

Social/Spirit Committee Volunteer Handbook

The Social/Spirit Committee is comprised of a chairperson and many team leaders ...there is lots of socializing and spirit involved in a summer swim team!! If there isn't a team lead associated with an area and you are interested in providing leadership, please contact Christie Latona at 301-928-5733 or latona@me.com.

This handbook is an initial attempt to list responsibilities, tasks and timelines for each social/spirit team with the contact information for each team leader. This is a work in progress. If you are a team lead, please write up and/or modify the steps involved in your position so that new volunteers and team leads know exactly what is involved for each area.

We have included lists of folks who volunteered in particular areas when they registered. Volunteers, *if you haven't heard from anyone a week prior to your scheduled task, please be in contact with your team lead to confirm.* If life happens and it turns out you have a scheduling conflict during a time you have signed up to serve, *it is your responsibility to find a replacement.* If all of us do this, it makes it much easier and less stressful for all.

Getting the Word Out

In addition to posting flyers on the swim team bulletin board, please send any publicity and attachments via email to Allie Plihal (aplihal@aol.com) by Sunday evening. She will send out an email blast each Tuesday to the entire team. You may write as little or as much as you want. At minimum, please send her copies of anything you post and corrections/updates to items you are responsible for. Finally, include your preferred contact information so that if she has questions, she knows where to go for answers.

Serpent Snackbar Team

Leader: Trish Ott

The snack bar is open each home meet (including time trials). The responsibility of the team lead is to:

1. Keep an inventory of items for sale—identify the big money makers
2. Provide a list of items to the shopper
3. Coordinate snack bar donations
4. Set-up, staff and close the snack bar during all home events
5. Do an end of the year clean out of the shed
6. Help the team make as much money as possible. There are rules regulating all MCSL snack bar sales. We must provide a receipt for all goods sold. Trish will be contacting those who signed up to bring donations with more details. **ALL FAMILIES ARE RESPONSIBLE FOR DONATING ITEMS TO BE SOLD AT 2 SNACKBAR SESSIONS.**

Here is the snackbar worker schedule for 2010. If you have a conflict, it is your responsibility to find a replacement. The snackbar is set up 1 hour prior to the meet and we will need people to begin working 30 minutes prior to the meet.

6/12		
Diane & Ted Gload	301-384-3444	tdgload@verizon.net
Allie & Dave Plihal	301-384-9078	aplihal@verizon.net
Paco & Piedad Jacome	301-989-1162	rumbero1963@yahoo.com
6/23		
Drew & Joanne Deshler	301-879-4684	adeshler@mac.com
Jamie & Theresa Dowdall	301-879-5636	james.dowdall@ncr.com
Patty Parachini & Bruce Ferguson	301-879-0646	pattyparachini@verizon.net
Pat & Myndee Kerner	301-384-1109	patmyn@verizon.net
Rick & Lynette Scaffidi	301-252-7505	lynette.scaffidi@comcast.net
Mollie & Scott Weikert	301-388-0139	Molliesings@verizon.net
Catherine Stanton	301-384-3389	catherine_Stanton@yahoo.com
Charon Wallace	301-438-2592	charon47@msn.com
Marcus & Daniela Wiggins	301-879-1787	marcuswig@gmail.com , Dwiggins@gmail.com
7/3		
Allie & Dave Plihal	301-384-9078	aplihal@verizon.net
Lisa Reyes	301-384-2526	lisajreyes@gmail.com
Catherine Stanton	301-384-3389	catherine_Stanton@yahoo.com
Larry & Jackie Bateman	202-745-8000	bateman_05@hotmail.com

7/10—NEED MORE VOLUNTEERS!!!		
Rick & Lynette Scaffidi	301-252-7505	lynette.scaffidi@comcast.net
Tammie & Terrence Thomas	301-879-5092	Tammie621@yahoo.com
7/14		
Jamie & Theresa Dowdall	301-879-5636	james.dowdall@ncr.com
Pat & Myndee Kerner	301-384-1109	patmyn@verizon.net
Roland & Franka Tirado	301-518-6943	ftirado4@hotmail.com
Chris & Colleen Roux	301-384-1155	colleen_m_roux@mcpsmd.org
Larry & Jackie Bateman	202-745-8000	bateman_05@hotmail.com

