



## Wildwood Wildcat Booster Club

### Football Parking Coordinator

<b>Committee:</b>	Athletic Committee	<b>Job Title:</b>	Football Parking Coordinator
<b>Raptor Security Approval Required:</b>	No	<b>School Year</b>	2022/2023
<b>Committee Chairperson</b>	Roger and Nancy Schenpp, Co-chairpersons	<b>Chairperson Contact Information</b>	nrs21949@gmail.com
<b>Training Required:</b>	No	<b>Estimated Time Commitment</b>	Arrive 30 minutes prior to start of game and stay through half time

#### Contact Information

**EMAIL:**

[WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM](mailto:WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM)

**WEBSITE:**

[HTTP://WILDWOODWILDCATSBOOSTERCLUB.COM](http://WILDWOODWILDCATSBOOSTERCLUB.COM)

#### Job Description

**ROLE**

Requires direct communications with the Wildwood High School Athletic Director, Ryan Harrison involving money handling and recording of funds received. Responsible for recruiting and coordinating 6-8 WWBC volunteers to collect a parking fee for all home football games.

**RESPONSIBILITIES**

- Coordinate 6-8 WWBC volunteers to work a home football game
- Pick up starter money from WWBC Athletic Director, Ryan Harrison or his designate.
  - Money total is confirmed by two volunteers not participating in the parking activity
- Set up signage to direct vehicle traffic into two entry lanes
- Assign one volunteer to be stationed at the main entrance to ensure “drop off” drivers do not enter.
- Money collector coordination
  - Provide reflective vest to be worn at all times
  - Provide the 6 money collectors starting change.
  - Instruct all money collectors that all \$20 dollar bills are to be given to the parking coordinator to ensure they have limited money on their person at any time. When necessary, they will be provided smaller bills.

- Float among the different volunteers to answer questions and to collect money. Maintain collected money in your pouch throughout the collection period
- Half time procedure:
  - Collect money from all WWBC parking volunteers
  - Collect signs
  - Accounting for funds received on summary form:
    - Record change received at start of event
    - Record total money collected
      - Record gross money to be handed off to the Athletic Director or designated security personal
      - At the end of the evening coordinate that 2 unrelated volunteers verify money count and record on the count sheet.
      - Sign bottom of form
      - Ensure Athletic Director, Ryan Harrison or designated security personal acknowledges receipt of all money by signing the summary form

**PHOTO #1 PARKING SUMMARY DOCUMENT**

**WILDWOOD WILDCATS FOOTBALL PARKING RECEIPTS**

**DATE:** \_\_\_\_\_

**PARKING COORDINATOR:** \_\_\_\_\_

  

**Starting Money \$** \_\_\_\_\_

**Receipts at gate \$** \_\_\_\_\_

  

**Total in Bag \$** \_\_\_\_\_

**Counters:** \_\_\_\_\_

Author (s):	Jim Boring, WWBC Football Parking Coordinator	Date:	May 20, 2022
Approved By:	Woody High	Date:	Date

Last Updated By:	Cindy Titsworth, WWBC Secretary	Version	1.0.0 May 20 2022
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