

Football Skills

A Guide to Running a Fun
and Profitable Football
Skills Event for Your
Jaycees Chapter

prepared by the State College Area Jaycees



Pennsylvania Jaycees Football Skills: A Guide

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Introduction

Pennsylvania Jaycees Football Skills (formerly known as Punt, Pass and Kick) is a free competition for boys and girls ages 8-15. Each age is its own category and boys & girls compete together. The program encourages children to become involved in physical activity, learn sportsmanship, and acquire basic football skills while at the same time introducing people to the Jaycees organization. Winners advance to Regional and State finals.

Children have two attempts to punt, pass and kick a football. Scores are based on distance and accuracy. The best score is recorded and the 5 highest combined scorers in each age group advance to your region's competition. The 5 highest scorers in each age group from each region advance to the State finals hosted by the State College Jaycees held at Penn State University in November.

Benefits to Your Chapter

The Football Skills program is a terrific way to gain visibility for your chapter. In addition, the event includes many opportunities to raise funds for your chapter. The program is also a wonderful way to have your Jaycees chapter interact with the children of your community.

Where to Begin

Begin by organizing a Football Skills planning committee and set regular meetings of this committee. The Football Skills chairperson should read through this entire packet in advance of the committee's first meeting so that the chair can provide a comprehensive overview of the event and the tasks that need to be completed. The next step is to delegate responsibilities. (fundraising, sponsorship, donations, volunteer coordinator, awards, equipment, etc)

Choosing a Date

Local competitions should be held in the month of September so that those advancing can compete in their regional competition that is held in October.

NOTE: If there is a Pop Warner league or any other junior league such as peewee or midgets in your local area, you will want to contact them to coordinate your schedule with them so that those children can participate (this person is also a great contact for public relations purposes).

Securing a Location

Suggested locations for Football Skills competition include school fields, indoor practice arenas (must have high ceiling for kicking) and any large outdoor field area that is maintained so that the grass is cut (preprinted yard markers are not necessary). Secure a location early. (Your location may require proof of liability insurance.)

Equipment Needs

In order to run the Football Skills competition, you will need the following equipment:

- Footballs (3 sizes: 8 & 9 year old - smallest, 10 - 13 - middle size, 14 & 15 - largest)
 1. the ideal is to have two footballs per line for efficiency
- Tees - one per line
- Measuring device (see appendix for instructions on how to make)
- Nylon cord
- Signs to direct people to your location
- Sponsor banners
- Jaycees banner
- PA system or bull horn
- Folding table to display trophies
- Folding table and chairs for registration
- Folding table for raffle
- Clip boards (one per line)
- Pens & pencils
- Participant Certificates
- Registration forms (can never have too many)
- Calculators
- Cones or tape to make competition area
- Copies of rules to post
- Camera & film

*Additional needs: See Food Sales section

Schedule for the Day

The suggested schedule is as follows:

- ◆ Setup 10:30 a.m. - 11:30 a.m.
- ◆ Registration 11:30 a.m. - 12:00 p.m.
- ◆ Food Tent Sales 11:00 a.m. (for early arrivals) - closing
- ◆ Welcome 12:00 p.m.
- ◆ Warm up and stretching 12:05 (led by two Jaycee members)

- ◆ Punt, pass and kick competition 12:15 p.m.
- ◆ Calculation of scores - concurrent with competition
- ◆ Announcements & sponsor thank you's - following competition while final scores are tabulated
- ◆ Presentation of awards

Volunteer Staffing

1 Emcee (usually the event chairman)

2 registration volunteers

1-2 raffle volunteers

4 food tent volunteers

5 volunteers for each punt, pass and kick line (i.e. if using 4 lines, 20 volunteers)

- ◆ one front line ball catcher
- ◆ one in field ball chaser
- ◆ 2 measurement volunteers
- ◆ one front line volunteer/scorer

1 volunteer photographer

2 score tabulators

volunteers for crowd control (line children up, keep parents off field, etc)

1-2 certificate volunteers

2 volunteers to do warm-up and stretching (can also work on the lines)

If you need additional volunteer manpower consider inviting football players from your local high school or middle school, or service clubs to help that day.

