

SHS JROTC Stadium Clean-Up Detail Reference Guide

The purpose of this document is to provide general guidance about the stadium clean up detail process for the day after home games during the football season. If you are volunteering thank you for your support! Below is the information you need in order to know where to check-in and what your duties will be during your volunteer time.

SIGN-UP

Sign-up via the SHS JROTC Website: www.sparkmanjrotc.org

Choose the Volunteer tab at the top of the Home page. You will see the link(s) for Stadium Clean-Up Detail. Choose the date you want to volunteer to help out & fill in the form with your information.

Volunteers are to report to the JROTC class room at 7am the morning after home games. Meet your Volunteer Coordinator for the event, sign in and get your supplies for clean-up detail. Gloves and trash bags are provided for you.

DUTIES

JROTC Booster Club is hired by the Band Boosters to provide clean-up the day after all home football games. All volunteers will help to pick up trash from the bleachers, under the bleachers, behind the bleachers in the grass area and all parking lots surrounding SHS and S9. All trash bins will be moved to the front of the Stadium gate and staged for pick up. Any trash that does not fit into the bins will be placed in the large dumpsters near the cafeteria back door. This event usually takes less than two (2) hours. Before leaving, please seek out the Volunteer Coordinator and sign out.

VOLUNTEER COORDINATOR

The Volunteer Coordinator is an active member of the volunteer committee and is in charge of this Fundraising Event. The Coordinator will have a sign-in sheet for every volunteer and make sure everyone has all of the supplies needed for their task. Volunteer Coordinator will brief all volunteers prior to clean-up and help with the clean-up. It is the responsibility of the Volunteer Coordinator to insure everything is done to the highest of standards before volunteers are thanked for their hard work and depart.

The Volunteer Coordinator will note start and finish times on the sign in sheet, take a picture of the sheet and send it to the Volunteer Committee Chair. Then turn the sheet in at a convenient time. Coordinator will also take an inventory of supplies and notify Committee Chair if restock is needed.

VOLUNTEER COMMITTEE/CHAIR

The Volunteer Committee Chair will make sure all volunteer hours are entered into the tracking spreadsheet and report at the end of the month to the Board Representative of the committee. Committee Chair will report any problems to the Board representative and any supply needs.