

Soccer Nights 2013

-Site Responsibilities-

All sites will be responsible for the following in regards to their respective Sites:

- **Understand and work to embody the mission and vision of Soccer Nights**
 - Please read this here <http://www.soccernights.org/what-we-care-about.html>
- **Program dates:** Submit program date request to VCO
 - Date request: Begins December 1, 2012
- **Nightly Program:** Run a multiple day evening program with a 9 key components of Soccer Nights.
- **Staffing:** Secure a Site Coordinator, Coaching Director, and Planning Team
- **Budget:** Cover all direct costs for running Soccer Nights at your site, tracking expenses and income for project
 - *Submit Proposed Budget:* February 1, 2013
 - *Submit Budget vs. Actual:* August 1, 2013
- **Marketing:** Use Soccer Nights logo and website in marketing efforts
- **Participant Recruiting:** Set up registration system to recruit participants, targeting local neighborhood
- **Volunteers:** Set up volunteer recruitment system, train, assign, and manage volunteers
- **Equipment:** Arrange for pick-up and delivery of equipment, secure storage during programming week, track equipment levels
 - *Arrange pick-up and drop off:* Two weeks ahead of time
- **Tracking and Evaluation:** Track data for reporting outcomes, use Evaluation Forms, collect stories and media (photos) throughout the week
 - *List of reporting outcomes:* Sent to sites by March 2013
- **Reporting:** Complete the Site Report, including Budget vs. Actual and data reporting numbers.
 - *Site Report:* Due August 1, 2013