# Appendix

The appendix includes sample material for communication, the detailed activity list with estimated hours, and the preliminary automation tool assessment.

## Sample Work Bond Timesheet

**Piscataway Soccer Club**

**Work Bond Time Sheet**

**Travel and Instructional program**

|  |  |
| --- | --- |
| Volunteer Name: | Player(s) |
| Address: | Team(s) |
| City: | Zip Code: |
| Phone: | email: |

***Work Bond –*** Each family is required to work t*he fall/spring tournament* to help with fundraising for our volunteer organization. It is the volunteer’s responsibility to properly document the hours you have given to the Club. To receive proper credit for completion of your obligation, **YOU MUST SIGN IN AT THE SNACK STAND or EVENT PRIOR TO STARTING YOUR VOLUNTEER ASSIGNMENT. *DO NOT GIVE YOUR WORK BOND TIME-SHEET TO YOUR COACH or Team manager!*** You must mail in your completed, signed work bond sheet to us at: Piscataway Soccer Club – Work Bond Committee, P.O. Box **6984, Piscataway, NJ 08854 or bring it to a general membership meeting**. Completed work bond forms are due **no later** than **November 30 2014 (Fall Season) and June 30, 2015 (Spring season).** If you fail to submit your completed work bond form by these dates, you will forfeit your work bond to the PSC. No exceptions will be made. **Work bonds *will not* be carried over to the following season. Thank you for your dedicated volunteer service!**

**Tournament Requirement (assignment based)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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|  |
| --- |
| Date |

 | Volunteer | Time Worked | Function Worked | Verified By(Official Use only) |
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**Other Volunteer activity:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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| --- |
| Date  |

 | Volunteer | Time Worked | Function Worked | Verified By(Official Use only) |
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## Sample Completed Work Bond Timesheet – Team Management

**Piscataway Soccer Club**

**Work Bond Time Sheet**

**Travel and Instructional program**

|  |  |
| --- | --- |
| Volunteer Name: John Doe | Player(s) Jesse and James Doe |
| Address: 1 Main St | Team(s) Ins U8 Eagles and Travel U9 Sharks |
| City: Piscataway | Zip Code: 08854 |
| Phone:  | email: xxx@provider.com |

***Work Bond –*** Each family is required to work t*he fall/spring tournament* to help with fundraising for our volunteer organization. It is the volunteer’s responsibility to properly document the hours you have given to the Club. To receive proper credit for completion of your obligation, **YOU MUST SIGN IN AT THE SNACK STAND or EVENT PRIOR TO STARTING YOUR VOLUNTEER ASSIGNMENT. *DO NOT GIVE YOUR WORK BOND TIME-SHEET TO YOUR COACH or Team manager!*** You must mail in your completed, signed work bond sheet to us at: Piscataway Soccer Club – Work Bond Committee, P.O. Box **6984, Piscataway, NJ 08854 or bring it to a general membership meeting**. Completed work bond forms are due **no later** than **November 30 2014 (Fall Season) and June 30, 2015 (Spring season).** If you fail to submit your completed work bond form by these dates, you will forfeit your work bond to the PSC. No exceptions will be made. **Work bonds *will not* be carried over to the following season. Thank you for your dedicated volunteer service!**

**Tournament Requirement (assignment based)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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|  |
| --- |
| Date |

 | Volunteer | Time Worked | Function Worked | Verified By(Official Use only) |
|  |  |  |  |  |

**Other Volunteer activity:**

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| --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| Date  |

 | Volunteer | Time Worked | Function Worked | Verified By(Official Use only) |
| 3/2/2014 | Team Management | 3.0 | Head Coach |  |
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## Sample Completed Work Bond Timesheet – Other

**Piscataway Soccer Club**

**Work Bond Time Sheet**

**Travel and Instructional program**

|  |  |
| --- | --- |
| Volunteer Name: John Doe | Player(s) Jesse and James Doe |
| Address: 1 Main St | Team(s) Ins U8 Eagles and Travel U9 Sharks |
| City: Piscataway | Zip Code: 08854 |
| Phone:  | email: xxx@provider.com |

***Work Bond –*** Each family is required to work t*he fall/spring tournament* to help with fundraising for our volunteer organization. It is the volunteer’s responsibility to properly document the hours you have given to the Club. To receive proper credit for completion of your obligation, **YOU MUST SIGN IN AT THE SNACK STAND or EVENT PRIOR TO STARTING YOUR VOLUNTEER ASSIGNMENT. *DO NOT GIVE YOUR WORK BOND TIME-SHEET TO YOUR COACH or Team manager!*** You must mail in your completed, signed work bond sheet to us at: Piscataway Soccer Club – Work Bond Committee, P.O. Box **6984, Piscataway, NJ 08854 or bring it to a general membership meeting**. Completed work bond forms are due **no later** than **November 30 2014 (Fall Season) and June 30, 2015 (Spring season).** If you fail to submit your completed work bond form by these dates, you will forfeit your work bond to the PSC. No exceptions will be made. **Work bonds *will not* be carried over to the following season. Thank you for your dedicated volunteer service!**

**Tournament Requirement (assignment based)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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| --- |
| Date |

 | Volunteer | Time Worked | Function Worked | Verified By(Official Use only) |
|  |  |  |  |  |