Rules for Competition

It is **very important** that every Chapter follow the rules listed below so that when the children advance to Regional and State finals everyone has been following the same set of rules, there are no angry parents and the Jaycees are portrayed in a professional manner:

Birth date rule:

- ◆ The age group the child participates in should be determined by the age they will be at the State finals competition. For example, if the State Finals are on 11/10/01, an child who is 8 years old at your local competition whose birthday is 10/31/01 should compete in the 9 year old category because they will be 9 years old for the State competition.

It is strongly recommended that each participant's parent sign a "Waiver of Liability".

Weather: Competitions will be held rain or shine. However, threatening or dangerous weather conditions will result in the on-site cancellation and rescheduling of event. Cancellation decisions will be made by the local Football Skills chairman.

Participants may only register and compete in one local round of competition. Competing in more than one local round will result in the automatic disqualification of that participant.

All participants must begin competition at the Local Level.

Rules for posting (flyer version in appendix):

- No metal spikes on astroturf or artificial turf. (State finals are held on astroturf)
- No bare feet or steel toed shoes.
- If ball hits roof, it is an automatic retake.
- Must use supplied equipment (tees and balls).
- Participate at the age you are, on or before "fill in the date of the State Finals".
- One punt, pass and kick scores are added together will break ties.
- Parents are asked to please stay off the field.
- Parents, remember this is for FUN.
- Please do not ask for your child's results prior to final tabulation and the announcing of winners.

Measurement and Scoring

- The score will be determined by the distance the ball travels forward in the air (not where it rolls), less the distance the ball lands to either side of a center measure line. Each participant will be allowed two attempts in each skills category.
- A participant's final score is his/her cumulative total for the three individual events. Example: If participant scores (40) for punting, (60) for passing and (22) for place kicking in his/her best of two attempts, then the participant's score is (122).
- In case of ties, tie breaking rounds consisting of one attempt to punt, one attempt to pass and one attempt to kick for each participant.
- A maximum of 10 yards will be allowed for a running approach. If a competitor steps over the starting line, that particular attempt will not be counted. (Exception: in place kicking a participant may go over the line without penalty, provided the tee is placed on or behind the line.
- There is no penalty if the place kicking tee is kicked with the football during the place kicking event.
- Scores will be determined from where a participant's punt/pass/kick first makes contact with the ground. Bounces or rolls do not add to the score.
- In all cases, the decision of the judges will be final.

Running the Punt, Pass & Kick Lines

Be sure to do a run through with your line volunteers prior to the competition to insure everyone understands their role. Measurements are based on distance AND accuracy.

Therefore distance from the pre-set line is deducted from the distance. EXAMPLE: If a participant passes the ball 100 feet but the ball lands 30 feet to the right of the measuring tape, the final score would be $100 - 30 = 70$. Scores should be rounded to the nearest foot.

The ideal situation is to run 4 lines: 8&9, 10&11, 12&13, 14&15. However ages can be combined in order to run fewer lines based on the number of participants in each age group. All line volunteers should review the rules prior to working the lines (see Rules Section).

* Be sure to review this procedure with your line volunteers in advance.

1. Line setup:

- A. For each line a 150 foot measuring tape should be securely placed.
2. Children will be directed to a line based on their age group by the emcee following the announcements and warm-up.
3. One volunteer will man the front of the line. This volunteer should have in hand a clip board, a pen and the registration sheets for that age group.
4. The front line volunteer will line the children up according to the registration sheet.
5. The first child will be allowed to approach the line and their name is confirmed by the front line volunteer.
6. The first child will punt the football.
7. One volunteer in the field will be responsible for marking the spot where the football first makes contact with the ground (bounces or rolls do not add to the score) using their finger and keeping it there until the final measurement is recorded. (For numbers 7-9 see diagram in the Appendix for further clarification)
8. Both distance and accuracy count for this event therefore a second volunteer will hold the string on the measuring tape perpendicular to the spot of the mark.
9. A third volunteer will take the other end of the string out to the exact spot of the mark. From here the volunteer will swing the string down to the measuring tape and determine what number it lands on.
10. The volunteer calls out this number to the nearest foot to the front line volunteer for recording on the registration sheet.
11. While the measurement process is taking place, a volunteer catcher should retrieve the football and toss it back to the front line ball catcher who will give the ball to the next child. This helps the process to move much faster.
12. This process is repeated once more for the same child as a second try. Only the higher score of the two should be used for final tabulations.
13. This process is repeated for passing and kicking.
14. Scoring: The highest score in each category will be added together for the final score. EXAMPLE: If the participant scores (40) for punting, (60) for passing, and (22) for kicking, the participant's final score is 122.