Donut Breakfast Team

Leader: Sarah Kessous (301-384-6565)

Donut Breakfast happens every Thursday morning practice. The responsibility of the Team Lead is to:

1. Negotiate the best price possible from area donut shops (Cloverly Safeway, Colesville Giant) each summer.
2. Set the standing order with the winning vendor.
3. Assign and manage a donut runner, juice donators, and hostesses for each donut breakfast. Posting the assignments on the bulletin board and on the web can be a useful

The standing order for a team of 150 registered swimmers is between 10-12 dozen. We recommend starting with 12 dozen at the first breakfast and then adjust for subsequent breakfasts. We have found that keeping the order simple—like $\frac{1}{4}$ glazed, $\frac{1}{4}$ sugar, $\frac{1}{4}$ vanilla frosted with sprinkles, $\frac{1}{4}$ chocolate frosted with sprinkles—is MUCH better than a wide variety of donuts.

- The donut runner is responsible for making sure the donuts are at the pool no later than 9:00 a.m. on Thursday mornings. The donut runner:
 - goes to the Cloverly Safeway bakery at 8:15 a.m. to pick up the Stonegate Swim Team donuts.
 - pays for the donuts and then
 - brings them to the pool.

The boxes of donuts should go on the tables against the bulletin board in the pavilion. Then place a completed reimbursement form and receipt for donuts in the pool treasurer's box in the guard office.

- The host/hostess(es) is responsible for setting up and managing the juice and donuts throughout the practices. Donut breakfast is served after each practice and to help kids get through the line, we have found it useful to pre-pour the juice.
 - Get juice, cups and napkins out of the pump room (the juice should be in the refrigerator.)
 - Set up the food line so kids pick up a napkin, then donut, then cup of juice. You may have to remind kids to take only one. There should be donuts left over after the last morning practice. These donuts will be distributed by coaches to kids who come to Thursday evening practice.
 - 15 minutes before the end of practice pour enough juice for the kids currently in the pool.
- The juice donator(s) is responsible for bringing 4 gallons (total) of juice for each donut breakfast.
 - Check how much juice is in the refrigerator and buy accordingly.

- Place juice in the refrigerator in the pump room before 8:30 on Thursday morning.

Here are the volunteers for Donut Breakfast for the 2010 season. Sarah will be contacting you about which role (runner, juice donator or hostess) you are needed to play. Obviously not all will be needed to each week so wait for Sarah's assignment.

6/24		
Patrick & Theresa Curtis	301-879-3213	ptjcurtis@verizon.net
Laura & Jim Logan	301-384-4050	morefromlaur@yahoo.com , jjimlogan@gmail.com
Sienna & David Nelson	301-384-1159	siannel@yahoo.com
Tammie & Terrence Thomas	301-879-5092	Tammie621@yahoo.com
Jeremy & Lisa Caplan	301-384-4525	lisa@lawair.com
Jennifer & Grant Willis	301-879-4540	grantandjen@msn.com
7/1		
Stephen & Jane Anderson	301-879-2882	sja905@aol.com
Jeanine Batchelor	301-879-2116	jbatchelor@aol.com
Catherine Stanton	301-384-3389	catherine_Stanton@yahoo.com
Karen White	301-384-4817	kswhite710@verizon.net
Beth Janoff	301-879-4835	bjanoff@verizon.net
Jeremy & Lisa Caplan	301-384-4525	lisa@lawair.com
Jennifer & Grant Willis	301-879-4540	grantandjen@msn.com
7/8		
Lisa Reyes	301-384-2526	lisajreyes@gmail.com
Beth Janoff	301-879-4835	bjanoff@verizon.net
Roland & Franka Tirado	301-518-6943	ftirado4@hotmail.com
Jeremy & Lisa Caplan	301-384-4525	lisa@lawair.com
Marjie & Kevin Dewey	301-758-0760	marjie.dewey@gmail.com
Jennifer & Grant Willis	301-879-4540	grantandjen@msn.com
7/15		
Elisa & Stephen Graham	301-879-4759	ligrpah@aol.com
Robert & Diana Johnston	301-879-3788	stonegate2000@aol.com
Debbie Seabold	240-433-1164	Debbie@glenmontdesign.com
Mollie & Scott Weikert	301-388-0139	Molliesings@verizon.net
Chris & Colleen Roux	301-384-1155	colleen_m_roux@mcpsmd.org
Jennifer & Grant Willis	301-879-4540	grantandjen@msn.com
7/22		
Robert & Diana Johnston	301-879-3788	stonegate2000@aol.com
Debbie Seabold	240-433-1164	Debbie@glenmontdesign.com

