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September 26, 2011

Chris Proctor  
Cougars Lacrosse Team  
Henderson, NV

**SUBJECT: COUGARS LACROSSE TEAM - BOARD OF DIRECTORS  
ELECTION OF OFFICERS (SECRETARY/REGISTRAR)**

Dear Chris:

I am writing to express my interest and respectfully request consideration to serve on the Cougars Lacrosse Team (Team) Board of Directors (Board) in the position of Secretary/Registrar. As a high school sophomore, my son, Andrew, is currently an active member and our entire family enjoys, and looks forward to, playing a role in supporting the Team for the remainder of his high school years.

Listed below are some of my qualifications that I feel are relevant for this position:

**Parent Volunteer Experience:**

- Served on the Coronado Marching Band Booster Organization Board of Directors during the school years indicated below, in which a Board of Directors was in place:
  - 2004/05 (Booster Volunteer)
  - 2005/06 (VP Fundraising)
  - 2006/07 (Recording Secretary)
  - 2007/08 (Recording Secretary)
  - 20010/11 (VP Volunteers)
  
- Played an active role as a Parent Volunteer for the Bob Miller Lacrosse Team during the 2009 and 2010 Spring Seasons. Prior to the start of the 2010 Spring Season, played an integral role in the formatting, collecting and organizing of completed registration forms; tracked registration and uniform payments; worked with the school's faculty advisor and office staff to accurately submit deposits in a timely manner; maintained player records; and assembled Coaches Binders with the appropriate and required emergency medical and contact information, field trip waivers, and valid U.S. Lacrosse numbers.
  
- Served as Registrar for the Cougars Lacrosse Team for their 2011 Spring Season. This included the formatting, collecting, and organizing of required player registration forms; maintained player records; tracked registration and uniform payments; worked with the Team Manager in compiling uniform order information; accurately transmitted monies to the team's Treasurer in a timely manner; and assembled Coaches Binders with the required emergency information and valid U.S. Lacrosse numbers for each player.

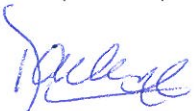
- Assisted with other activities and duties for both the Bob Miller Lacrosse Team and the Cougars Lacrosse Team, as needed.
- Together with the Team's Manager, Amy Eissler, I served as a liaison with the administration of Coronado High School (Coronado) to form the Cougars Lacrosse Club (Club), helped to secure a Faculty Advisor for the Club, and assisted with drafting the Club's Charter as required by Coronado.

**Professional Work Experience:**

- The positions I've held during my 30 years of professional work experience, many of which have been in the hospitality industry, have demanded organization and attention to detail. Additionally, while in these positions, I have been entrusted with and exposed to highly sensitive and confidential information.
  - During my years in the hospitality industry, my duties have included, but were not limited to, organizing conventions of over 1,000 attendees, assisted the CEO of a multi-million dollar off-premise and on-site catering company, and Executive Assistant to the VP and General Manager of two major Las Vegas Strip properties, which included working closely with the most senior executive management and the Boards of Directors of each gaming company.
  - During my three years as Office Manager of a private school in Las Vegas, I became familiar with the importance of maintaining accurate student records, the administrative functions of a state licensed school, and the needs of faculty.
  - My current position as Executive Assistant to the Deputy General Manager of the Southern Nevada Water Authority and Las Vegas Valley Water District for the past nine years further reinforces my dedication to organization and attention to detail.

In closing, regardless of whether or not I serve as on the Team's Board, I will continue to participate and support Cougars Lacrosse. I truly enjoy working with the coaches, players, and parents and appreciate their time and dedication to help make every player successful. I would be happy to answer any questions or provide additional information.

Respectfully,



Darlene Fanizzi  
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