Fundraising Opportunities

Sponsorships

Obtaining sponsors for Football Skills is a wonderful way to raise funds for your Chapter and to cover any expenses for the project. A sample sponsorship form which includes some possible benefits of sponsorship can be found in the appendix. Also consider sponsors for in-kind donations such as the footballs, tees, cones, t-shirts, etc.

Other possibilities include having your local radio station do a live remote from the location or having local businesses donate items for a raffle or for the food sales.

Food Sales

Hosting a food tent at your Football Skills competition is an excellent source of funds. Use your local contacts to obtain donations of food to increase your profits. (Example: Hot dogs donated by Unimart, items donated by your local grocery store, bakery, etc).

Tent (if possible)

Gas Grill and full propane tank

Grill tools (for flipping burgers and grabbing hot dogs)

Disposable aluminum pan (to stack burgers and hotdogs that are cooked to keep them warm without over cooking - tip: add water to tray)

Cash box/paper & pen or calculator

\$50 or more in singles and coins for change

A large poster board listing your menu and pricing

Duct tape & masking tape

2 or three tables

disposable or cloth table clothes

2 coolers

Ice

Coffee pot

Extension Cord

String

Scissors

Jaycees banner & brochures or business cards

Sponsor banners

Basket for napkins

Small paper plates

Napkins

Soda (diet & regular)

Bottled water
Condiments (mustard, ketchup, relish, season salt)
Hamburger patties
Hot dogs
Sliced cheese
Hamburger rolls
Chopped onion
Salt & Pepper
Hotdog buns
Individual bags of chips
Candy or cookies
Plastic spoons or stirrers for coffee
Some plastic forks and knives
Radio for music at the food tent
Copies of menu with pricing

OPTIONAL:

- Cooked bacon for bacon cheeseburgers
- Precooked chicken breasts for chicken breast sandwiches
- Barbecue sauce for BBQ bacon cheeseburgers

A food sales suggested menu and pricing can be found in the appendix.

Raffle

A day of raffle is a wonderful way to make a few extra dollars at this event. The most popular items are sports related equipment or memorabilia that the children would like. Another option is a 50/50 raffle where the winner wins half of the money raised. Be sure to promote your raffle during registration and the event with signs and a separate raffle table. Display your item(s) to get people's attention. (A suggested raffle ticket price is \$1 per ticket or \$5 for an arm's length.)

Photo Sales

Have your volunteer photographer take a group photo of those children advancing at the end of the event. Parent's then pay \$3-\$5 in advance for the Chapter to mail them a copy of the photo. Make sure to get complete addresses on your form. Sending a group photo to your local newspaper is also a great PR opportunity.

Public Relations

Get the word out! It is vital to the success of your program to get the word out to children between the ages of 8 and 15 as well as their parents and coaches. A list of PR suggestions can be found below and samples of these items can be found in the appendix.

Flyers (YMCA, YWCA, Parks & Recs, Sports Complexes, 4H offices, Athletic Associations, Boy Scouts, Girl Scouts, Young Life, Sporting Good Stores, schools, library, grocery stores, etc)

Postcard mailings (save names and addresses for following year's mailing)

Letter and flyer to local schools

PSA for local radio announcements

Posting for newspaper calendars

Press Release for local newspaper

Local junior football leagues

Local physical education teachers

Newspaper advertisement

Word of mouth

Awards

Awards are given at the discretion of your Chapter. At the State level, the top 5 places in each age group receive a trophy (for our local and regional competitions, State College awards trophies to the top 3 places in each age group). Your expected turnout will determine the number of awards necessary, a suggestion is to award only the top finisher in each age group. This could be with a medal on a ribbon, a trophy, a plaque, a special framed certificate, etc.

Certificates

It is always nice to have every child receive something for their participation in the program and for them to hear their name over the loud speaker. Once registration is complete have 1-2 volunteers fill in pre-printed Football Skills participation certificates. A perfect time to hand out these certificates is while scores are being tabulated. A sample certificate can be found in the Appendix.