Karen White	301-384-4817	kswhite710@verizon.net
Jennifer & Grant Willis	301-879-4540	grantandjen@msn.com

Outing Team

Leader: Kala Suprenant (301-598-4248)

The team lead is responsible for coordinating smooth and fun weekly outings for the team. Components include:

1. Select outings with coaches (indoor places are best)
2. Reserve space at the places for the desired dates/times
3. Find a coordinator for each outing. Coordinators:
 - a. Advertise the outings in the e-news, web and bulletin board. Please include the following information in your ad:
 - i. destination,
 - ii. meeting place,
 - iii. when (day, date, time),
 - iv. cost AND how/when to pay,
 - v. other (e.g., laser tag requires a permission slip)
 - vi. directions from the pool) and additional information. Typically we caravan from the SG pool parking lot.
 - b. Monitor the sign-up/payment process. We often will put a signup form attached to a large envelope to collect payment.
 - c. Bring extra copies of the directions to the meeting place.

Event	Pre-Work and Notes
BOWLING	We traditionally have carpooled from Stonegate Pool to Bowling at White Oak. This is a great first outing as it promotes interaction. Pre-work: reserve 9-10 lanes, send information to Allie Plihal to post in newsletter, put up flyer on bulletin board, collect names, shoe sizes and \$\$ to get an accurate count, confirm with bowling alley final count.
TYE DYING	Tye Dying for the Fourth of July with Coaches. Pre-work: talk with coach Anna about the help she'll need in publicizing or preparing for this event.
KINGS DOMINION TRIP	We like to meet at the Eiffel Tower at a pre-determined time and then set a time to meet in the water park area. Pre-work: confirm that MCRD discount tickets are available for desired date, collect money, get MCRD discount tickets, sending information to Allie to post in newsletter (event and ticket order deadline), putting up flyers on bulletin board, collecting money, getting the tickets from the MCRD, distributing the tickets
MOVIES	G or PG movies only. We tend to go to Rockville Regal. Pre-work: pick a time, set meeting time in lobby of the theatre, send information to Allie to post in newsletter, put up flyer on bulletin board.
LASER TAG	We tend to carpool from Stonegate Pool to laser tag. Pre-work: call Shadowland or other laser and reserve space for 50, send information to Allie to post in newsletter—including link to waiver—and put up flyer on bulletin board, confirm count with Shadowland.

Terrific Tuesdays for 2010 include:

- June 22: Bowling at White Oak (team liaison: Kala Suprenant)
- June 29: Tie-dying (coordinator: Coach Anna)
- July 6: King's Dominion (team liaison: Marcus Wiggins & Leslie Brown)
- July 13: Movies (meet at Rockville Regal at the designated time and purchase your own tickets---no pre-registration required)
- July 20: Laser Tag at XP Laser Sport in Laurel (team liaison: Christie Latona)

Team liaison's are responsible for managing RSVPs & money, providing directions to those places where we caravan and is the team interface at the venue itself.

