



PARENTS/GUARDIANS VOLUNTEER FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Which of the following best describes your abilities? (Select the most accurate):

- | | | |
|--|--|--|
| <input type="radio"/> Accounting | <input type="radio"/> Hospitality | <input type="radio"/> Purchasing |
| <input type="radio"/> Admin & Clerical | <input type="radio"/> Hotel | <input type="radio"/> Quality Assurance |
| <input type="radio"/> Automotive | <input type="radio"/> Human Resources | <input type="radio"/> Quality Control |
| <input type="radio"/> Banking | <input type="radio"/> Information Technology | <input type="radio"/> Real Estate |
| <input type="radio"/> Biotech | <input type="radio"/> Installation | <input type="radio"/> Repair |
| <input type="radio"/> Broadcasting / Media | <input type="radio"/> Insurance | <input type="radio"/> Research |
| <input type="radio"/> Business (General) | <input type="radio"/> Inventory | <input type="radio"/> Restaurant |
| <input type="radio"/> Business Development | <input type="radio"/> Journalism | <input type="radio"/> Retail |
| <input type="radio"/> Construction | <input type="radio"/> Labor (General) | <input type="radio"/> Sales |
| <input type="radio"/> Consultant | <input type="radio"/> Legal | <input type="radio"/> Science |
| <input type="radio"/> Customer Service | <input type="radio"/> Legal Admin | <input type="radio"/> Shipping |
| <input type="radio"/> Design | <input type="radio"/> Maintenance | <input type="radio"/> Skilled Labor |
| <input type="radio"/> Distribution | <input type="radio"/> Management | <input type="radio"/> Social Services |
| <input type="radio"/> Education | <input type="radio"/> Manufacturing | <input type="radio"/> Strategy |
| <input type="radio"/> Engineering | <input type="radio"/> Marketing | <input type="radio"/> Supply Chain |
| <input type="radio"/> Executive | <input type="radio"/> Newspaper | <input type="radio"/> Teaching |
| <input type="radio"/> Facilities | <input type="radio"/> Nonprofit | <input type="radio"/> Telecommunications |
| <input type="radio"/> Finance | <input type="radio"/> Nurse | <input type="radio"/> Trades |
| <input type="radio"/> Food Service | <input type="radio"/> Pharmaceutical | <input type="radio"/> Training |
| <input type="radio"/> Franchise | <input type="radio"/> Planning | <input type="radio"/> Transportation |
| <input type="radio"/> Grocery | <input type="radio"/> Procurement | <input type="radio"/> Warehouse |
| <input type="radio"/> Health Care | <input type="radio"/> Professional Services | <input type="radio"/> Other: _____ |

Provided a brief description of your selection(s): _____

I possess the following skills: (Select all that apply)

- | | | |
|---|---|--|
| <input type="radio"/> Accounting | <input type="radio"/> Dispersing Information | <input type="radio"/> Problem Solving |
| <input type="radio"/> Accuracy | <input type="radio"/> Entertainment | <input type="radio"/> Project Management |
| <input type="radio"/> Administrative | <input type="radio"/> Ethical | <input type="radio"/> Promotions |
| <input type="radio"/> Advising | <input type="radio"/> Evaluating | <input type="radio"/> Proposal Writing |
| <input type="radio"/> Advertisement | <input type="radio"/> Event Planning | <input type="radio"/> Public Relations |
| <input type="radio"/> Analytical thinking | <input type="radio"/> Fundraising | <input type="radio"/> Public Speaking |
| <input type="radio"/> Artistic/Creative | <input type="radio"/> Human Resources | <input type="radio"/> Publishing |
| <input type="radio"/> Auditing | <input type="radio"/> Information Technology | <input type="radio"/> Quick Learning |
| <input type="radio"/> Bookkeeping | <input type="radio"/> Interpersonal Skills | <input type="radio"/> Regulating Rules |
| <input type="radio"/> Budgeting | <input type="radio"/> Investigation Skills | <input type="radio"/> Reliability |
| <input type="radio"/> Business management | <input type="radio"/> Knowledge of Laws | <input type="radio"/> Report Writing |
| <input type="radio"/> Calculations | <input type="radio"/> Leadership | <input type="radio"/> Reporting |
| <input type="radio"/> Classifying Records | <input type="radio"/> Logical Thinking | <input type="radio"/> Research |
| <input type="radio"/> Coaching | <input type="radio"/> Maintenance | <input type="radio"/> Resourcefulness |
| <input type="radio"/> Collaboration | <input type="radio"/> Management | <input type="radio"/> Responsibility |
| <input type="radio"/> Communications | <input type="radio"/> Managing Finances | <input type="radio"/> Sales Ability |
| <input type="radio"/> Compiling Statistics | <input type="radio"/> Marketing | <input type="radio"/> Scheduling |
| <input type="radio"/> Computer Software | <input type="radio"/> Medical | <input type="radio"/> Shopping |
| <input type="radio"/> Computer Hardware | <input type="radio"/> Meeting Deadlines | <input type="radio"/> Strategic Thinking |
| <input type="radio"/> Conducting Meetings | <input type="radio"/> Monetary Collection | <input type="radio"/> Supervision |
| <input type="radio"/> Conflict Resolution | <input type="radio"/> Multi-Tasking | <input type="radio"/> Teaching |
| <input type="radio"/> Counseling | <input type="radio"/> Negotiating | <input type="radio"/> Team Building |
| <input type="radio"/> Couponing | <input type="radio"/> Networking (People) | <input type="radio"/> Teamwork |
| <input type="radio"/> Creating Ideas | <input type="radio"/> Networking (Computers) | <input type="radio"/> Technical Support |
| <input type="radio"/> Creating Innovation | <input type="radio"/> Organized | <input type="radio"/> Technology |
| <input type="radio"/> Creating New Procedures | <input type="radio"/> Organizational Management | <input type="radio"/> Time Management |
| <input type="radio"/> Creating New Solutions | <input type="radio"/> Overseeing Meetings | <input type="radio"/> Thorough |
| <input type="radio"/> Creative Thinking | <input type="radio"/> Overseeing Operations | <input type="radio"/> Training |
| <input type="radio"/> Critical Thinking | <input type="radio"/> Patience | <input type="radio"/> Verbal communication |
| <input type="radio"/> Customer Service | <input type="radio"/> People management | <input type="radio"/> Web Development |
| <input type="radio"/> Decision Making | <input type="radio"/> Personal Interaction | <input type="radio"/> Wireless Technology |
| <input type="radio"/> Defining Problems | <input type="radio"/> Planning | |
| <input type="radio"/> Effective Listening | <input type="radio"/> Prioritizing | |
| <input type="radio"/> Others: _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |

I am interested in volunteering for the following position(s): (Select all that apply)

- | | | |
|---|--|--|
| <input type="radio"/> President | <input type="radio"/> Bingo Instant Manager | <input type="radio"/> Travel Coordinator |
| <input type="radio"/> Vice President | <input type="radio"/> Bingo Paper Manager | <input type="radio"/> Committee Leader |
| <input type="radio"/> Secretary | <input type="radio"/> Facilities Manager | <input type="radio"/> Committee Member |
| <input type="radio"/> General Funds Treasurer | <input type="radio"/> Equipment Manager | <input type="radio"/> Head Coach |
| <input type="radio"/> Bingo Treasurer | <input type="radio"/> Ways & Means Coordinator | <input type="radio"/> Assistant Coach |
| <input type="radio"/> Bingo Coordinator | <input type="radio"/> Parent/Player Representative | <input type="radio"/> Other: _____ |
| <input type="radio"/> Bingo Assistant Coordinator | <input type="radio"/> Web Master | |

Positional Descriptions:

- **President:** Overall responsible for the operations and functions of the organization. The President chairs all organizational board meetings. The President is responsible for all organizational matters.
- **Vice President:** Assists the President in overseeing operations and functions of the organization. The Vice President is responsible for all administrative matters pertaining to the organization.
- **Secretary:** Responsible for recording and maintaining board meeting minutes. To include updating approved changes to organizational bylaws and other administrative documents.
- **General Funds Treasurer:** Responsible for managing, balancing, and reconciling the General Funds account. To include frequent collaboration with the Revenue Funds Treasurer for timely submission of all State and Federal taxations, forms and fees.
- **Revenue Funds Treasurer:** Responsible for managing, balancing, reconciling all Bingo/Sponsorship proceeds, and individual team accounts. Manages distributions of fund and transactions to meet teams approved spend plans. Responsible to frequently collaborate with Certified Public Accountant and Banking officials to timely submit all State and Federal taxation forms and fees.
- **Bingo Coordinator:** Responsible for the overall operations and management of the bingo program. Supervise and assist the Bingo Assistant Coordinator, Bingo Instant Manager and Bingo Paper Manager in their duties. Ensure adequate supplies are available for each scheduled bingo session. Responsible for the accuracy of all purchased instant games and bingo paper. Work closely with the Revenue Funds Treasurer to provide records and data for quarterly and annual reporting. Partner with Head Coaches in establishing
- **Bingo Assistant Coordinator:** Responsible for assisting the Bingo Coordinator in the operations and management of the bingo program. Assist the Bingo Instant Manager and Bingo Paper Manager in their duties to ensure accuracy of all purchased instant games and bingo paper.
- **Bingo Instant Manager:** Responsible for the ordering and inventorying of all instant games and work closely with vendors to get the best games available at the lowest price. Ensure adequate supplies of instant games are available for all scheduled bingo sessions. Produce quarterly and annual inventories of instant games purchased to Bingo Coordinator when requested.
- **Bingo Paper Manager:** Responsible for the ordering and inventorying of all bingo paper and work closely with vendors. Ensure adequate supplies of bingo paper are available for all scheduled bingo sessions. Produce quarterly and annual inventories of all bingo paper purchased to Bingo Coordinator when requested.
- **Facilities Manager:** Responsible for identifying, managing, and scheduling of indoor and outdoor practice facilities, to include managing and scheduling of the winter conditioning program for all teams.
- **Equipment Manager:** Responsible for fitting and equipping all players, coaches and teams with uniforms and equipment.
- **Ways & Means Coordinator:** Responsible for establishing, coordinating, identifying, reserving, and scheduling of team and organizational events.

- Spirit Wear Coordinator: Responsible for establishing coordinating, consolidating, ordering, distributing, and reconciling all spirit wear orders of team and organizational spirit wear orders.
- Parent/Player Representative: Services as the primary representative for parents/players issues, concerns, disputes, grievances, disparity or other life impacting matters.
- Web Master: Responsible for maintaining and updating the contents of the organizational web site to include, ensuring all licenses and web service payments are paid.
- Travel Coordinator: Responsible for developing a repository of quality and cost efficient hotels, dining facilities, and transportation agencies to accommodate all teams travel locations.
- Various Committee Leaders: Serves as a committee lead for an established committee.
- Various Committee Members: Supports the committee lead for assigned committee tasking.
- Head Coach: Responsible for the overall management and functionality of the softball team and serves as the bingo manager for all scheduled bingo sessions.
- Assistant Coach: Assists the Head Coach in the management and functionality of the softball team and assists the Head Coach on all scheduled bingo sessions.