Advancing to Regional & State Competition

In order to make this a pleasant experience for the children and parents of those advancing, please ensure that the following takes place:

- A. Contact your regional director for regional competition information. Be sure to get the date, time, location, directions and contact person with phone number for that regional competition.
- B. Create a handout of the information listed in #1 and hand this out to the children advancing.
- C. Compile a list of names, phone numbers, age division, addresses of those advancing (top five finishers in each age group), score, and birth date. Then send that to the contact person at the next level of competition. (Regional or State)

Closing Ceremony

Be sure to have someone to serve as an emcee for the event, this can be the event chairman or a designated person. In addition to doing the welcome and announcements, the emcee is responsible for the closing ceremony which should include:

- A. Thank sponsors
- B. Encourage people to buy food
- C. Present certificates
- D. Award trophies
- E. Draw raffle
- F. Remind those participants advancing to the next level of competition of the date and location of the next competition.
- G. Thank all participants

Follow-up

As with any project, it isn't over until you complete your follow-up. Suggested follow-up assignments which can be delegated in advance include: deposit money raised, send list to regional competition chairman, thank non-Jaycee volunteers, thank Jaycee volunteers, develop photos & mail to those who purchased them, write thank you notes with group photo to sponsors and in-kind donors, and do Football Skills CPG. If you do delegate these tasks make sure to set dates that they should be completed by and be sure to follow-up to make sure these items have been completed.

Questions

Feel free to contact us at the State College Jaycees with any questions:

Larry Walker
Football Skills State Finals Chairman
REALTORLW@aol.com
814/238-8080

Jeff Fortney
Football Skills Food Sales Chairman - State College
jeffrey.fortney@thomsonlearning.com
814/861-3201

Kristen Fortney
President, State College Area Jaycees
KLK104@psu.edu
814/865-3938

APPENDIX X

Football Skills Chairman's checklist

Sponsor form

Flyer

Postcard

Football Skills Rules Flyer

Waiver Form

Radio Publicity & PSA

Press Release

Photo Sale Form

Participant Certificate

Promotional Flyer

Sample Menu

Registration form

Running the Lines Diagram

FOOTBALL SKILLS CHAIRMAN'S CHECKLIST

* see detailed sections in guidebook for more information

- _____ Organize Football Skills planning committee
- _____ Set committee meeting schedule
- _____ Delegate
- _____ Research & select date for event
- _____ Research & select location for event
- _____ Determine event schedule
- _____ Determine awards to be given out if any
- _____ Review measuring, scoring, running the lines with the line volunteers
- _____ Copies of participant certificates

Public Relations

- _____ Flyers
- _____ Postcard mailings
- _____ Letter and flyer to local schools
- _____ PSA for local radio announcements
- _____ Posting for newspaper calendars
- _____ Press Release for local newspaper
- _____ Local junior football leagues
- _____ Local physical education teachers
- _____ Newspaper advertisement
- _____ Word of mouth

Equipment

- _____ Footballs (3 sizes: 8 & 9 year old - smallest, 10 - 13 - middle size, 14 & 15 - largest)
 - * TDY, TDJ and TDV
 - * the ideal is to have two footballs per line for efficiency
- _____ Tees - one per line
- _____ Measuring tape (150 yards)
- _____ Spikes or weights to hold tape measure in place
- _____ Nylon cord or non-elastic string (30 yards needed per punt, pass and kick line)
- _____ Signs to direct people to your location
- _____ Towels to dry off wet footballs
- _____ Sponsor banners
- _____ Jaycees banner
- _____ PA system or bull horn
- _____ Folding table to display trophies
- _____ Folding table and chairs for registration
- _____ Folding table for raffle
- _____ Clip boards (one per line)

- _____ Pens & pencils
- _____ Participant Certificates
- _____ Registration forms (can never have too many)
- _____ Calculators
- _____ Cones or tape to make competition area
- _____ Tape or chalk to mark start line
- _____ Copies of rules to post
- _____ Camera & film
- _____ Assign Volunteers:
 - 1 Emcee: _____
 - 2 registration volunteers: _____
 - _____
 - 1-2 raffle volunteers: _____
 - _____
 - 4 food tent volunteers: _____
 - _____
 - _____
 - _____
 - 5 volunteers for each punt, pass and kick line:
 - one front line ball catcher: _____
 - one in field ball chaser: _____
 - 2 measurement volunteers: _____
 - _____
 - one front line volunteer/scorer: _____
 - 1 volunteer photographer: _____
 - 2 score tabulators: _____
 - _____
 - volunteers for crowd control: _____
 - 1-2 certificate volunteers: _____
 - _____
 - 2 volunteers to do warm-up: _____
 - _____

