



# **EVE GLAX VOLUNTEER GUIDE**

*This guide serves as general guidance for volunteer opportunities for EVE GLAX. Volunteers can be creative and add their own touches. Thank you for volunteering your time.*

## **EVENTS**

### **Senior Night May 20th during Varsity half time @Eagan Stadium**

#### **No Senior parents volunteers**

Help celebrate our Seniors and their families.

- Order gifts for parents (can find cute ideas on Etsy)
- Send communication to senior parents a week before event regarding event and instructions. (Where to meet, wear EVE colors, what order they will line up (by manager, captains and then jersey number, etc)
- Gather Google Form to and collect Senior update forms from Seniors. This needs to go to EHS in advance for announcer. (Jen Keogh will help you coordinate)
- Order/pick up flowers for moms
- Gather parents/families on Senior night at entrance to track in front of bleachers for recognition. Begin gathering families half way through the 2nd quarter.
- Arrange parents/families in numerical order (manager at beginning, then captain, then by jersey number ).
- Distribute gifts to Seniors at half time to hand to families as they are called out for recognition.
- Arrange athletes/families for individual photographs AND group photographs.

**Budget: \$200**

## **Teacher Appreciation Night May 8th during Varsity half time @Lightning Stadium**

**No senior parent volunteers.**

Help our Seniors celebrate some of their favorite teachers.

- Create a google form and send to seniors to collect the following information:
  - Player Name
  - Teacher Name
  - What impact has the teacher made in your life?
- Purchase Thank You cards and distribute them to Seniors. Have Seniors write a paragraph of appreciation to their chosen teacher inside the card.
- Send an email to the Teachers by May 1 inviting them to Teacher Appreciation Night
  - Thursday May 8th, 5:30pm Lightning Stadium
  - Gather at entrance to track in front of bleachers half way through 2nd quarter
- Purchase a \$25 GC to Starbucks
- Collect Senior Thank You cards and stuff in envelopes with the Gift Card
- Gather teachers halfway through the 2nd quarter at the entrance to the track in front of the bleachers.
- Distribute Thank You notes to Seniors to pass out to teacher during recognition.
- Arrange athletes and teachers for individual photographs AND group photographs.

**Budget: \$300**

## **Youth Night May 6th @Apple Valley**

Help get our future EVE athletes excited for the future by including them on game night.

- Coordinate with Apple Valley members for details.

- Print 5x7 Varsity team pictures for athletes to sign.
- Bring pictures to May 5 dinner for athletes to sign, collect when finished.
- Purchase cookies and water for youth athletes.
- Welcome youth athletes at the welcome gate table and pass out stickers and autographed photos.
- Organize youth players in a line at gate to field for pre-game introductions.
- Walk youth players out to mid-field for pre-game intro high fives from both teams, walk youth players off field after the national anthem.
- Tend to youth welcome table to pass out cookies and drinks.

**Budget: \$150**

## **Year End Banquet Sunday, June 1st @Mendakota Country Club**

### **No Senior parent volunteers**

Help us celebrate another fantastic EVE season.

- Board will create invite and manage registration/payment.
- Purchase and set up decorations (ex:flowers, pictures)
- Purchase Senior gifts and wrap for distribution. (Board is coordinating)
- Purchase desserts for the banquet. (Cupcakes/ cookies- ensure we have GF options)
- Help set up room/arrange tables at Mendakota Country Club.
- Tend to the welcome table (welcoming athletes/families, collecting uniforms/returning uniform deposit checks, distributing extra programs)
- Help clean up at the conclusion of the banquet.
- The Board books event space, sets menu and pays event.

**Budget for decorations/cupcakes: \$350**

## **OTHER DUTIES**

### **Senior Banner Hanging**

Hang Senior banners at Stadiums.

- Using zip-ties hang Senior Banners on the inside of the fence at Lightning Stadium.
- Banners hang on chain link fence beside the home bleachers.
- Cut and Remove Senior banners from Lightning Stadium to hang at Eagan Stadium for Senior Night.
- Hang Senior banners at Eagan Stadium for Senior night (May 20th).
- Return Senior banners to Lightning Stadium and hang for the remainder of the season.

**Game Photography:** Help the team capture memorable moments throughout the season. Photographers will receive field access at HOME games to take photographs from the sideline.

- Take photos at a minimum of 3 JV and 3 Varsity games throughout the season.
- Availability for Senior night (May 20th), Teacher Appreciation night (May 8th) is required.
- Availability for Youth night (May 6th) is preferred.
- Upload photos to BAND app.
- Share photos with social media manager  
email:lindsaymondick@gmail.com: )

### **ETV Announcer**

- Provide play by play of game that is broadcast live on ETV
- Announce sponsors during breaks
- Knowledge of game preferred

- Arrive to game 15 minutes early and head to announcer stand at top of stadium

## **Varsity Game Stats**

Record specific stats during Varsity games. Coaches will provide stats cheat sheet and stat keeping forms. \*Some lacrosse knowledge is preferred.

## **JV Home Game Clock Operator:(7 Positions)**

Run the game clock for JV home games.

- Operator will need to download the DAK Score app and bring a device to their scheduled game.
- Operator will need to arrive at the field 30mins prior to game time to begin the warm up clock.
- Operator will enter game information; team, time, etc at the beginning of warm ups.
- Coaches will provide operator with game timing specifics.

## EVHS Display Case

Set up display case at EVHS.

- Once photos are received, set up photo case at EVHS.
- Take case down at end of the season.
- Stop in after school before 4PM when the office closes. Contact [Michelle.Thissen@district196.org](mailto:Michelle.Thissen@district196.org) to provide access to the rolls of paper for a backdrop although you may choose to bring/make your own backdrop. You will need to bring your own supplies such as tacks,tape, scissors etc. Michelle will also provide keys to access the case.

Example of Display Case:

