

Event Name		US Sports Hospitality	
Event Description	Home Game Snacks (Varsity and JV)		
Event Date/Time/Location	Ongoing through the three sports seasons at home games		
# Chairpersons Required	Two		
Time Commitment	Minimal (About 1-2 hours at the beginning of each sports season)		
Previous Year's Chairs	Belinda Walters bbwalters@comcast.net	Barb Bickart Barb.bickart@gmail.com	
# Volunteers Required/Tasks to be performed	Winsor families provide snacks for the home and visiting team at all Winsor home games. At the beginning of each sports season, we send a letter to the captains of each varsity and JV team and their parents. Captains and/or their parents then contact team members to set up a snack schedule. Captains and their parents are responsible for clean up after the snack.		
Budget	\$0 – Snacks donated by Winsor families		
Tasks and Timeline – Event Date minus			
	Contact previous year's chairs if you have any questions after reading the event summary		
Mid-August	Set up a meeting with the Athletic Director to review any changes in the snack policy (e.g., suggested snacks, location of snacks).		
First week of each sports season or ASAP (as soon as team captain are known)	Varsity team captains are known at the start of each season, as they are selected the previous year. JV captains are selected during the first week of practice and are usually included on the team rosters posted online by Tiffany. Once the captains are known, an email is sent to captains and their parents describing the snack program (copy attached). In addition, a draft letter is provided for distribution to the team (copy attached).		
Before first home game of each season	Captains and/or their parents send an email to all parents on the team. This email describes general information about the sports program (e.g., where to find schedules) as well as information about the snack program, and a snack schedule.		
Day of Event	Parents bring snacks on the assigned day. Snacks are set up at the specified place. The captains are responsible for inviting the visiting team to the snack table. Captains and/or their parents are responsible for cleaning up the snack area.		
Helpful Tips for Chairs to watch out for.....	Sometimes it takes a while for the JV captains to be selected. We sent out the emails in two waves (varsity and JV), so that the varsity teams could get their snack schedules set up quickly. Need to stress the requirement that food must adhere to the Winsor Food Policy as found in the Family Handbook.		
	Some sports do not have home games (cross country, fall crew). We created a modified letter to send to these teams (copy attached). It is still important that these teams' families are notified about schedules and are aware of the Winsor Food Policy.		