Fundraising

- _____ Obtain sponsors
- _____ Raffle
- _____ Photo Sales
- _____ Food Sales
 - _____ Tent (if possible)
 - _____ Gas Grill and full propane tank
 - _____ Grill tools (for flipping burgers and grabbing hot dogs)
 - _____ Disposable aluminum pan
 - _____ Cash box/paper & pen or calculator
 - _____ \$50 or more in singles and coins for change

- _____A large poster board listing your menu and pricing
- _____Duct tape & masking tape
- _____2 or three tables
- _____disposable or cloth table clothes
- _____2 coolers
- _____Ice
- _____Coffee pot
- _____Extension Cord
- _____String
- _____Scissors
- _____Jaycees banner & brochures or business cards
- _____Sponsor banners
- _____Basket for napkins
- _____Small paper plates
- _____Napkins
- _____Soda (diet & regular)
- _____Bottled water
- _____Condiments (mustard, ketchup, relish, season salt)
- _____Hamburger patties
- _____Hot dogs
- _____Sliced cheese
- _____Chopped onion
- _____Salt & Pepper
- _____Hamburger rolls
- _____Hotdog buns
- _____Individual bags of chips
- _____Candy or cookies
- _____Plastic spoons or stirrers for coffee
- _____Some plastic forks and knives
- _____Radio for music at the food tent
- _____Copies of menu with prices

OPTIONAL:

- _____Cooked bacon for bacon cheeseburgers
- _____Precooked chicken breasts for chicken breast sandwiches
- _____Barbecue sauce for BBQ bacon cheeseburgers

Follow-up:

- _____Deposit money raised
- _____Send list to regional competition chairman
- _____Thank non-Jaycee volunteers
- _____Thank Jaycee volunteers
- _____Develop photos & mail to those who purchased them
- _____Thank you notes with group photo to sponsors and in-kind donors
- _____Do Football Skills CPG

The Anytown Jaycees

Football Skills Competition

supporting athletic participation and the children of our local community

Date of Your Event

SPONSORSHIP COMMITMENT

TITLE SPONSOR

\$500

- Your company banner will be prominently hung at the Football Skills competition
- Top recognition on all Football Skills flyers and postcard promotions
- Title Sponsor recognition the day of the Football Skills event over the PA system
- Title recognition on the Anytown Jaycees web site
- Title Sponsor recognition in the Football Skills program
- Top recognition on signage at the Football Skills registration area
- Mention at Title Sponsor in all Football Skills public relations efforts

QUARTERBACK SPONSOR

\$200

- Prominent recognition on all Football Skills flyers and postcard promotions
- Special recognition the day of the Football Skills event over the PA system
- Recognition on the Anytown Jaycees web site
- Special mention in the Football Skills program
- Recognition on signage at the Football Skills registration area
- Mention in all Football Skills PSA's

FULLBACK SPONSOR

\$100

- Recognition on all Football Skills flyers and postcard promotions
- Recognition the day of the Football Skills event over the PA system
- Recognition on the Anytown Jaycees web site
- Special mention in the Football Skills program
- Recognition on signage at the Football Skills registration area

LINEBACKER SPONSOR

\$50

- Recognition on the Anytown Jaycees web site
- Listing in the Football Skills program
- Recognition on signage at the Football Skills registration area

Sponsor Level (please check one)

_____ Title \$500 _____ Quarterback \$200 _____ Fullback \$100 _____ Linebacker \$50

COMPANY NAME: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE: _____ FAX: _____

EMAIL: _____

_____ Check enclosed

_____ Check to be sent on: _____

For all materials, please print our company name as written below:

Return to: The Anytown Jaycees
P.O. Box 000
City, State Zip

Fax:
Email:



Jaycees Football Challenge

(Date of Event)

sponsored by (your chapter name)

A football skills competition for boys and
girls ages 8-15

Participants Punt, Pass & Kick in this
Challenge

Winners advance to Regional and State finals.
Trophies awarded to winners at all levels of
competition!