**Other Volunteer activity:**

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| --- | --- | --- | --- | --- | --- |
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|  |
| --- |
| Date  |

 | Volunteer | Time Worked | Function Worked | Verified By(Official Use only) |
| 3/2/2014 | Field Maintenance | 1.5 | Field Building | <No Signature> you will sign sign-up sheet at event |
| 3/20/2014 | Field Maintenance  | 1.0 | Field Lining  | <Coaches Signature> |
| 4/1/2014 | Event | 1.0 | Concession Stand | <No Signature> you will sign sign-up sheet at event |
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## Sample Committee or Event Sign-in sheet

**Committee or Event Sign-up Sheet**

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| --- | --- |
| Volunteer Coordinator Name:  |  |
| Committee or Event Name: |  |
| Location:  |  |
| Date:  |  |
| Awarded Hourly Credit: |  |
| Comments: |  |

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| Team Represented  |

 | Printed Parent Name: | Parent Signature | Check-in Time | Check-out time | Awarded Hourly Credit <Official Use Only>  |
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## Sample publication and web page content

**Volunteer Information**

**Work Bond Program**

**Please note this is for Fall 2013 & Spring 2014**

A work bond program is a program where each parent submits an additional fee to the league upon registration. After completing a predetermined number of volunteer assignments, the fee is returned to the family.

Many clubs across the State of New Jersey have instituted a work bond program due to the lack of available volunteers in years past. PSC requires a work bond program for the Travel and Recreation Programs since our organization is only as good as its volunteers.

We are finding it more difficult every year to get people to volunteer their time with essential functions such as field lining, hanging / removing nets, Coaching and most importantly helping with our tournaments. The tournaments are our single most important fund raiser, which allows us to keep our general fees lower as well as offer you more for your money. We need the help from our parents to continue the success of our programs.

**For Recreation and Travel - To sign up for Activities below - here’s how it works in 3 easy steps:**

 .1. **For Travel Click this link** to go to our invitation page.

**Instructional** **Click this link** to go to our invitation page.

   2. **Enter your email address:** (You will NOT need to register an account)

   3. **Sign up!** Choose your spots, coaching volunteers and team managers will be handled through the registration process.

**To Print the Volunteer Completion Form for Instructional, please click here.<will replace with our link>**

**To Print the Volunteer Completion Form for Travel, please click here.<will replace with our link>**

**The work bond fee is $50 per family**. **The work bond checks will be held by PSC, your check will be returned to you or disposed of upon completion of your volunteer duties. If you do not submit your check, your child will not be able to play until the club receives your check. (For Travel or Instructional). You must be 18 years old or older to qualify for the work bond program. If your child or children play both Travel and Recreation, you will only be required to fill your Travel work bond requirement. Your volunteer work will be for both programs.**

**For Travel players, these dated checks will be submitted to your coach when you submit your paperwork (code of conduct, etc.). The work bond checks will be held by the PSC Treasurer. Every travel family will be required to fulfill 3 hours of total volunteer service per season and 3 hours during the Fall classic Tournament.  The selection of volunteer work is on a first come first serve basis.**

 **For Instructional players, these dated checks will be submitted to your coach when you submit your paperwork (code of conduct, etc). The work bond will be held by the PSC Treasurer. Every Instructional family will be required to fulfill a minimum of 3 hours per season including Fall opening ceremony and/or Spring closing ceremony. Instructional families will also need to fulfill a 3 hour activity during a Piscataway tournament. The selection of volunteer work is on a first come first serve basis.**

You may choose not to volunteer and to forfeit your deposit. However, we certainly hope that you choose to provide assistance to the Club!

There will be many ways in which parents can volunteer their time to recuperate their work bond. We are hoping that everyone will assist the club with their time and therefore no one will surrender their work bond.

Majority of the ways to recuperate your work bond will include:

* Head Coach - meets full requirement (no tournament activity required)
* Assistant Coaches (max 2 per team)
* Team parent/Treasurer/Manager – (1 per team)
* Picture Day Coordinator
* Sage Representative (1 per season per team)
* Field Marshal
* Committee Volunteers
* Field Maintenance (i.e. field lining, net removal and hanging)
* Tournament Committee
* Tournament Volunteer various functions include but not limited to: registration, field marshals and raffle, concessions, field maintenance, and garbage removal.

Please help make our club successful!

It is the volunteer’s responsibility to properly document the hours you have given to the Club. Upon completion of your obligation, you must have your time sheet validated by your team head coach or the committee coordinator in charge of your work. ***DO NOT GIVE YOUR WORK BOND TIME-SHEET TO YOUR COACH or Team Manager! While they must validate your sheet,*** you must turn in your completed, signed work bond sheet at the general membership meeting, or via email or by mailing to us at:

Piscataway Soccer Club – Work Bond Committee, P.O. Box **6984, Piscataway, NJ 08854**

Completed work bond forms are due no later than **November 30,2013 (Fall Season) and June 30, 2014 for the Spring Season**. If you fail to submit your completed work bond form by this date or fail to complete your work bond assignment, you will forfeit your work bond to the PSC. No exceptions will be made. Work bonds ***will not***be carried over to the following season.

 If you have any questions, please contact:

 The PSC Work Bond Volunteer Coordinator