

-Committee Member are strongly recommended to:

- Attend 4/6 meetings
- Captain 1 event or more
- Participate in 3 events or more

Company Coordinator Meetings:

October-November

- Confirm meeting dates for the season.
- Contact committee members and event captains from previous season to confirm for upcoming season.
- Send out meeting invites and reserve room spaces.
- Discuss: goals for the season, concerns from last season and for upcoming season.
- Confirm budget amount with finance.

December-February

- Recruit new committee members if needed.
- Touch base before or after meeting.
- Get quotes from vendors for shirts, then send out shirt colors to vote on from committee.
- Challenge Manager: company profile, company count.
- Enter paper waivers as they come.

March

- Run paper waiver report and submit to KCCC.
- Last call for signing up to company!
- Divide and Conquer! Determine what events need a Company Coordinator and who can go to what.
- Split up list of events and whose touching base with event captains.

April-June

- Touch base throughout season.
- Introduce people to each other!
- Get pictures and video clips of participants at events to use for promo video for next season.
- Weekly results/highlights sent throughout the season with pictures as well.
 - *Confirm with participants they are okay with having an action shot of them shared, or if they would prefer a posed photo.
- Event Captains send photos and any outstanding stories to Company Coordinator to share in newsletter.

Committee Meetings:

December Meeting Agenda & Goals:

- Introductions & favorite part about KCCC
- Timelines for the upcoming season
- Committee Member are strongly recommended to:**
 - Attend 4/6 meetings
 - Captain 1 event or more (the smaller the committee, the more events we all get to captain)
 - Participate in 3 events or more
- Determine if we need to recruit additional members from specific work groups
- T-Shirt Ideas and brainstorming
 - Will vote on final design and shirt color at January meeting
 - 2024 Theme: "Let's Play"
- Company Profile proof & approve
- Ad for KCCC Magazine design
 - Will vote on final design at January meeting

- Admin Liaisons get approval
- Company Coordinators submit to KCCC office by January ----

January Meeting Agenda & Goals:

- Review and approve December minutes
- Introductions and New Members
- Shirt Designs – vote on final design & shirt color
 - Vote on shirt style (soft-style Gildan has been for last few years and more affordable)
- Important Dates & Deadlines
- Ad for KCCC Magazine updates
 - Vote on final design
- Admin Liaisons get A-Team approval
 - Company Coordinators submit to KCCC office by January ---
- Review Calendar of KCCC Games
- Determine and finalize Captain assignments
 - Review of captain responsibilities
- Recruitment
 - Best practices
 - EVERYONE needs to help recruit
 - Earned time off
- Previous season recap and participations
- Begin Kick Off Party planning, April -- @ Truman Stadium
 - Tent?
 - Cater food, or we cook food?
 - Yard games
 - Set up & tear down
 - Swag for the patrons

February Meeting Agenda & Goals:

- Review and approve January minutes
- Department updates, check in
- Status updates:
 - Shirts
 - Ad for KCCC Magazine
 - Company Counts
 - Division announced
- Important Dates & Deadlines
 - Volunteer Preference:
 - Event Participation deadline – first one!
- Challenge Manager Review & Walk through
 - Signing up for events as a participant
 - Participation rosters on Challenge Manager
 - Rules
 - Schedules
 - Do we want another meeting available virtually for training on the website?
- Captain Assignments and available resources
 - Participation list in Committee folder
 - Templates in folder for emails
 - When to contact and confirm
 - Tryouts if needed
 - Day of event duties
- Budget review
 - Shirts
 - Kick Off

- Trophies
- *** -Expenses covered by employer; ammo, golf, etc. (this can vary per company budget)
- Continue Kick Off Party Planning
 - Tent?
 - Cater food, or we cook food?
 - Yard games
 - Set up & tear down
 - Swag for the patrons
- RECRUIT for SIGNUPS
 - Cool team shirt
 - Earn time off
 - KCCC is for everybody! No matter your skill level
 - Try something new
 - Get to know your co-workers you wouldn't normally see
 - Did we mention cool shirt that everyone else has?

March Meeting Agenda & Goals:

- Review and approve February minutes
- Department updates, check in
- Status updates:
 - Shirts
 - Event Captains updates
 - Participation signs ups for Team JCPRD
- Important Dates & Deadlines
 - Participation Waiver DEADLINE 3/23
 - RECRUIT, get those waivers signed!
 - Brackets, schedules, and volunteer assignments posted
 - Spirit Week coming up!
- Get Champion to encourage participation in Spirit Week.
- Continue Kick Off Party Planning
- RECRUIT for SIGNUPS

April Meeting Agenda & Goals:

- Review and approve March minutes
- Department updates, check in
- Status updates:
 - Event Captains updates
 - Participation signs ups for Team JCPRD
- Important Dates & Deadlines
 - Spirit Week is happening
 - Participation deadlines
- Challenge Manager Review again
 - Participation Deadlines
 - Rosters
- FINALIZE Kick Off Party details
 - Shopping list
 - Equipment list
 - Arrival times etc
- Reminders for the upcoming season

April – June:

- Weekly results sent throughout the season with pictures as well.
 - *Confirm with participants they are okay with having an action shot of them shared, or if they would prefer a posed photo.
- Event Captains send photos and any outstanding stories to Company Coordinator to share in newsletter.

June Post Season Meeting Agenda & Goals:

- What went well, what can we do to support a more positive experience for the next season, highlights, suggestions for 2024
- Post season survey from KCCC, to be shared via email
- Review stats from the season
- Awards:
 - MVP's voting
 - Highest Scoring Individuals
 - Where to announce and distribute awards
- Fall KCCC Season
 - Event Captains for upcoming season
- Recruit for Committee 2024 if needed