Local Competition
Registration (time)
Event begins at (time)

Location

Kids ages 8 - 15

November 10 (date of State Finals) will be used
to determine age.

Call (Contact person) at (phone number) or
email (email address) with questions.

*Please tell your friends about
the event!*

Sample postcard text:



Jaycees Football Challenge

September 29, 2001

Registration 11:30 - 12:00, Event begins at 12:00

Holuba Hall, Penn State Campus

Kids ages 8 - 15

November 10 (date of State Finals) will be used to determine age.

Call Larry Walker at 814/238-8080 with questions.

Please tell all your friends about the event!



Jaycees Football Skills Basic Rules

- No metal spikes on astroturf or artificial turf.
- No bare feet or steel toed shoes.
- If ball hits roof, it is an automatic retake.
- Must use supplied equipment (tees and balls).
- Participate at the age you are, on or before the date of State finals.
- One punt, pass & kick score added together will break ties.
- Parents are asked to please stay off the field.
- Parents, remember this is for FUN.
- Please do not ask for your child's results prior to final tabulation and the announcing of winners.
- Competitions will be held rain or shine. However, threatening or dangerous weather conditions will result in the on-site cancellation and rescheduling of event. Cancellation decisions will be made by the local Football Skills chairman.
- Participants may only register and compete in one local round of competition. Competing in more than one local round will result in the automatic disqualification of that participant.

**The Pennsylvania Jaycees are proud to have you participate in
their Pennsylvania Jaycees Football Skills Challenge
Good luck!**

Entry Form & Liability Waiver

Name: _____

Address: _____

Birthdate: _____ **Age as of State Finals:** _____

I do hereby waive, relinquish, release, discharge and hold harmless from any and all liability for any physical or mental injury or aggravation of any pre-existing illness or handicap, death, loss or enjoyment or my other harm or loss of any nature whatsoever which may be sustained by me or my son-daughter in travel, participating in, and returning from the Pennsylvania Jaycees Football Challenge Competition ("Competition"), the following: The Pennsylvania Jaycees and its Local Chapters and representatives, members of the above and, parent and/or guardian of the above named participant, in consideration of the acceptance of this entry, hereby join and confirm the above waiver and release. Also, I certify that my son/daughter has listed his/her correct birth date and that he/she does not have any physical and/or mental deficiencies which may be aggravated, or in any way endanger him/her, by traveling to, participating in, and returning from the competition.

Participation constitutes permission to use competitor's name and likeness for promotional purposes without compensation.

Additionally, I certify that my son/daughter has not participated in any other Pennsylvania Jaycees Football Skills Challenge Competitions this year and will abide by all Rules and Regulations of the Competition and I acknowledge that any violation of the previous statement can result in the immediate disqualification of my son/daughter from the competition.

Parent or legal guardian signature:

Date:

TIPS ON PUBLICIZING LOCAL COMPETITIONS ON THE RADIO

Call the radio station one month in advance of the competition and speak with the program director or person in charge of public service announcements (PSAs).

Inform the PSA director that you have an upcoming free event for young people organized by your civic or non-profit group that you would like to have publicized on the air.

Ask them to run the announcement.

Ask them how they would like to receive the information? (Mail, fax, drop off at station, email)

Provide station with the following:

Press release announcing competition

Ready to read 15 second announcement: should include day, date, time, location, who is eligible, fact that it is a free program, contact person & phone number)

Information about your organization

The information you provide should use the following format:

Double-spaced

ALL CAPS

Provide pronunciation help for difficult names

Keep it short: approximately 15 seconds when read aloud at a moderate pace.

Sample Radio Script

THE (LOCAL CHAPTER) JAYCEES IS HOSTING A LOCAL COMPETITION FOR THE PENNSYLVANIA JAYCEES FOOTBALL CHALLENGE ON (DATE) AT (TIME) AT (LOCATION). THE COMPETITION IS OPEN TO BOYS AND GIRLS AGES 8 TO 15, AND IS FREE. PARTICIPATE IN THIS FUN EVENT. FOR MORE INFORMATION, CALL (LOCAL CONTACT PHONE NUMBER).

