

De Pere Baseball Booster Club – Activities/Program List (last update 9/11/07)

Committees Needed The following committees are needed to coordinate the booster club activities/programs:

Activity Name	Members Needed	Purpose	Timeframe	Income	Activities
Redbird Field Advertising Coordinator: Deb Ott	Need members to assist with solicitation of businesses, Workers to put up and take down signs (players to assist here) <u>Committee Members:</u> Jenny Greeneway Denis Schadrie Karen Guns Jean Honzik Wendy Hooyman Maria Nichols Jerry Henrigillis	Solicit area businesses to advertise at Redbird Field via signs on the outfield fence	Oct/Nov – Planning Dec/Jan – Send Letters Jan/Feb – Follow-up & Confirm Mar – Produce & Hang signs Oct – take down & store signs	- \$200/sign x 40 signs = \$8,000 /year \$250/produce sign & \$200 for hanging each year - Signs last 3-5 years	<ul style="list-style-type: none"> ➤ Solicit area businesses ➤ Get signed agreements & payment ➤ Have signs made (\$250/ea.) – United Sign ➤ Hang signs in March ➤ Remove signs in October ➤ Store signs over the winter
Redbird Field Concessions Coordinators: Suzanne Rukamp	Members to assist in organizing concessions at Redbird, as well as lining up volunteers for all games played at Redbird and opening/closing for all games. Parents of HS & Babe Ruth teams will be asked to work during their season. <u>Committee Members:</u> * _____ * _____	Sell concessions at all games played at Redbird Field during the season	Mar – Planning & Stocking Apr/May – line up volunteers Apr-Oct – manage inventory/open/close/coordinate volunteers/manage income & expense	\$4,500/year Note: All proceeds to go towards De Pere Baseball Booster Club	<ul style="list-style-type: none"> ➤ Maintain supplies, signs, equipment, etc needed to operate stand ➤ Coordinate volunteers to run the stand at all games (High School, Babe Ruth, Bandits, Tournaments, Fall Ball) ➤ Manage income & expense records for concessions ➤ For Babe Ruth/tourn games, also schedule scoreboard volunteers ➤ Manage opening & closing for all games

<p>Website – Build and Maintain</p> <p>Coordinator: Deb Ott</p>	<p>Need help with content and suggestions for improvements</p>	<p>Maintain booster club website with current information</p>	<p>Year-Round, with daily updates required Apr-early June</p>	<p>Expense \$15/mo</p>	<ul style="list-style-type: none"> ➤ Keep website current with Booster Club news ➤ Determine what other information could be posted ➤ During season, post write-ups on games – need coaches to provide paragraph
<p>Game Day Updates</p> <p>Coordinator: Deb Ott</p>	<p>Varsity, JV & Frosh coaches provide this</p>	<p>Provides game summaries for posting on website</p>	<p>April-June (high school season)</p>	<p>\$0 – informational only</p>	<ul style="list-style-type: none"> ➤ Remind coaches to send game summaries following games played for posting on website as well as on school announcements
<p>Baseball Apparel</p> <p>Coordinator: Chris Betcher Suzanne Driscoll</p>	<p>Need members to assist Patty with determining what apparel to offer</p> <p><u>Committee Members</u> * _____ * _____</p>	<p>Offer De Pere Baseball apparel items for sale to the team, parents and fans.</p>	<p>Dec/Jan – Planning Feb – initial orders Mar-Jun – re-orders</p>	<p>\$</p>	<ul style="list-style-type: none"> ➤ Determine apparel items to sell (find vendor) ➤ Create Order Form & post to website, as well as distribute to players ➤ Determine how orders to be taken, payment made, ordered delivered, etc. ➤ Fulfill orders in time for apparel to be ready for start of baseball season
<p>De Pere 14's Classic Tournament Concessions</p> <p>Coordinator: Suzanne Rukamp</p>	<p>Volunteers to line up volunteers to work in the concession stand, purchase product/stock stand, help with setup/cleanup, manage stand weekend of tournament</p> <p><u>Committee Members:</u> * _____ * _____</p>	<p>Coordinate concessions for the 14's Classic Tourn July 21-23</p>	<p>June – planning July – finalize volunteers, stock concession stands Day of Event – manage stand</p>	<p>(included in total concessions)</p> <p>** plan to serve brats and burgers; purchase them and get volunteers to grill them the morning of the tournament; find roasters to use to keep warm, have them deliver in them all set to go;</p>	<ul style="list-style-type: none"> ➤ Coordinate concessions & volunteers for the tournament (include scoreboard & fieldwork - possibly) ➤ Work with DADS Tourn Director on schedule – need this to plan volunteers ➤

