

# HJFL Board Meeting

March 22, 2011

Three Fires Middle School

6:30 PM Parent Kickoff Meeting  
Board Meeting immediately follows



## AGENDA

- ADMINISTRATIVE
  - Parent Kick off Meeting
  - Discuss/approve printing of signs and forms for registration day
  - Registration day process
  - Yearbook Binding Company/Sponsorship
  
- COMMISSIONERS
  - March Meeting update
  
- TREASURER
  - Budget
  - Payment Plans
  - Insurance Coverage Info
  
- FIELD
  -
  
- EQUIPMENT
  -
  
- CHEER
  - Silver Cheer
  
- MISC:
  - Analysis of Volunteer Time Requirements
  - Gate Passes

# Set Up For Registration Day

## **1. Greeters will direct parents to the forms, and tell them where to go next**

Greeters: Dave Pelic and Craig Ferris

## **2. Parent completes form**

## **3. Takes form to their color table or the rookie table**

Commissioner will check off name from 2010 roster & confirm all fields on form are COMPLETE. Send parent to cashier with their form.

Silver	-	Hewer
Red	-	Keddle
Gold	-	Luomala
Green	-	Lopez
Black	-	Sells
White	-	Render
Rookies	-	Kling (FAQ doc/answer ?'s)
Instr	-	Swift
Cheer	-	Juli

## **4. Take form to cashier**

Cashier table - record payment and give them receipt, parent leaves. Original form goes to typers for online registration.

### **Cashier table:**

- |                 |                  |
|-----------------|------------------|
| 1. John Cochran | 2. Ellen Kletzka |
| 3. Laura Estepp | 4.               |

### **Computers/Typers**

- |                  |                     |
|------------------|---------------------|
| 1. Melissa Brown | 2. Bridget Dascenzo |
| 3. Kim Wright    | 4.                  |
| 5.               | 6.                  |