Friday Pep & Potluck Team

TEAM LEAD NEEDED!!

The coaches have a pep rally most Friday evenings at 6:00 p.m. Most of these are accompanied by food of some sort. The responsibility of the Team Lead is to send communications a reminder to post in the newsletter, post signups, and line up a host/hostesses for each Friday night.

The theme for the dinners is coordinated with the meet themes for the week.

- Posting Sign Ups. If the Friday food is a dinner, each family who is sending even one swimmer to eat, is expected to provide a dish to share. We have found it really helpful to make these Friday evenings a BYOB so that the amount of food is maximized.
 - Design a flyer that helps promote the theme. In general, you want to have twice as main dishes as any other category (ie, 2/5 main, 1/5 sides, 1/5 salads, 1/5 desserts). Sign-ups are optional.
 - Based on the theme provide suggested main dishes and sides.
 - Remind people to bring their own drink.
- Serving the Food. The host/hostess is responsible for setting up and managing the food line. Set up involves:
 - Pull out the folding tables so there is room to stand behind them.
 - Wipe down the serving tables and place a tablecloth on them.
 - Get plates, forks, napkins and serving spoons out of the pump room and put at the front of the line.
 - As people come in with their dish, arrange the food so people pick up a napkin/silverware then main dish, then sides, then dessert.
 - After the team cheers and swims, they line up to eat. You'll need about 4-6 servers to make sure that there is plenty of everything to go around. If you schedule 2 it is really easy for them to recruit others.
 - Once everyone has finished eating,
 - Wipe down table clothes
 - Return supplies to the closet in the pump room
 - Push tables back against the wall

Here's the schedule and volunteers for the Friday Pep & Potluck 2010 season.

Remember, if something comes up and you are unable to volunteer as indicated below, you are responsible for finding your own replacement.

June 18: Pasta and Pictures		
Bryan & LizMcCullough	301-388-2203	ecmccullough@mmm.com
Laura & Jim Logan	301-384-4050	morefromlaur@yahoo.com , jjimlogan@gmail.com
Robyn & Erol Miller	301-879-9846	shillerminn@verizon.net
Charon Wallace	301-438-2592	charon47@msn.com
Karen White	301-384-4817	kswwhite710@verizon.net

June 25: Breakfast Before Bed		
Laura & Jim Logan	301-384-4050	morefromlaur@yahoo.com
jjimlogan@gmail.com		
Robyn & Erol Miller	301-879-9846	shillerminn@verizon.net
Paco & Piedad Jacome	301-989-1162	rumbero1963@yahoo.com
July 2: "Chi-Rish" Mash-Up (Chinese-Irish in honor of Coaches Brian & Anna)		
Robyn & Erol Miller	301-879-9846	shillerminn@verizon.net
Tom & Sonya Stanton	301-388-3876	sdwstanton615@aol.com
July 9: Chili Cook-Off and BBQ		
Elisa & Stephen Graham	301-879-4759	ligrah@aol.com
Robyn & Erol Miller	301-879-9846	shillerminn@verizon.net
Paco & Piedad Jacome	301-989-1162	rumbero1963@yahoo.com
July 16: Build Your Own Sundae		
Leslie Brown	301-384-4489	lesliebrown3@verizon.net
Maggie Conley & Brian Doyle	301-460-1839	magconley@verizon.net
Robyn & Erol Miller	301-879-9846	shillerminn@verizon.net

Spirit Wear Team

Leader: Selene Altobelli (301-879-1116)

The Spirit Wear Leader is responsible for coordinating the design, ordering and selling of spirit wear that helps promote team spirit while raising money for the team.

