EXPERIENCES MAKE THE GRADE

SPT NIGHT
Make sure you RSVP for SPT Night at the NSU Men’s Basketball Game scheduled for Wednesday, February 15, 2012. Send your response to Professor Olson at onancy@nova.edu by the end of the day on Monday, February 13, 2012. We need a count so that we have enough pizza for all our attendees. If you get this newsletter, you are invited! Stop at the ticket window outside the arena and make sure you tell the attendant that you are part of our group. We will have a pass list so that you can go to the Club Room which is pictured here on the right side of the arena. Game time is 7:30 but come early so that we can watch warm-ups and network. Let’s cheer on the Sharks as they take on Palm Beach Atlantic.

We have four SPT majors on the team including Teddy Tassy, Shaun Pratl, Louie Schonauer and Xavier Allen.

GO SHARKS!

CONGRATULATIONS!
Francisco Amado has been selected to work as an intern at the Michael Jordan Celebrity Invitational in Las Vegas from March 28—April 1. Kevin Marsh, former NSU Golf Coach, recently made the announcement that Francisco has been selected. Other interns will be coming from the Sport Management Program at UNLV. Congratulations Francisco! Here’s a great opportunity to network and get more experience.

Special points of interest:
• SPT 2950—Practicum: Requires a minimum of 75 hours of experience for 3 credit hours.
• SPT 4951—Internship: Requires 150 hours of experience for 6 credit hours.
• SPT 4950—Internship: Requires 300 hours of experience for 12 credit hours.
• Volunteer Assignments: Take advantage of opportunities to enhance your resume. Employers value your community involvement!
• Reminder to all students doing a practicum or internship—SEND YOUR LOG VIA BLACKBOARD TO PROFESSOR OLSON EACH MONDAY!

Francisco Amado
OPPORTUNITIES

POSITION: Community Relations Staff Assistant

DEPARTMENT: Community Relations

REPORTS TO: Senior Director of Community Relations

SUMMARY: Assist the Community Relations Department with donation requests, phone calls and day to day Operations and Foundation Fundraising.

ESSENTIAL FUNCTIONS:

DAILY

Responsible for going through all incoming mail (approximately 50 pieces per day), sorting into appropriate groups (thank you letters, requests, fan mail, auction return forms), and handling the request per direction given by the Coordinator. Includes researching donation history in Access and CRM database.

Send out all donations, including gift packs, pennants, autographed items, footballs etc., by preparing labels from the database on a monthly basis.

Must enter the information from each request into the database. Responsible for follow up of amounts raised from the items we have donated. Also responsible for pulling reports from the database.

Responsible for making gift packs every month (avg. 250) and putting together autographed pennants (30-70). Also send miscellaneous items to groups asking for stickers or team photos.

Responsible for making and keeping stocked all fanmail for incoming requests, including the Coach’s.

Maintain an inventory database of all autographed items including footballs and helmets. Also responsible for a periodic inventory check of appearance t-shirts, pennants, stickers, team pictures, student of the week shirts, foundation shirts, and other promotional items.

Responsible for organization of storage areas and closets and bringing Community Relations deliveries to storage areas.

Create special recognition letters (i.e. Eagle Scouts, etc.) for those requesting special letters from the Miami Dolphins.

Responsible for packing items for all Tuesday events in the Community.

Answer incoming calls (75-125 daily) and assist or direct the calls.

Assist with Most Valuable Reader Programs.

Assist with sending items to the NFL Auction Site.

FOUNDATION EVENTS

Responsible for helping with different assigned tasks for major events such as the Fishing Tournament and Golf Tournament. Administrative tasks such as preparing packets for committee meetings, sending out registration forms, soliciting auction items, etc.

Responsible fundraising areas at the events, such as, Live and Silent Auctions, Raffle, and Prize Wheel. This includes making bid sheets and display pages.

Assist with over 650 goodybags for FinsWeekend events (stuffing and distribution)
OPPORTUNITIES

GAMEDAY

Assist the Dolphins Foundation fundraising efforts at game including prize wheel, silent auction and plinko.

Assist with for the raffle that benefits the Miami Dolphins Foundation. Also must set up tickets, money, signs and Miami Dolphins Foundation information for volunteers and gameday staff.

