

List of Activities for Volunteers

# of people	Type	Activity	Description	Frequency (est)	Expected Date
1	Administrative	Mailbox check once a week at Post office	Go to the USPS PO Box once a week	weekly	January - June
2	Administrative	Coordinate volunteer list	coordinate the volunteer list	as needed	preseason
4	Administrative	School Night 1	hand out fliers at one of the school nights	5 time	at school night
4	Administrative	School Night 2	hand out fliers at one of the school nights	6 time	at school night
4	Administrative	School Night 3	hand out fliers at one of the school nights	7 time	at school night
4	Administrative	School Night 4	hand out fliers at one of the school nights	8 time	at school night
2	Administrative	Track background checks	compile background checks from coaches to submit to background check company	as needed	preseason
2	Administrative	Update weather hotline	Update the weather hotline when the fields are unplayable	as needed	in season
1	Administrative	Update global website	Update the lbba.org website with new information	As need	As needed during preseason and in season
2	Administrative	Update social media	Update and build twitter, Facebook, Instagram, you tube	As need	As needed during preseason and in season
8	Coaching	Coach T-ball	Coach one of the t-ball teams	season	before and during the season
8	Coaching	Coach Instructional	Coach one of the instructional teams	season	before and during the season
6	Coaching	Coach Minors	Coach one of the minors teams	season	before and during the season
6	Coaching	Coach Majors	Coach one of the majors teams	season	before and during the season
2	Coaching	Coach Pony	Coach one of the pony teams	season	before and during the season
4	Coaching	Coach K-2 Softball	Coach one of the softball teams	season	before and during the season
2	Coaching	Coach 3-4 Softball	Coach one of the softball teams	season	before and during the season
2	Coaching	Coach 5-6 softball	Coach one of the softball teams	season	before and during the season
2	Coaching	Coach 7-8 Softball	Coach one of the softball teams	season	before and during the season
3	Coaching	Gym Night 1	work one of the gym nights	1 time	at gym night
3	Coaching	Gym Night 2	work one of the gym nights	2 time	at gym night
3	Coaching	Gym Night 3	work one of the gym nights	3 time	at gym night
3	Coaching	Gym Night 4	work one of the gym nights	4 time	at gym night
1	Executive	Director for t-ball	Be the director of the league	as needed	preseason and during season
1	Executive	Director for instructional	Be the director of the league	as needed	preseason and during season
1	Executive	Director for Minors	Be the director of the league	as needed	preseason and during season
1	Executive	Director for Majors	Be the director of the league	as needed	preseason and during season
1	Executive	Director for Pony	Be the director of the league	as needed	preseason and during season
1	Executive	Director for softball	Be the director of the league	as needed	preseason and during season
4	Executive	Be a board member	Be on the board and attending meetings	year long	meetings as scheduled
5	Organizing	Organize Coaches meeting (food drink etc.)	organize the coaches meeting with food	1 time	March coach's meeting
2	Organizing	Arrange Northwestern Day Baseball & Softball	Organize the Northwestern day and distributing tickets	2 times	1 baseball and 1 softball game
1	Organizing	Arrange Chicago Bandit Day	Organize the Bandit day	1 time	for the bandit day
3	Organizing	Organize uniform order with Mike	organize the team uniform order and pass out to teams	4 times	preseason
10	Organizing	Turkey Trot Station	pass out water during the turkey trot at the LBA station	1 time	November
5	Organizing	Prepare equipment for the season and pass out	prepare equipment bags for each team and pass out to coaches	2-3 times	pre season
5	Organizing	Collect and clean equipment	at the end of the season collect the equipment from coaches and clean	2-3 times	end of season
2	Organizing	Pass out fliers to schools	go around to the list of school and pass out fliers	1 time	January
1	Organizing	Arrange t-shirt order	arrange the design of the t-shirt and pass out to directors	3 times	mid season
1	Organizing	Pass out sponsor gifts	pass out sponsor gifts and plaques	1 time	end of season
1	Organizing	Pick and delivery trophies	Pick up the trophies from the place and deliver to the league directors	1 time	mid to end of season
2	Picture Day	Handle schedule of photographer on picture day	setup schedule and make sure teams are lined up for pictures	1 time	before picture day and during
2	Picture Day	Picture Day Prep purchasing food	order and pick up all the food for picture day	2 times	prior to picture day and morning of
4	Picture Day	Picture Day setup	setup the area and food prior to picture day	1 time	morning of picture day
10	Picture Day	Picture Day serving	work picture day in serving food and cleaning up	1 time	during picture day
1	Picture Day	Pass out Pictures	pass out pictures to the coaches and directors when they are ready	1 time	after pictures are ready
2	Schedule	Setup schedule and update on TeamSnap for tball	create the schedule, load into TeamSnap and update results	as needed	preseason and during season
2	Schedule	Setup schedule and update on TeamSnap for instructional	create the schedule, load into TeamSnap and update results	as needed	preseason and during season
2	Schedule	Setup schedule and update on TeamSnap for minors	create the schedule, load into TeamSnap and update results	as needed	preseason and during season
2	Schedule	Setup schedule and update on TeamSnap for majors	create the schedule, load into TeamSnap and update results	as needed	preseason and during season
2	Schedule	Setup schedule and update on TeamSnap for pony	create the schedule, load into TeamSnap and update results	as needed	preseason and during season
2	Schedule	Setup schedule and update on TeamSnap for softball k-2	create the schedule, load into TeamSnap and update results	as needed	preseason and during season
2	Schedule	Setup schedule and update on TeamSnap for softball 3-4	create the schedule, load into TeamSnap and update results	as needed	preseason and during season
2	Schedule	Setup schedule and update on TeamSnap for softball 5-6	create the schedule, load into TeamSnap and update results	as needed	preseason and during season
2	Schedule	Setup schedule and update on TeamSnap for softball 7-8	create the schedule, load into TeamSnap and update results	as needed	preseason and during season
2	Schedule	Arrange umpires and schedule fields	work with schedulers and umpire leads to schedule and reschedule games	as needed	preseason and during season