



# PALO ALTO KNIGHTS FOOTBALL PARENT VOLUNTEER FORM

Palo Alto Knights  
P.O. Box 403

Palo Alto, CA 94302-0403

Player's Name: \_\_\_\_\_

Dear Parent,

The Palo Alto Knights Football Association expects its parents to participate as volunteers by completing 4 hours of volunteer work either prior to the start of the season or volunteering for an activity in two (2) games during the football season. All parents that complete their volunteer activities will be refunded their \$100 volunteer deposit. Volunteers should report to the Team Parent of their sons (daughters) team to receive credit for volunteer work.

- I agree to have the Knights deposit my \$100 volunteer payment and understand that I will not be required to perform Knights' volunteer activities (this buyout option is not permitted for players requesting Financial Assistance).

Check only those volunteer activities that you **will** perform.

## Knights Board of Directors (meets once a month year round)

- President** – manages the Knights association; chairs the Board of Directors monthly meetings; attends monthly Sectional President's meetings (Jan.-Dec.)
- Vice President** – assists/back-ups the President with management of Knights association; assists Board Members as needed (Jan.-Dec.)
- Treasurer** – maintains finances for the Knights association; deposits checks; pays invoices & reimbursements; provides reports at Board meetings (Jan.-Dec.)
- Secretary & Communications Manager** – takes minutes at Board Meetings; manages the Knights eMail distribution network (Jan.-Dec.)
- Equipment Manager** – inventory, organize, distribute, fit and collect player equipment and uniforms; repair/replace equipment during season; organize equipment contracts; work with coaches to return equipment (Jul.-Dec.)
- Website Manager** – manage information on Knights Home Page website.
- Cheer Director** – manage the Knights cheerleading program; helps recruit cheer coaches; attends some of monthly Sectional President's meetings (Jan.-Dec.)
- Football Certification Director** – organize player documentation; maintain player database (MS excel); assemble team binders; print labels for player contracts; attend conference meetings; work with team parents to gather information and signatures (Jan.-Aug.)
- Cheer Certification Director** – same as football, but for cheerleaders
- Football Scholastics Director** – organize and score (MS excel) report cards; work with Certification Director and Team Parent to gather report cards; attend conference meetings (Aug.-Sep.)
- Cheer Scholastics Director** – same as football, but for cheerleaders
- Football Athletic Director** – understands rules of the game; acts as arbitrator during games as required; enforces conference field policies; attend conference meetings (Jul.-Nov.)
- Volunteer Director** – work with Team's Parent to schedule and provide Chain Gang, MPR, Scoreboard, Announcer volunteers for each game; find volunteers for no shows (Aug.-Nov.)
- Fundraising Director** – creates flyer for Punt, Pass & Kick (PPK) fundraiser; works with Volunteer Director to staff PPK; distributes awards to players; solicits corporate donations; works with (Aug.-Dec.)
- Recruiting Director** – works with youth centers and school PTSA groups to recruit players and cheerleaders (Jan.-Aug.)
- Pictures & Awards** – setup picture day with photographer (Aug.-Sep.); purchase and transport awards for end-of-season awards banquet (Nov.-Jan.)

## Pre-Season Volunteers

- Registration Verification Mailings** - work with Certification Directors; have postcards printed; apply mailing labels and stamps to postcards; mail postcards (Apr.-Jun)

## Season Volunteers (Sep.-Nov.)

- Team Parent** – assists the certification/scholastics directors with collection of player documentation; parental signing contract forms; coordinates team's game day volunteers; interfaces with volunteer director; coordinates snack schedule and end-of-season team party
- Field Setup** – early morning activity; place yardage markers and goalpost protectors on field; setup announcer public address system; setup garbage cans; early morning before first game of the day (2 required at home games only)
- Chain Gang** – move yardage markers and down marker per referee instructions (3 required per team at home games only)
- Mandatory Player Rule (MPR)** – monitor/record opposing team players playing required number of downs; interfaces with opposing team coaching staff (2 required per team at home and away games)
- Announcer** – announces player's names; tackled by; run or caught by; down number (home games only)
- Scoreboard** – operates the time clock and scoreboard; understands rules of the game (home games only)
- Field Cleanup** – late afternoon activity; remove yardage markers and goalpost protectors from field; remove announcer public address system; tie-off garbage can bags; cleanup stands; late afternoon after last game of the day (3 required at home games only)