<p>50/50 Raffles</p> <p>Coordinator: Jenny Greenaway</p>	<p>Parents & players to sell raffle tickets at home basketball games</p>	<p>Coordinate supplies & volunteers needed to run 50/50 raffles at select Girl's home basketball games</p>	<p>Sept/Oct – planning w/other groups</p> <p>Nov-Jan –run 50/50 raffles at games</p>	<p>\$200- depends on crowd and workers</p>	<ul style="list-style-type: none"> ➤ Determine supplies needed to run the 50/50 raffle – tickets, buckets, signs, table, etc. ➤ Sign up volunteers and put together a schedule for all games
<p>Team Posters</p> <p>Coordinator: Deb Ott</p>	<p>Coordinator, volunteers to hang posters in area businesses</p> <p>** plan to take separate photos – one early for the posters and then as usual once the season is underway for the respective teams</p>	<p>Promote the baseball program at the high school and within the community</p>	<p>Mar – line up Harmann to take team photos</p> <p>Mar- plan poster layout</p> <p>Late Mar/Early April – get schedules and photos to printer & make posters</p> <p>Early April – hang posters around town</p>	<p>Expense \$200</p>	<ul style="list-style-type: none"> ➤ Coordinate work to create a Baseball Poster to be hung at area businesses - varsity team photo, all team schedules ➤ Work with Coaches to determine date/time for team photos ➤ Schedule photos w/Harmon ➤ Work with Heyrman Printing on poster layout ➤ Work with Athletic Director to get final schedules for Frosh, JV & Varsity ➤ Provide photos & schedules to Heyrman for poster, approve final layout ➤ Work with volunteers to get posters up at area businesses and schools
<p>Promote De Pere High School Baseball Program</p> <p>Coordinator: * _____</p>	<p>Committee needed to come up with and follow-thru with activities that promote the baseball program.</p> <p><u>Committee Members</u></p> <p>* _____</p> <p>* _____</p> <p>* _____</p>	<p>Promote the baseball program at the high school and within the community</p>			<ul style="list-style-type: none"> ➤ Make sure games are announced during announcements at school ➤ Put up signs reminding students of all games, all levels ➤ Offer ‘coupons nights’ or ‘free popcorn nights’ for students – show ID card, for example – to encourage attendance at games.

Fall Ball Concessions Coordinator: Suzanne Rukamp	Line up volunteers, open/close for all games <u>Committee Members</u> Deb Ott * _____ * _____	Provide concessions @ Fall Ball games	Sept/Oct	Concession \$\$ included in concessions income	<ul style="list-style-type: none"> ➤ Line up volunteers for all Fall Ball home games at Redbird, as well as open/close people. ➤ Manage concession supplies – plan to sell out during Fall Ball
Fall Ball Uniform T-Shirts Coordinator: Chris Betcher		Order T-shirts for use by Fall Ball Team		Expense for Tshirts (Approx \$250)	<ul style="list-style-type: none"> ➤
Skills Clinic Coordinators: Cindi Siebert	Members to assist in organizing, Volunteers to assist the day of the event <u>Committee Members</u> Cindi Siebert Kris Ledetka Cathy Hendricks Bob Van Rens Bill Ryan * _____ * _____	Coordinate a Youth Baseball Skills Clinic For 2006, age group was grade 3-5 and 6-8.	Sept/Oct – work with AD to determine date/time of event Jan/Feb – prepare registration forms, get out to all schools Feb/Apr – coordinate event w/coach/player volunteers Day of Event – coordinate event activities	\$500	<ul style="list-style-type: none"> ➤ Work with the Athletic Director to obtain gym time ➤ Determine how skills clinic to be organized, run, etc. ➤ Determine equipment needed for the clinic & find source for the day of event ➤ Determine age group to offer clinic to ➤ Organize communications, forms, etc. ➤ Manage sign-up process ➤ Coordinate volunteers to run the event – coaches, players to ‘coach’, others for sign-in, selling of t-shirts, hats, etc. ➤ Plan for food/beverages for coaches/players running the event

<p>Used Equipment Sale</p> <p>Coordinator: Jay Siebert</p>	<p>Coordinator, volunteers to bring their 'used' equipment to sell, volunteers to work on day of event</p> <p><u>Committee Members</u> Jay Siebert Todd Hendricks</p>	<p>Raise \$\$ for Booster Club</p> <p>People being equipment to sell, Booster Club gets % of sale</p>	<p>Plan for day of Skills Clinic</p>		<ul style="list-style-type: none"> ➤ Advertise the event, get people to bring their used equipment for the sale ➤ Tag all items – name/price/etc. ➤ Determine % to Booster Club (maybe 20%) ➤ Put up signs to advertise event, get the word out to coaches/players ➤ If items available ahead of time, put list on website
<p>NCAA Fundraiser</p> <p>Coordinator: Deb Ott</p>	<p>Volunteers needed to sell tickets – assume each player receives some to sell</p> <p><u>Committee Members</u> * _____ * _____</p>	<p>Raise \$\$ for Booster Club</p>	<p>Feb – work with Greg De Cleene to determine date & # of tickets</p> <p>Early Mar – plan for selling; distribute tickets (players/others)</p> <p>4 weeks prior to event – sell tickets</p>	<p>\$850</p>	<ul style="list-style-type: none"> ➤ Work with Greg to see if he might be able to have a separate room for kids under 21. Would likely sell more tickets if this were available. ➤ Get tickets from Greg, inventory them, assign to players to sell, collect tickets/\$\$ at end of selling timeframe ➤ Return all tickets/\$\$ to Greg
<p>Away Game Meals</p> <p>Coordinator: Jenny Greeneway</p>	<p>Volunteers needed to help pick up food and deliver it to the players bus prior to their departure</p> <p><u>Committee Members</u> * _____ * _____</p>	<p>Support Team</p>	<p>Mar-June</p>	<p>Expense \$\$</p>	<ul style="list-style-type: none"> ➤ ID the games that food would be provided ➤ Communicate this to coaches/players so that they are aware ➤ On game day, purchase food and deliver it to the bus prior to their departure

<p>Bus Upgrades</p> <p>Coordinator: Jenny Greenaway</p>	<p>Work with Athletic Director; Need to coordinate with Softball Booster Club, as Baseball/Softball share buses</p>		<p>March</p>	<p>\$\$ per game to upgrade the bus</p>	<ul style="list-style-type: none"> ➤ ID the games that an upgraded bus is requested ➤ Work with AD to schedule the change in type of bus ➤ Provide payment for the difference
<p>Restroom Facilities @ Redbird</p> <p>Coordinator: Deb Ott</p>	<p>Work with Athletic Director to make the restroom facilities as ‘nice’ as possible, given they are still port-a-pottys</p>		<p>Feb/Mar</p>	<p>Possible cost if upgrades are done that are not covered by the district</p>	<ul style="list-style-type: none"> ➤ Contact AD to provide suggestions for how to improve the portable restrooms at Redbird ➤ Ex. handicap assessable, sink/soap/towels, etc.
<p>Travel Team Uniforms</p> <p>Coordinator: Deb Ott</p>		<p>The Uniform Manager will manage the uniforms for the De Pere Baseball Booster Club Travel Teams.</p>		<p>Charge players \$\$for hats & socks; Let them use uniform top and belts – they keep hat/socks.</p>	<p>Responsibilities include the following:</p> <ul style="list-style-type: none"> ✓ Keep accurate inventory of all uniforms and report this to the Booster Club on a regular basis ✓ Issue uniforms to the travel team coaches – inventory all uniforms turned over to the travel team (via signed form) ✓ Receive all issued uniforms back from travel team coaches. Report on any missing/abused equipment. ✓ Store uniforms ✓ Purchase hats & socks in April/May timeframe (need by June 1) ✓ Purchase replacement belts and uniform shirts (as needed) ➤ Provide a report to the Booster Club at the end of the season on uniform status

<p>Equipment Manager</p> <p>Coordinator: Todd Hendricks</p>		<p>The Equipment Manager will manage all the equipment for the De Pere Baseball Booster Club Travel Teams.</p>			<p>Responsibilities include the following:</p> <ul style="list-style-type: none"> ✓ Keep accurate inventory of all equipment and report this to the Booster Club on a regular basis ✓ Issue equipment to the travel team coaches – inventory all equipment turned over to the travel team (via signed form) ✓ Receive all issued equipment back from travel team coaches. ✓ Clean & inspect equipment – update inventory information accordingly ✓ Store equipment ➤ Provide a report to the Booster Club at the end of the season on equipment status (missing/abused equipment, needing replacement, etc.)
<p>Travel Team Hats & Socks</p> <p>Coordinator: Deb Ott</p>	<p>Need volunteers to design a hat to be worn by our travel team players, as well as have it produced</p> <p><u>Committee Members</u> Jenny Greeneway</p>	<p>Provide hats & socks for travel team players</p>		<p>For '07, design new hat</p>	<ul style="list-style-type: none"> ➤ Check on vendor options ➤ Determine design ➤ Order hats (50+) ➤ Order socks ➤ Needed by June

<p>Travel Teams Tournaments - Policy</p> <p><u>Committee:</u> Jay Siebert Craig Maricque Deb Ott Jeff Hoeksma Kris Liedetka Cindy Nehring Steve Rukamp Denis Schadrie Jerry Henrigillis Mike Dawson</p> <p>Need a leader**</p>	<p>Develop Policy for Travel Teams & Organize as needed</p> <p>Need to talk about this relative to DADS -tryouts required</p> <p>**Need to be in sync with what WDP is doing relative to Travel Teams</p>			<p>Involves:</p> <ul style="list-style-type: none"> ➤ Coach Selection ➤ Player tryout and selection process ➤ Registering teams in tournaments ➤ Equipment ➤ Communication of Travel Team process ➤ Hats (order early) ➤ Socks ➤ Uniform Pants 	<ul style="list-style-type: none"> ➤ Collect \$15 per tournament fee from each of the teams ➤ Typically each team in 3-4 tournaments, so \$30/\$30 per player plus \$15 for hat/socks ➤ This fee offsets costs, remaining entry fees paid by Booster Club
<p>Proactive Planning for Team Success</p> <p>Coordinator: * _____</p>	<p><u>Committee Members</u> * _____ * _____ * _____</p>	<p>Need to determine what we'd do for teams Conference Champs, Regional, Sectional Success, Teams going to State, etc.</p>			<ul style="list-style-type: none"> ➤ Organize T-shirts/hats – determine how to be paid for (reduced cost??) ➤ Provide upgraded bus ➤ Provide food/beverages for player bus ➤ Organize tailgate/celebrations – solicit businesses for donations (talk about what WDP did – huge donations made)
<p>Website Content “Wall of Fame”</p> <p>Coordinator: * _____</p>	<p>Coordinator to pull together information on past players to provide to Webmaster</p> <p><u>Committee Members</u> * _____ * _____</p>	<p>Provide recognition to De Pere Players who have had success beyond High School via Website</p>	<p>**clear any approvals needed to post info</p>	<p>\$0</p>	<ul style="list-style-type: none"> ➤ Use Legion website as a starting point ➤ Get info from Coach Riddle & AD

<p>Signs @ Redbird to recognize Team's success (in past years & going forward)</p> <p>Coordinator: * _____</p>	<p><u>Committee Members</u> * _____ * _____</p>	<p>Promote High School team</p> <p>Idea would be to have signs that look like baseballs with things like Bay Champ 2005/2006 and put them on the back of the dugouts at the field.</p>	<p>Anytime for initial signs, then check annually if anything new to add</p>	<p>No income, this would be an expense</p>	<ul style="list-style-type: none"> ➤ Determine what type of success to recognize & gather details (contact AD/Coach Riddle) ➤ Contact United Sign for options on signs/costs ➤
<p>Redbird Field Sign</p> <p>Coordinator: * _____</p>	<p><u>Committee Members</u> * _____ * _____</p>	<p>Promote High School team</p> <p>** Could this be a sign with scrolling display –to show game of the day?</p>	<p>Anytime.</p>	<p>No income, this would be an expense</p>	<ul style="list-style-type: none"> ➤ Determine what type sign we want & work with school district for guidelines on what can be done ➤ Contact United Sign for options on signs/costs ➤ Produce sign & put in place
<p>Facilities Committee</p> <p>Coordinators: Chris Betcher Jenny Greenway Jay Siebert</p>		<p>Work with District to be aware of planned changes relative to Baseball, as well as how the Booster Club could help to move up timelines with funding</p>			<ul style="list-style-type: none"> ➤
<p>Scholarship</p> <p>Coordinator: Jenny Greenway</p>		<p>Offer scholarship to seniors playing baseball for De Pere High School</p>		<p>One annual scholarship of \$1000</p>	<ul style="list-style-type: none"> ➤ Put together scholarship form ➤ ID group to review applications and make decisions ➤ Award scholarships

Video Equipment Coordinator: Deb Ott	<u>Committee Members</u> Craig Maricque * _____ * _____	Acquire equipment for videotaping games and for use during practice as coaching aid	<i>For 2007 – this is on HOLD – coaches are unsure if they would make use of this equipment</i>	TBD - expense	<ul style="list-style-type: none"> ➤ Determine type of equipment needed & cost ➤ Purchase equipment ➤ Line of volunteers to tape games ➤ Determine process for using equipment (storage, use, etc.)
Kentucky Trip for Spring Training Coordinator: Deb Ott			Jan-Mar		<ul style="list-style-type: none"> ➤ Determine dates from Coach Riddle ➤ Work out details of travel, resort into, games, etc. ➤ Communicate with the families going ➤ Provide info, maps, etc.
Bulletin Board @ School Coordinator: Cristin Beyer	<u>Committee Members</u> * _____ * _____				<ul style="list-style-type: none"> ➤ Acquire Bulletin Board at HS ➤ Determine what to post ➤ Keep info current during the season
Scrapbook for Varsity Season Coordinator: * _____	<u>Committee Members</u> * _____ * _____				<ul style="list-style-type: none"> ➤ Gather any articles on games ➤ Gather photos ➤ Put together a scrapbook for the season & make copies for the team/coaches
Photos @ games Coordinator: * _____	<u>Committee Members</u> * _____ * _____				<ul style="list-style-type: none"> ➤ Coordinate parents to take photos at games for on bulletin board, website, scrapbook, yearbook, etc. ➤ If digital, determine process for getting them and distributing them
Homecoming	This was brought up as a possible fundraiser.				<ul style="list-style-type: none"> ➤

<p>Scoreboard & Announcers for home games</p> <p>Coordinator: DPHS Athletic Department</p>	<p>Work with Athletic Director to coordinate volunteers to run scoreboard home games</p> <p>Varsity Games – scoreboard & announcer</p> <p>JV & Freshman Games – scoreboard, minimum</p>	<p>Staff Scoreboard for all home games</p>	<p>Aug/Sept – work with AD early on this to make sure costs to cover these workers are planned for.</p>	<p>none</p>	<ul style="list-style-type: none"> ➤ Work with AD to confirm workers for all Varsity games – scoreboard & announcer. . ➤ Work with AD to line up workers for all JV & Freshman games – scoreboard minimum. ➤ Check on equipment, instructions, etc.
<p>Programs</p> <p>Coordinator: DPHS Athletic Department</p>	<p>Athletic Director will coordinate the work needed to produce programs and provide them for all home games</p>	<p>Support & promote Baseball Program</p>		<p>none</p>	<ul style="list-style-type: none"> ➤ No additional work needed unless we want to enhance our programs ➤ Programs with all 3 teams on one side w/visiting team on the other will typically be what is provided