



**Melbourne PAL Youth Football and Cheer (MPYFC)
Policies and Procedures Guidebook
for
Greater Melbourne Police Athletic League, Inc,**

“Investing In Our Community One Child At A Time”

November 2025

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Mission / Values

- **Mission:** The Greater Melbourne Police Athletic League exists to enhance our communities and empower our youth by building teamwork through educational enrichment programs and youth sports activities. These enrichment programs will develop reading, math and science skills, as well as a youth support groups that include both parents and local mentors. These programs will also focus on developing leadership skills, improve communication skills, and teach youth to respect others.
- **Teamwork:** We know that the best ideas and results are created when we work together. Therefore, we embrace working together and we support each other.
- **Education:** We understand that education fuels our youth growth. We will provide educational enrichment programs that will encourage our youth in reading, math and science.
- **Integrity:** We encourage our youth to be honest and respect authority and to never compromise the trust placed in them. This includes complying with all rules governing our initiatives, never participating in bullying activities, and being good citizens in the communities where they live.

“Investing In Our Community One Child At A Time”

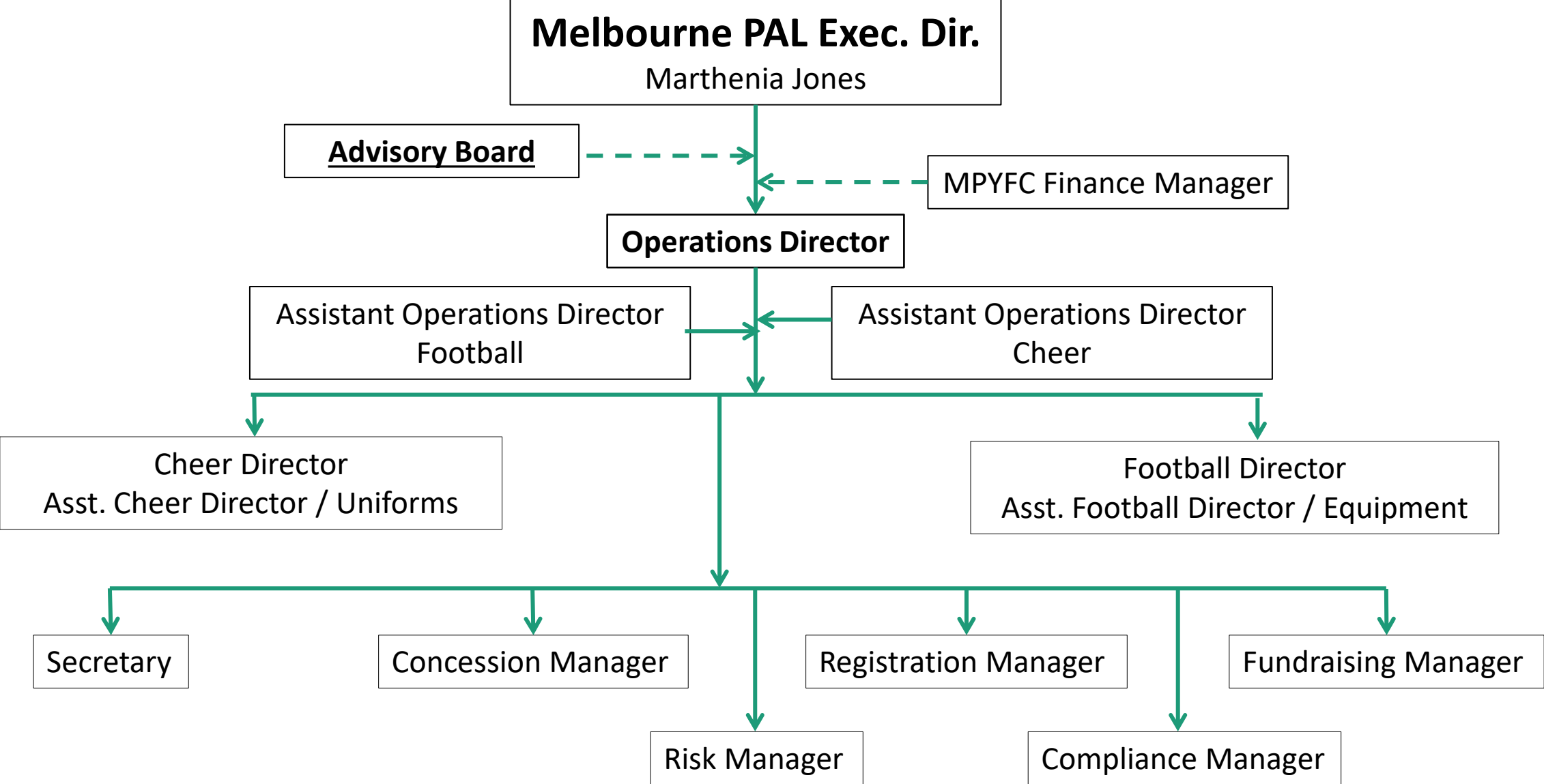
Program Structure

- The structuring of the program is designed to streamline operational requirements, maximizing potential of all people, resources and facilities involved with the football and cheerleading program. This program structure will enhance resource development with fiscal integrity, enhance the organization and program's ability to raise funds, improve training and provide additional equipment ultimately benefiting the Greater Melbourne's youth.