Speak with the Sports Director. Tell him/her that there is a Pennsylvania Jaycees Football Challenge competition coming up in the area and ask if the information could be included in some sportscast. The sports director may request further information to do a story on the event.

Make sure to provide everyone you contact with your name and phone number so they can contact you for additional information if needed.

Sample Press Release (print on your Chapter's letterhead)

FOR IMMEDIATE RELEASE

Today's Date

Local Jaycee Chapter to Host Pennsylvania Jaycees Football Challenge - Date of event

Your City, Pa. – Young football fans will have the opportunity to exhibit their football skills when the (local) Jaycees host a Pennsylvania Jaycees Football Challenge competition on (date of local event).

The competition is free and open to boys and girls ages 8-15. The competition will be held on (date of event) at (time of event) at the (location of event). For competition information, call the (local) Jaycees at (phone number).

The Pennsylvania Jaycees Football Challenge is a football competition that allows youngsters to showcase their talents in punting, passing and place-kicking with scores based on distance and accuracy.

The top finishers from each of eight age groups at the (local) Jaycees competition will advance to a Regional competition. Top finishers in the Regional competitions will advance to the State Finals held at Penn State University.

The Pennsylvania Jaycees Football Challenge competition is produced by the Pennsylvania Jaycees. Your local Jaycees volunteer their time to many projects annually in the community.

Visit web site address if available or contact (name) at (phone number) or (email address if available) for more information.

#

JAYCEES FOOTBALL SKILLS CHALLENGE PHOTO SALES

Photos \$5 each (5X7 photo)

Please print

Name:

Address:

Phone:

Name:

Address:

Phone:

Name:

Address:

Phone:

Name:

Address:

Phone:

Name:

Address:

Phone:

While at the Football Skills Competition, please be sure to buy a hot dog, hamburger, Pepsi, or a T-Shirt.

Proceeds from the sale of all food items and T-Shirts help to pay for this event and many other community projects.

Thank You for you support and best of luck to our competitors from
The State College Area Jaycees

Jaycees Football Skills

Chicken Breast Sandwich.....	\$2.50
BBQ Bacon Cheeseburger	\$2.50
Cheeseburger	\$2.00
Hamburger	\$2.00
Hot Dog	\$1.00
Chips	\$.50
Soda	\$1.00
Water	\$1.00
Candy	\$.50
Danish.....	\$.75
T-Shirts	\$10.00

Proceeds help to pay for this and many other community events. Thank you for your support.

Jaycee Football Skills Registration Form

Age Group: _____

Name: _____ Age: _____ Birth Date: _____

Address: _____

Phone: _____

	Score 1	Score 2	Best
Punt			
Pass			
Kick			
TOTAL			

=====

Name: _____ Age: _____ Birth Date: _____

Address: _____

Phone: _____

	Score 1	Score 2	Best
Punt			
Pass			
Kick			
TOTAL			

=====

Name: _____ Age: _____ Birth Date: _____

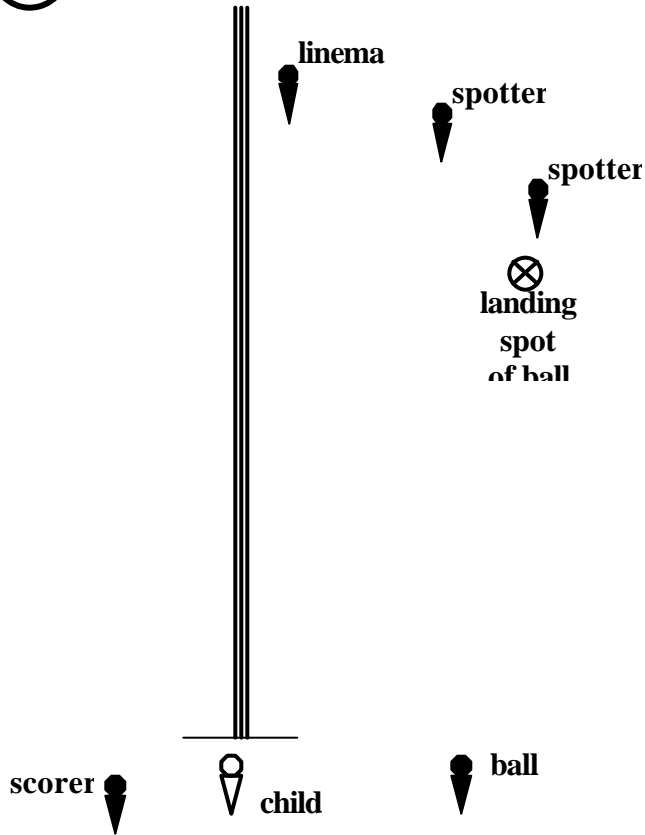
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Phone: _____

