

Families,

I understand many of you would like to see field day continue. I need to have the committee positions filled below before I accept my continued commitment offered below.

It is time to begin the work on the 16<sup>th</sup> annual field day! This event will take place on **Friday, May 8<sup>th</sup> 9:30a.m. - 3:30 p.m.** (rain date 5/11) 2020. I'm asking all of you who have enjoyed this great event to give me and the small but dedicated field day team some help by joining our team! ONE WEEK TO COMMITMENT!

Please consider signing-up for a committee job below. If you are unable to perform a committee position below you may still show your commitment by signing-up as a Head Chaperon volunteer for an age group or be an Event volunteer (you'll run an event the day of field day with a partner). Remember, family, friends, Grandparents, and older youth needing volunteer hours, can help.

Registration will open when I have the committees filled. **NOTE: I need a commitment by Friday, December 13th.**

**Note:** e-mail [tamela@trussell.info](mailto:tamela@trussell.info) to inform me of which volunteer slot you've selected if you want to be a part of the committee. Scheduled meetings will be few and determine by volunteers. Most coordination is complete over the phone or e-mails.

# Committee Sign-up

COMMITTEE:	TASKS	TIME WORK OCCURS	NAME, PHONE # AND E-MAIL
<b>Committee Coordinator(s)</b>	Create and Organize Committee Members	October – Field Day	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a>
<b>Sponsorship Coordinator</b>	<input type="checkbox"/> Seek out Financial Sponsors for Field day <input type="checkbox"/> Create & send thank you letters.	November-March  May	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a>
<b>Game Design Coordinator &amp; Team Members</b>	<input type="checkbox"/> Determine the Theme - <b>Biosphere</b> <input type="checkbox"/> Design the Games <input type="checkbox"/> Write the materials/supplies list and instructions for running the games	January–Mid March 1 <sup>st</sup> meeting	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a> (For ideas and signing off on final written description) Need others to suggest, write instructions, and build game).
<b>Game &amp; Decoration Coordinator &amp; Team Members</b>	<input type="checkbox"/> Plan and design decorations for event areas, registration and award area. <input type="checkbox"/> Create & build the games that were planned by collecting, painting, sewing, building, and/or purchasing materials, supplies, needed for games. <input type="checkbox"/> Bring decoration to the field and put them up the morning of field day.	March – May10th	

COMMITTEE:	TASKS	TIME WORK OCCURS	NAME, PHONE # AND E-MAIL
<b>Web-site manager</b>	Create, update, and manage the TLC website pertaining to field day.	Year -a -round	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a>
<b>Logistic Coordinator</b>	<input type="checkbox"/> <del>Purchase ribbons</del> <input type="checkbox"/> <del>Reserve the field through the Parks and Rec.</del> <input type="checkbox"/> <del>Order port-a-potties,</del> <input type="checkbox"/> <del>Order runners numbers,</del> <input type="checkbox"/> <del>Call Mooreland to let them know the date,</del> <input type="checkbox"/> Book Fire Fighter <input type="checkbox"/> Book Health and Wellness, Book American Trauma Center (free helmets), <input type="checkbox"/> Book Safe Kids PA etc. <input type="checkbox"/> Environmental Organizations <input type="checkbox"/> Etc.	February-March	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a> (I'll complete what is crossed out)
<b>Publicity Coordinator</b>	Write and distribute press release <input type="checkbox"/> WITF, <input type="checkbox"/> WGAL, <input type="checkbox"/> Sentinel, <input type="checkbox"/> Patriot, and <input type="checkbox"/> Central Penn Parent <input type="checkbox"/> The Guide....etc. <input type="checkbox"/> Inform Charter schools, <input type="checkbox"/> HAAA, CHEA <input type="checkbox"/> and other home school web sites.	January- May	
<b>T-shirt Coordinator &amp; Team Members</b>	<input type="checkbox"/> <del>Contact vender, create themed logo, select colors for age groups etc.</del> <input type="checkbox"/> <del>Place order</del> <input type="checkbox"/> Sort T-shirts by family and attach runners #'s and name tags.	Feburary – May16th	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a> (I'll complete what is crossed out)
<b>Forms and Letters Coordinator</b>	There are about 30 or so including this form, instructions, flier, field map etc...	March – May10th	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a>