Here's the spirit wear sales force for 2010:

6/12		
Kimberly & Jay Livesay	301-879-9670	kims769@hotmail.com
Allie & Dave Plihal	301-384-9078	aplihal@verizon.net
Mollie & Scott Weikert	301-388-0139	Molliesings@verizon.net
Marjie & Kevin Dewey	301-758-0760	marjie.dewey@gmail.com
6/23		
Jeanine Batchelor	301-879-2116	jbatchelor@aol.com
Tammie & Terrence Thomas	301-879-5092	Tammie621@yahoo.com
Chris & Colleen Roux	301-384-1155	colleen_m_roux@mcpsmd.org
Rob & Suzanne Redman	301-570-9092	suzanne.redman
7/3		
Kimberly & Jay Livesay	301-879-9670	kims769@hotmail.com
Allie & Dave Plihal	301-384-9078	aplihal@verizon.net
7/10		
Claudine & David Schiller	301-570-3059	schillerclaud@aol.com
Tammie & Terrence Thomas	301-879-5092	Tammie621@yahoo.com
Tom & Sonya Stanton	301-388-3876	sdwstanton615@aol.com
7/14		
Claudine & David Schiller	301-570-3059	schillerclaud@aol.com

Photo-Journalism Team

Team Lead: Marcelle Vaughn (301-461-2012)

The team is responsible for capturing all swimmers in the act of having fun and going fast! The team takes and collects photos and video of the team throughout the season, presenting a compilation of the season at the banquet, and offers copies of the DVD/CD to the team.

Photo-Journalists for the 2010 season include:

Lynn Lockett & Joe Murphy	301-476-9714	lockett594@aol.com
Rick Scaffidi	301-252-7505	lynette.scaffidi@comcast.net
Tammie & Terrence Thomas	301-879-5092	Tammie621@yahoo.com
Marcelle Vaughn	301-461-2012	marcelle@usa.net
Deidre & Jeff Bond	301-384-6073	jdbond@comcast.net

If you take any pictures or video during the season that you think the whole team would enjoy seeing, please send to Marcelle Vaughn.

Saturday Home Meet BBQ

Coordinator/One More Family to Work Needed!!!!

The BBQ coordinator has to coordinate the shopping, preparing, cooking, ticket sales and clean up for the Home Meet BBQs. Following each Saturday home meet we have a team BBQ for \$4/person. The BBQ includes:

- Hamburgers, veggie burgers and hotdogs (all with buns)
- Fixings: sliced tomatoes, lettuce, onion, relish, ketchup, mustard,
- Nachos (tortilla chips with cheese)
- Potato chips
- Watermelon
- Cookies

Usually, the tables are prepared at the break in the meet and we have a great team of fathers who handle cooking on the grills. Meat should go on the grill following the 8 & under butterfly events.

There are only 2 Cookouts in the 2010 Season:

Saturday, July 3rd and July 10th and only one family has signed up to work:
Tracy McGowan & Kevin Kapfer (301-879-3180, McGowan_tracy@hotmail.com)

End of the Year Banquet Team

Leaders: Tammie Thomas* & One More Leader NEEDED

The team lead is responsible for throwing a great end of the year party. Components include:

1. Selecting & confirming a caterer
2. Reserving a DJ
3. Advertising
4. Getting payment and an accurate count
5. Coordinating Decorations
6. Coordinating Set-up
7. Coordinating Clean-up

Here's the crew that has signed up to help with the Swim Team Banquet on July 24, 2010.

Patty Parachini & Bruce Ferguson	301-879-0646	pattyparachini@verizon.net
Diane & Ted Gload	301-384-3444	tdgload@verizon.net
Elisa & Stephen Graham	301-879-4759	ligr@ah@aol.com
Robert & Diana Johnston	301-879-3788	stonegate2000@aol.com
Tracy McGowan & Kevin Kapfer	301-879-3180	McGowan_tracy@hotmail.com
Kimberly & Jay Livesay	301-879-9670	kims769@hotmail.com
Lynn Lockett & Joe Murphy	301-476-9714	lockett594@aol.com
Tammie & Terrence Thomas	301-879-5092	Tammie621@yahoo.com
Chris & Colleen Roux	301-384-1155	colleen_m_roux@mcpsmd.org
Marjie & Kevin Dewey	301-758-0760	marjie.dewey@gmail.com