase in the high school for the season.

Website and Facebook – *this committee needs at least 1 person*

This committee will oversee the official Gridiron website and keep it up to date.

50/50 – *this committee needs at least 1 person*

This committee will oversee 50/50 collections at all varsity games. They should be sure they have tickets, signs, etc. to promote sales. They will work with the Concession Stand's volunteer coordinator to make sure there are volunteers in place for each varsity game.

Teamwear – *this committee needs at least 1 person*

This committee will determine the apparel we will sell for the season. It includes choosing the items, deciding which vendor(s) will be used. This information, along with the prices to be charged, should be presented at the June meeting, to make sure there is time to communicate the information to all players, parents and any others interested in placing orders.

All apparel should be ordered by mid-August, to allow for apparel to be delivered for the start of the season. It will be at the discretion of the committee if they wish to do a second order for warmer items, during the season.

Program Book – *this committee needs at least 2 people and other helpers*

This committee can be divided up into two positions - one person who handles getting the ads, and someone who works with the printer to get the ads in the book. This committee will also communicate with both the band and the cheerleaders, so they can put pages into the program as well.

- **Getting program ads** – a list of potential businesses who might place ads should be put together in March and April. The ad letters and order forms should be distributed to those businesses either by dropping them off directly or by mail. Ads should have a deadline of July 15th to be turned in. Ad forms also should be given to the band and cheerleaders as well.
- **Organizing program ads and working with the printer** – as ads are placed, they should be organized so they can be delivered to the printer. Ideally, the first round of ads should be given to the printer in the first week of August. Pictures from Jim Kuhn should also be delivered to the printer when they are available. Inevitably, there will be ads placed late, and these will need to be delivered to the printer as well. The band and the cheerleaders should also be providing ads and pages as well.

The committee will also need to work with the printer on 3 different covers for the program. The first is for the original program, another for homecoming night, and one for senior night. It is also important to get additional pictures for both the homecoming and senior night programs. The printer will help in determining which pages will be changed, but the centerfold and pictures on the cover will change.

Yard Signs & Decals – *this committee needs at least 1 person*

This committee will work with the printer to provide yard signs and decals to sell to the parents. Parents should receive information on ordering the signs and decals with the welcome packet we give them at the beginning of the season. The committee will keep track of orders placed by the parents, and give orders to the printer.

Once the order is returned by the printer, the committee will arrange to get the signs and decals to the parents.

Ron Dulnikowski Scholarship – *this committee needs at least 2 people*

This committee will work with the Dulnikowski family to determine who will receive the scholarship. The family has criteria as to how the group is made up to choose the winner. The Gridiron Club will provide two members to serve in this capacity.



gridiron committees

Banquets – *this committee needs at least 2 people for each group*

There are banquets at the end of the year for both the Middle School (7th & 8th) and JV/Varsity. We need people to oversee each banquet. This committee will also oversee the gifts given to the players, managers and coaches for all teams. These gift ideas should be presented to the Gridiron Club by mid-September, to allow time for the gifts to be ordered. **All gifts must be approved by a vote of the Gridiron Club membership before being ordered.**

- **7th & 8th grade – *this committee needs at least 1 person***

This person will work with the Gridiron Club to determine a venue for the banquet, a menu, and coordinate the distribution of the banquet invitations and collect RSVP's. This also includes all decorations needed for the venue. Banquet gifts will be determined by the banquet committee and will be distributed to the players at the banquet.

- **JV and Varsity – *this committee needs at least 2 people***

This group will perform the same functions as the 7th & 8th grade group, but will also be responsible to handle the banquet gifts for **ALL** teams, as indicated above.

Senior Night – *this committee needs at least 2 people*

This committee will handle all areas related to the seniors. This includes the senior posters, preparations for senior night, and working with the program committee to prepare the senior night program. Senior night will be coordinated with the band and the cheerleaders.

Bonfire Committee – *this committee needs at least 2 people*

This committee will work with the band, cheerleaders and the school district to coordinate the bonfire held during the season. This event usually occurs the weekend of the Homecoming game, but can be held whenever the committee thinks is best. Since the event is for the community as well, local businesses and churches should be contacted to see if they would like to have a booth to provide information or other items. The various clubs in the school should also be notified, in case they want to set up a booth as well.
