

# ELIGIBLE JOB RESPONSIBILITIES FOR VOLUNTEER HOURS

## JOBS THAT QUALIFY FOR VOLUNTEER HOURS:

JOB	ESTIMATED DATES
<b>Concession Stand</b>	October-March
<b>Cleaning:</b> sweep or vacuum locker rooms and bleachers, clean windows, bathroom, pick up around the rink	Anytime. This can be done while you are waiting during practices!
<b>Setup Boards</b>	Mid October
<b>Take Down Boards</b>	Early March
<b>High School Games:</b> ticket taking, concession stand, announcing, scoring, clock, and penalty box	November - February
<b>Youth Games:</b> concession stand, announcing, scoring, clock, and penalty box	October-March
<b>Zamboni:</b> 1/2 hour for each resurface, 2 hours max/game	October-March
<b>Badger State Games</b>	Last weekend in January-if hosting
<b>State Tournament</b>	March if hosting
<b>Try Hockey for Free Day</b>	November
<b>Craft Sale:</b> concession, cook for breakfast, clean tables and dishes, help crafters carry in	As Scheduled
<b>Steak Feed:</b> kitchen help, waitress, tickets and bartender	April
<b>Registration</b>	August-December
<b>Certified Coaching:</b> need to be present at practice and games -10 hours max.	October-March
<b>Manager for Team</b>	October-March
<b>Game Scheduler</b>	Mainly August-changes thru season
<b>Website Administrator</b>	Throughout the year
<b>Writing Newsletter</b>	Throughout the year
<b>Board of Directors:</b> board meetings, 1 hour per meeting-10 hours max.	Throughout the year
<b>Board Meetings:</b> attended by association members -1/2 hour per meeting-5 hours max.	Throughout the year
<b>Committee Service-hour per hour served</b>	Throughout the year
<b>Volunteer Hour Coordinator</b>	Throughout the year
<b>Concession Stand Coordinator</b>	Throughout the year
<b>Maintenance Jobs:</b> with prior approval by BOD or Rink Manager	Throughout the year
<b>Special Events</b>	Throughout the year

## JOBS THAT DO NOT QUALIFY FOR VOLUNTEER HOURS:

JOB	ESTIMATED DATES
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<b>Parents Helping on Ice:</b> during practice or a game-not certified	October-March
<b>Working Offsite Events</b>	Throughout the year

*\*Please note if you have ideas of projects or services that you think might apply to the hockey program volunteer hours please contact a board member for prior approval. Thank you!*

REVISED: 11/5/2015