COMMITTEE:	TASKS	TIME WORK OCCURS	NAME, PHONE # AND E-MAIL
<b>Chaperon Bag Coordinator</b>	<input type="checkbox"/> Sort and gather and file everything for the chaperone folders and bags. I can provide details.	May 10-16th	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a>
<b>Registration Coordinator &amp; Team Members</b>	<input type="checkbox"/> Run registration <input type="checkbox"/> Set up registration tables with t-shirts, sign-un sheets, memorabilia, first aid, lost and found, ribbons, etc.	March – May, day of event	
<b>Popsicles Coordinator</b>	Purchase popsicles, ice, dry ice, and locate coolers to put them in morning of event. I can provide detailed instructions.	May & day of event	
<b>Event Coordinator</b>	<input type="checkbox"/> Locate and assign individuals to run <b>event station</b> . 24+ individuals needed. <input type="checkbox"/> Locate and assign individuals to run an event station. <input type="checkbox"/> Meet and train event volunteers on their responsibilities.	March – May, day of event  Meetings: TBA	
<b>Event Volunteers</b>	24 + individuals needed <input type="checkbox"/> Work with 1 or 2 other volunteers to run a field day event. All instructions are provided. <input type="checkbox"/> Need to attend one meeting at TBA	ay of event & Pick one meeting date TBA	
<b>Head Chaperon Coordinator</b>	<input type="checkbox"/> Locate and assign individuals to Head Chaperon positions. (11 age groups need >2 HC totaling 33+. NOTE I typically have 4 or more / age group. <input type="checkbox"/> Meet and train chaperon volunteers on their chaperon responsibilities. <input type="checkbox"/> See Chaperon Responsibilities below.	March – May, day of event  Meetings: TBA	
<b>Head Chaperons Volunteers</b>	33 + individuals Needed <input type="checkbox"/> Responsibilities below. <input type="checkbox"/> Need to attend one meeting TBA	Day of event & Pick one meeting date TBA	
<b>Field Set Up</b>	Set up canopy, paint field for events, put up rope guides, put up some event props, tables, chairs, and everything used for event. Help with decorations.	8 p.m. Evening before and 6:30 a.m. morning of event	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a>
<b>Field Clean Up</b>	Break down canopy, and events, tables, chairs, and everything used for event and collect trash. We typically eat all remaining popsicles especially youth.	After the event	Tamela Trussell <a href="mailto:tamela.trussell@gmail.com">tamela.trussell@gmail</a>
<b>Photographer</b>	Take and post pictures on TLC website & Facebook.		

# Field Day Chaperone Instructions

- Stay on Schedule:
  - Schedule is **in your Binder**. **Do not** go out of order. You may only go to your next event early IF the team scheduled for that event has finished.
  - **Event Coordinators** have age group / team schedule.
  - Awards will blow **horn** at the **designated times to change events**.
- For **Team Craze** Age groups will be broken into **2 co-ed groups (odd/even)**.
  - Odds will compete against evens for each event.
  - **Check** the odd / even winner for each event on your sheet.
  - There are 3 “A” and 3 “B” team craze games.
  - When the 3 team craze events have all be played, the team with the most team craze wins (2 out of 3 games) is **declared the 1<sup>st</sup> place** winner and everyone on that team will be given a **1<sup>st</sup> place ribbon** and the other team will receive **2<sup>nd</sup> place ribbon**
  - So every youth will go home with 2 Ribbons (1<sup>st</sup> or 2<sup>nd</sup> place)
- **Individual events score sheet** (mi. 400, 100 or 200), Hurdle Creek, Spear Throw, Stone Throw.
  - The teams will compete in **2 groups based on gender**.
  - You will need to **record the times, distances, or places on the team score sheet** and then **transfer** the information onto the **ribbons if you have time**.
- **RIBBONS**
  - After each **gender group** competes, the first 5 winners will receive appropriate **1<sup>st</sup>-5<sup>th</sup> place ribbons**. So boys get 1<sup>st</sup> – 5<sup>th</sup> and the girls get 1<sup>st</sup> – 5<sup>th</sup>.
  - Place the ribbons in the youth’s envelopes. Do not take them out at the award stand.
  - At the end of the day youth are given there envelopes.
  - **Fill in** the participant **Runners number, event, Last name, First Initial**, and pending time include their time or distance.
  - **Place the ribbons** into the **participant’s envelopes**.
  - When you go to the **award stand at the Campers Tent** they will use mock 1<sup>st</sup> – 5<sup>th</sup> ribbons. **DO NOT** get ribbons in and out of the participants’ envelopes.
  - At **3:00** or when a youth needs to leave, or when your group is finished competing Head chaperons will hand out **envelopes with ribbons**.
- **The Campers Tent** has Registration, Popsicle, (Stay hydrated), First aid; Lost and Found, and Thank you notes and Volunteer Committee Sign-up, and Memorabilia.
  - Kids can have up to 3 **popsicles each** and will have their hand marked after receiving each one.