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**Site Application Worksheet**

**Application Process**

1. *Please read the Program Overview in full.*
2. *Complete this worksheet below*
3. *Submit answers online:*

**Application Criteria**

*Applications are reviewed through the following criteria.*

**Criteria for partnering (All Locations)**

* Ability to meet requirements of being a Soccer Nights site
* Commitment to the mission of Soccer Nights
* Proof of positive community presence

**Criteria for partnering (Greater Boston only)**

* Member of your planning team has volunteered with another Soccer Nights site (Greater Boston area only)
* Capacity to run an effective program (can adequately answer *Program Logistics* section of application)
* Capacity to recruit adequate volunteer base (see table in *Program Logistics* section of application)
* Funding base

**Application Worksheet**

**Contact Info (All)**

**Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will you be the point person for Soccer Nights at your site? € Yes € No**

**If ‘no’, who: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Organization taking the lead on this Soccer Nights site*

**Organization Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Size of organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***# of members/participants & volunteers*

**Target neighborhood:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Background & Interests (All)**

1. **How did you hear about Soccer Nights?**
2. **Describe your organization.**
3. **Describe your organization’s involvement and presence in your local community.** 
   1. **Please list two organizations or individuals (who not a part of your organization) that could speak about your role in your community.**
4. **In your own words, how would you describe the mission and purpose of Soccer Nights?**
5. **Why are you interested in running Soccer Nights?**
6. **How do you hope Soccer Nights would impact your organization?**
7. **How do you hope Soccer Nights would impact your neighborhood?**

**Program Logistics & Capacity (Optional for Non-Greater Boston Sites)**

1. **Where would you plan to hold Soccer Nights? What is the process for reserving fields in your city?**
2. **What is your target number of participants?***Please note: We recommend aiming for 50-75 participants for the first year of running Soccer Nights.*

1. **Where and how would you recruit participants?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant to Volunteer Ratio Guidelines** | | | | |
| Participants/night | 50-99 | 100-149 | 150-199 | 200+ |
| Volunteers/night | 30-40 | 50-60 | 70-80 | 90-100 |

1. **What is your plan to recruit the necessary volunteers needed each night for Soccer Nights?** *Please compare your answer from # 2 with this chart to know the number of needed volunteers.  
   For more info, please see Volunteer to Participant Ratio Guidelines on page 7*

1. **How would your Soccer Nights site be funded?**
2. **With what organizations, businesses, or community groups do you plan to partner?** *Partnering could entail assistance in marketing or volunteer and participant recruiting, in-kind donation, financial contribution, program support, etc.*
3. **Do you have people who could serve in the following roles (name if known): Yes/No**
   1. **Site Coordinator: € Yes € No** *Name****:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   2. **Coaching Director: € Yes € No** *Name****:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   3. **Planning Team members: € Yes € No**

*Name****:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site responsibilities (Non Greater Boston Only)**

***If you are accepted as a Soccer Nights site you will be responsible for the following in regard to your site:***

* **Please read the Soccer Nights Site Responsibilities below, checking each box as you go.**
* **Initial at the bottom.**

***All Soccer Nights Sites are responsible for the following in regards to their respective sites:***

* **Work to embody the mission and vision of Soccer Nights.**
  + ***Please read the Program Overview.***
* **Understand the requirements of being a Soccer Nights site.**
* **Nightly Program:** Run a multi-evening program incorporating the nine key components of Soccer Nights and using the Soccer Nights Values and Soccer Curricula.
  + ***Please see Program Components..***
* **Staffing:** Secure a Site Coordinator, Coaching Director, and Planning Team.
* **Budget**: Cover all direct costs for running Soccer Nights at your site.
* **Marketing**: Use Soccer Nights logo and website in marketing efforts. Do not alter materials or distribute without consent.
* **Participant Recruiting:** Set up registration system to recruit participants, targeting your local neighborhood.
* **Volunteers**: Set up volunteer recruitment system; train, assign, and manage volunteers.
* **Reporting**: Report outcomes and highlights to VCO staff upon completion of the program.

**\_\_\_\_\_\_\_Initial here noting you have read and agree to the above, providing your site is approved to run Soccer Nights.**

**Site responsibilities (Greater Boston Only) *If you are accepted as a Soccer Nights site you will be responsible for the following in regard to your site:***

* **Please read the Soccer Nights Site Responsibilities below, checking each box as you go.**
* **Initial at the bottom.**

***All Soccer Nights Sites are responsible for the following in regards to their respective sites:***

* **Work to embody the mission and vision of Soccer Nights.**
  + ***Please read the Program Overview..***
* **Understand the requirements of being a Soccer Nights site.**
* **Nightly Program:** Run a multi-evening program incorporating the nine key components of Soccer Nights and using the Soccer Nights Values and Soccer Curricula.
  + ***Please see Program Components.***
* **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 the project.
  + ***Submit Proposed Budget:*** February 15
  + ***Submit Budget vs. Actual***: August 1
* **Marketing**: Use Soccer Nights logo and website in marketing efforts.
* **Participant Recruiting:** Set up registration system to recruit participants, targeting your 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 inventory. ***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:*** Soccer Nights staff will send to sites by April.)
* **Reporting**: Complete the Site Report, including Budget vs. Actual and data reporting numbers. (***Site Report:*** Due August 1)

**\_\_\_\_\_\_\_Initial here noting you have read and agree to the above, providing your site is approved to run Soccer Nights.**

**Please submit application online:** [**www.soccernights.org**](http://www.soccernights.org)