Assist with coordination of the student of the week program in conjunction with the Coordinator. Receive the names of the 20 students and guests and prepare certificates for students which are presented to them pregame by CEO Mike Dee. Responsible for getting each student a shirt as well as a goody bag of Dolphins items and preparing quizzes and prizes for students during pregame.

Prepare giveaways for special groups attending the games (pregame presentation, Make A Wish child)

Assist in ticket and t-shirt distribution for All Community Team and Most Valuable Reader Programs.

Responsible for cleaning up and resetting up of the Family Lounge Area and Storage Areas.

Assist with coordination of the 20 Special Team Volunteers locations assigned to the Miami Dolphins Foundation.

TRAINING CAMP

Responsible for signing up groups to watch practice.

Responsible for setting seats aside for group seating as well as make goody bags for all groups attending.

Assist with the sale of raffle tickets for Miami Dolphins Foundation at each practice. Responsibility includes verifying bank before and after each practice, setting up banks for volunteers at each practice and checking them in and out as well, selling tickets throughout practice, announcing the winner and distributing the prize at practice, posting winning ticket number at the Community Relations table at training camp and on the website after each practice.

Responsible for Prize Wheel/ Plinko on high attendance practices.

Coordinate the 4-6 Special Team Volunteers assigned to the Foundation.

ADDITIONAL RESPONSIBILITIES

Assist with all community events including Wives Organization Events, Fishing and Golf Tournaments, Alumni Weekend, Hospital Visits, School visits, Lift Up America, Backpack Giveaway, Draft Day, etc., helping with set up of materials such as t-shirts for players and participants, giveaways, sharpies for players, etc.

Assist with the Dolphins Foundation fundraising at special events, including pep rallies, Alumni events, and other community events. Responsible for all set up associated with raffle, plinko, prize wheel and silent auctions.

Responsible for the use of credit card machines at all events.

Attend Alumni and Cheerleader appearances in the community.

ASSISTS WITH OTHER RELATED DUTIES AS REQUIRED
OPPORTUNITIES

2011 Graduate Desire Vanterpool is now an intern with the WGC Cadillac Championship which takes place at the TPC Blue Monster at Doral, March 7—11, 2012. She reports that the experiences which she had with the Orange Bowl Committee have helped prepare her for various duties in her new position. Some of her responsibilities include assisting the Executive Director and Tournament Service Manager with day-to-day administrative tasks, assisting with volunteers during the 2012 WGC Cadillac Championship, making sales calls to potential prospects and helping with tournament services operations.

In addition, she put us in touch with this additional opportunity which might be perfect since it’s during Spring Break!

We are looking for about 3-4 Volunteers to start Wednesday, March 7 - Sunday, March 11 from 10am - 4pm, to assist with our PGA TOUR Child Care services. We provide child care for all of the Professional players here at Doral. This group will work alongside our PGA Staff. (PGA Staff brings 5 people.) We would support each volunteer with a t-shirt and cap, plus parking and badge. Also, they will be fed each day. We will do a background check on all volunteers. If you are a 501C-3 organization we give $1,000 to your group.

Thanks...Sincerely

Emma Piper | PGA TOUR

WORLD CHAMPION ST. LOUIS CARDINALS!

Professor Olson spoke to Luis Morales about this opportunity. Contact her if you are interested in more information. This volunteer position turned into a job for Luis after the 2011 championship season!

My name is Luis Morales and I work for the St. Louis Cardinals in Jupiter, FL. We are looking for a volunteer to help us operate the Trackman System during Spring Training and the Florida State League games. The system is very easy to use but requires the volunteer sit during the whole game and to be very detail oriented because every pitch needs to be tracked.

We were wondering if you can recommend one of your students. Before you reference us someone, it is important to tell you that this is a non-paid volunteer opportunity. If you have someone in mind or you need more information, please let me know.

Thank you very much!

Luis E. Morales
Baseball Operations Assistant, International
St. Louis Cardinals
REMINDERS

If you are on Facebook, then check out the Sport and Recreation Management NSU group. Request membership and one of your professors will approve your access so that you can get the latest information including the newsletter and events.

DON'T FORGET TO RSVP FOR SPORT AND RECREATION MANAGEMENT NIGHT! IF YOU GET THIS NEWSLETTER, YOU ARE INVITED! EMAIL PROFESSOR OLSON AT onancy@nova.edu BY FEBRUARY 13TH FOR THE FEBRUARY 15TH EVENT.