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# CSDSC VOLUNTEER & FUNDRAISING GUIDE

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## **Central South Dakota Skating Club Volunteer Hour Guidelines**

**To help the CSDSC skating program keep costs low, all families involved in the skating program are required to either volunteer their time for necessary tasks based on their skater's level or pay an opt out fee.**

### **Volunteer Guidelines:**

- All families are required to either volunteer their time with different duties or pay an opt out fee. All hours must be worked. If ALL hours are not worked the opt out fee will be billed to the family. Payment will be required before approval to skate the following session. If payment is not made, skaters will become noncompliant, and status will be turned into not good standing with USFSA.
- If a family has more than one skater, hours required will be of the highest skater's level.
- At the end of each session the volunteer hours reset to zero hours completed.
- Volunteers must be at least 13 years of age to receive volunteer hour credit.
- All Families with skaters participating in the show will be required to assist with set up, tear down, decorating, and any other duties deemed necessary.
- All families competing in the Central SD Ice Competition (CSDSC Competition) will be required to volunteer for specific jobs, duties, or shifts.
- CSDSC recommends an adult to be present at EVERY practice for safety reasons, so parents/guardians are encouraged to stay and watch skating lessons.

### **Fundraising Guidelines:**

- All Fundraising hours will count towards volunteer hours except for fundraisers selling items such as fruit, chocolate, other sold items, or the bake sale event will not be considered as volunteer hours.
- ALL CSDSC members are required to participate EXCEPT as indicated below:
  - 1. The fundraising requirement is waived for a new CSDSC family for their first membership year (regardless of when you join). For example: if a skater joins in September, they would be exempt from the current year requirements, but for the following membership year (starting July 1st), fundraising requirements must be met.
- Each club member is responsible for selling at least the minimum number of items per fundraiser (one for fall session, one for winter session). CSDSC does offer a Fundraising Buyout Option. This allows families who do not want to participate in the actual selling the option to say no but will still ensure that each skater/family will be contributing financially to the expenses that our fundraising efforts cover. Our current Fundraising Buyout fee is \$120 and is payable at the beginning of each session. The fee is non-refundable.
- The CSDSC Board selects fundraising events each year for the club to participate in. Information on fundraising opportunities will be emailed out and posted on Facebook.
- Top sellers for chocolate and fruit fundraiser will be awarded and recognized at spring show.
  - Top seller of the Chocolate Fundraiser.
  - Top 3 sellers for the Fruit Fundraiser.



Volunteer Hour Requirements per Session		
Categories	Hours Required	Opt. Out Amount
Competition/Testing	20	\$400
Pre-Preliminary-Gold Lessons Only	10	\$200
Basic 1-Basic 6	10	\$200
Snowplow Sam & Saturday Only	5	\$100

**\*if you are in testing or competition lessons, your requirement is for that group and not that of your level. \***

Fundraising Requirements	
Fundraiser	Minimum Requirement
Fall - Chocolate	2 Boxes (\$120 buyout)
Winter - Fruit	5 Items (\$120 buyout)

### **Volunteer Opportunities**

#### **Warming Room Parent:**

- Sign up on Entryeze. Volunteers just showing up without signing up will not be awarded hours.
- Be there on time for your shift or make arrangements with CSDSC Volunteer Coordinator prior if you are not able to make your scheduled time.
- Duties include but are not limited to helping tie skates, clean (sweep) warming room, assist in case of emergency, ensure all skaters are picked up from rink before leaving, other duties needed.

#### **Music Player:**

- Play assigned music during competition lessons or show lessons. Coach Sam will give volunteer the order for music to be played on an MP3 player.
- Will be out in the rink area for the duration of each lesson.
- If no music player volunteer is scheduled, no music being played for skater's routines can result in no music being played for practice of routines.

#### **Open Skate Volunteers:**

- Sign-in skater(s), collect money, confirm signature of waiver, help fit and tie skates, monitoring ice for safety, snack sales, other duties as necessary.

#### **Concession Volunteers:**

- Assisting the club to raise money for the club.
- May include but not limited to serving food, cleaning, handling money, receiving orders, other duties as necessary.



**Zamboni Driver:**

- \*\*Willing to train, reach out to CSDSC Volunteer Coordinator if interested in being trained.
- Filling water
- Cleaning Zamboni after use
- Other duties as necessary
- Zam ice after the conclusion of figure skating practice or event

**Show:**

- Greeters
- Concession stands volunteers.
- Silent Auction Organizer
- Cleaning the Expo
- Taking down glass around rink
- Set up and tear down.
- Costume Maker (\* as needed and approved by CSDSC Board)

\*\* Volunteer buyout option does not include this. All skating families must assist with show.

**Competition:**

- Concession stands volunteers.
- Paper runners
- Ice Monitors
- Awards Table
- Cleaning the Expo
- Set up and tear down.
- Hospitality Room

\*\* Volunteer buyout option does not include this. All competition families must assist with competition.

**KCCR Booth:**

- Setup and tear down
- Talk with community members at a booth to promote the club or club events, and hand out information.

**Ice Barn Cleaning:**

- Sweep the warming room
- Take out trash
- Mop the warming room
- Clean the bathroom
- Other cleaning as necessary



### **Other Opportunities:**

- Assist with the setup and coordination of Figure Skating Clinic in October 2024. More details to be emailed out and put on Entryeze.
- (Pending) Assist with cleanup, teardown, and other duties at Figure Skating Christmas Show.
- Organizing and handing out fruit to skating families for fruit fundraiser.

### **Fundraising Opportunities**

#### **Chocolate (Fall Fundraiser)**

- Each family is required to sell 2 boxes of chocolate. There are 30 bars to a box and sold for \$2 per candy bar.
- Email and Facebook post will be made to inform skaters & families of when the chocolate will arrive, when they can pick up boxes of chocolate, and when the deadline to turn money in.
- If you do not return the amount of money for the candy bars, a bill will be sent to you. Skater(s) will not be able to skate until bill is paid.
- Only 2 boxes will be given to a skater at a time or boxes are paid for in full.

#### **Fruit (Winter Fundraiser)**

- Each family is required to sell 5 items. There are many different varieties of fruit and snacks.
- Email and Facebook post will be made to inform skaters of when seller sheets are available, the deadline, and when order forms and money need to be turned in.
- If you do not submit your order form and money by deadline, your items will not be placed.

#### **Holiday Show & Spring Show**

- Donations such as baked goods, food, baskets, or other items may be asked for the Holiday Show or the Spring Ice Show for the silent auction.
- Each skating family is encouraged to donate 1 item for the silent auction.

#### **Summer Bake Sale**

- Donate baked goods to the CSDSC bake sale booth at the Fort Pierre Community Appreciation Event.

To sign up for volunteer opportunities, please go to Entryeze and go under the Volunteer tab. After hours are worked the CSDSC Volunteer Coordinator will approve and input hours into Entryeze, where families can track the number of hours they have worked.

If you have questions or concerns about your volunteering hours awarded, please reach out to Volunteer Coordinator within 30 days of volunteering time to discuss concerns.

If you have any questions or concerns about volunteering, please reach out to [CSDSCCompetition@gmail.com](mailto:CSDSCCompetition@gmail.com).

If you have any questions or concerns about fundraising, please reach out to:

Jason Vermundson 605.280.3235