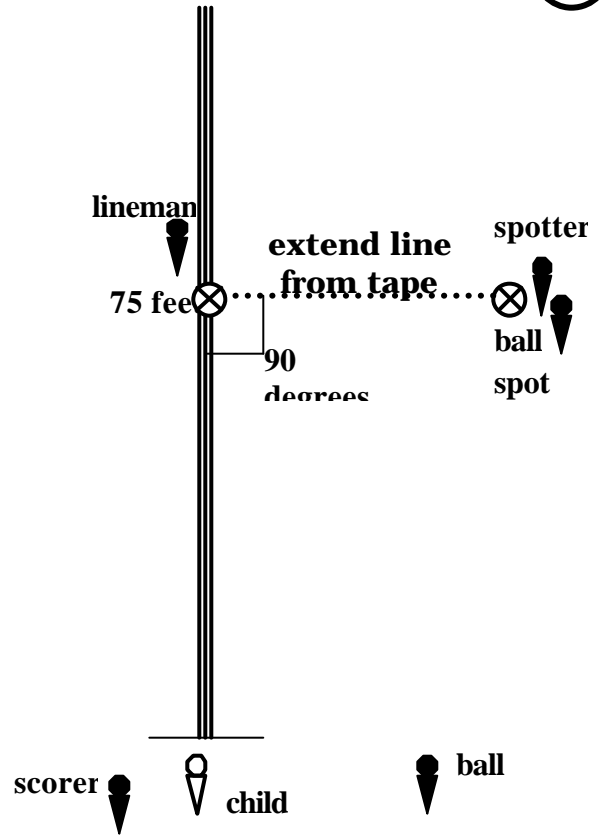
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Punt			
Pass			
Kick			
TOTAL			

RUNNING THE LINES

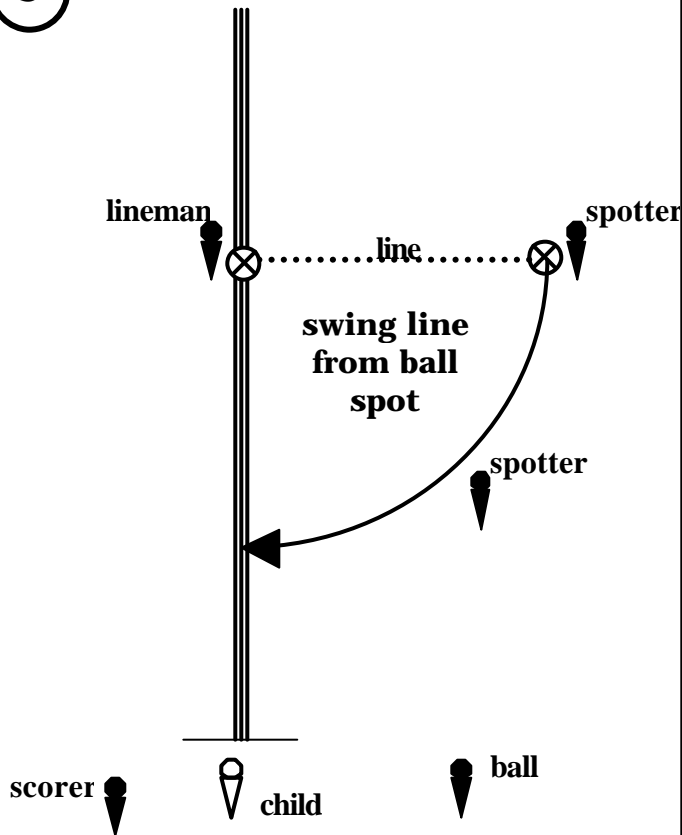
1



2



3



4

