

NASA COMMITTEE STRUCTURE (rev 4-12-23)

Tyler Bellin

TECHNICAL (S)

- Officials' Clinics
- Level IV Timers' Clinics
- Communicate with club officials – meets – home/away – coordinate officials
- Officials' shirts
- Safety
- Meet Director
- Vendors for events – meets

Brittany Hembree

FUNDRAISING (W)

- Winter Season Fundraiser – wreaths, Shirley's
- Summer Season Fundraiser – Swim-A-Thon
- Special Fundraisers

Brittany Hembree

BUSINESS/SPONSOR SOLICITATION (W)

- Create/Solicit Ads/Sponsorships
- Produce Heat Sheets with AD layouts
- Scoreboard Graphics - Sponsors
- Thank you notes
- Annual Planning

SCHOLARSHIP PROGRAM (W)

- NASA Board

Nicole Sullivan

CONCESSIONS & HOSPITALITY (S)

- Starfish Café
- Meet Concessions
- Meet Coaches/Officials Hospitality

Rebecca Yeater

ADMIN ASSISTANT

DISABILITY COORDINATOR AWARDS SYSTEM – TOWELS

VOLUNTEER SIGN-UPS

Emily Gephart

Public Relations

- Community Activities/Outreach
- Team T-Shirts
- Team/Individual Photos
- School Newsletters/Flyers
- Updating Parent Facebook
- Create/Solicit Ads For NASA
- Assist Marketing

Coaching Staff

TRAVEL COORDINATOR

- Team Hotel Reservations
-Coach Cripe

Other Committees

- Awards Celebration – NASA Board

Technical Chair – this board position oversees the meet entry files with Indiana Swimming. This encompasses requesting meet dates and sanction numbers. Once approval has been received, a meet packet is generated and posted to the Indiana Swimming website. You will also oversee all items pertaining to parents becoming stroke and turn or administration officials. This entails setting up a clinic for the parents to attend as part of their official approval process. You will oversee scheduling meet apparel providers for NASA home meets. You will also schedule the yearly summer awards banquet at Bonnyville Mill that is held each August after the conclusion of summer season.

- You are required to attend the monthly board meetings and to work all sessions of NASA's home swim meets. There is also a summer awards banquet the board hosts for the club and the board members work that event. Your swimmers will receive a 50% credit toward their swim dues.

Fundraising & Sponsorship- this board position oversees NASA's swim-a-thon each year. This is our largest yearly fundraiser. You will be in charge of contacting the organization to set up the date and obtain the fundraising documents. You will also be in attendance the night of the swim-a-thon to oversee the pizza and other items available to the swimmers and their families that evening in celebration of their hard fundraising efforts. This position also oversees the community sponsors program. Each year a NASA Sponsor form is sent out to area business explaining each donation level and the associated benefits. You will send out and compile the list of responses and give them to the club Business manager. You will also oversee the yearly wreath fundraiser program in November of each year. All proceeds earned by each swimmer from this fundraiser are returned to each swimmer to offset club or meet fees.

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Concession & Hospitality- this position is in charge of coordinating donations and running the concession stand and hospitality room during swim meets. This is done through the Team Unify portal. There are past meets to use as guidelines and the process is not complicated. You will also be in charge of collecting the donations for home meets the Thursday evening of the week of the meet. This is done at the concession stand at the high school pool lobby. You will also be in charge of running the concession stand and the hospitality room during a meet. You may choose which one you want to work in and the positions will be staffed as well. The positions are staffed through the volunteer sign-up Team Unify portal.

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Public Relations- this board position coordinates and executes communication and delivery of all flyers/information for NASA that is sent home with students. This includes to every school in the district. All club t-shirt orders and distribution for new members and championship team athletes, coordination/booking and execution of NASA club pictures. This takes place in October of each year. The Facebook Parent page; coordinating and running NASA's involvement with NHS's track-or-treat; coordination with media outlets to promote the club. Grants can be filed with the Elkhart Community Foundation each year to help our club with expenses. You may be in charge of or helping out the Business Manager with this task.

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