Program Calendar

January	<ul style="list-style-type: none"> • Submit recommended list of officers to the Executive Director • Head Coaches volunteer applications accepted/screened • Recommend football and cheerleading equipment needs
February	<ul style="list-style-type: none"> • Submit list of recommended coaches to the Operations Director to receive approval
March – May	<ul style="list-style-type: none"> • Player conditioning / training • Get annual budget approved with the Executive Director
June	<ul style="list-style-type: none"> • Clean equipment, uniforms and concession
July	<ul style="list-style-type: none"> • Start regular season practice • Order game uniforms for football and cheer if needed
August	<ul style="list-style-type: none"> • Order practice wear for cheerleaders. • Receive cheer practice wear equipment and shoes. Deliver equipment and shoes to parents.
Sep. – Oct.	<ul style="list-style-type: none"> • Monitor coaches at practices/games/deal w/issues
November	<ul style="list-style-type: none"> • Monitor coaches at practices/games/deal w/issues • Collect cheer uniforms and football equipment. • Order trophies and hold trophy ceremony
December	<ul style="list-style-type: none"> • Evaluate season/coaches/issues • Store clean uniforms. Inventory and determine missing pieces to be collected. • Appoint Operations Director for next season

Melbourne PAL Youth Football and Cheer Staff



Melbourne Bulldogs Staff (2026)

- **Finance Manager.** –
- **Operations Director**–
- **Asst Operations Director (Football)** –
- **Asst Operations Director (Cheer)** -
- **Cheer Director** –
- Assistant Cheer Director –
- **Football Director** –
- Assistant Football Director –
- **Registration Manager** –
- **Secretary** –
- **Fundraising Manager** –
- **Risk Manager** –
- **Compliance Manager** –
- Concession Manager –
- 14U Coach –
- 14U Cheer Coach –
- 12U Coach –
- 12U Cheer Coach –
- 10U Coach –
- 10U Cheer Coach –
- 8U Coach –
- 8U Cheer Coach –
- Flag Coach –
- Flag Cheer Coach –

Bold – MPYFC Board Voting Positions

Officer Appointments and Terms of Office

- The MPYFC Operations Directors and Assistant Operations Director will be appointed by the Executive Director based on the volunteer applications received for those positions.
- Once appointed the Operations Director will then recommend to the Executive Director names for approval for all other positions in the football organization based on the volunteer applications received. All volunteer applications received must be submitted online for the Executive Director to review also.
- All MPYFC officers' term of office shall be for one year, effective the first day of January or when appointed.
- An MPYFC officer can only hold one MPYFC board position unless approved by the PAL Executive Director.
- An officer may serve until the end of their term or such time as they are removed by the Executive Director or voluntarily resign
- Vacancies may be created by resignation, by inactivity or by failure to meet the code of conduct standards. An officers' position will be considered inactive if the officer misses three (3) consecutive regularly scheduled meetings without an excuse.
- Any vacancy can be filled with a special appointment by the Operations Director and approved by the Exec. Director. The new member will hold office for the remainder of that term.
- All vacancies will remain open, and volunteer applications accepted for thirty (30) days.

Advisory Board

- To offer advice that enhances the MPYFC goals and program with respect and integrity.
- Submit to the Executive Director recommended changes to the Melbourne PAL policies and procedures or operations.
- The advisory board should have a maximum of 7 members from a diverse (i.e. race, sex, nationality, parents, sponsors, and community leaders) background.
- Advisors are appointed by the Executive Director.
- New member recommendations should be submitted to the Executive Director for consideration.
- Meet at a minimum monthly during the football season July – December.
- All advisory board members must complete the volunteer application and pass the background check.
- The advisory board will elect a chairman and that person will be responsible for scheduling and leading the meetings.
- At the conclusion of the season, submit to the Executive Director, staff evaluations for the Executive Director, Operations Director along with recommendations for the future of the program.
- PAL VP Operations, Executive Director and Operations Directors shall be invited to all Advisory Board Meeting but will not be a voting member of the board.

Operations Director

- The Operations Director is responsible for the day-to-day operations.
- Communicate effectively with the PAL Executive Director keeping them fully informed of all current and planned activities, events and other issues pertinent to the MPYFC football and cheerleading program.
- Approve and obtain approval from the Executive Director for all purchases greater than \$300.00 using Form B.
- Prepare a detailed budget for the football program, including proposed expenditures and income for the next fiscal year and projecting major needs and expenditures through the next three years.
- Follow all established policies of MLB PAL, MPYFC and ensure that all volunteers are trained and adhere also.
- Ensure adequate adult supervision for all activities of the program and its teams.
- Ensure proper safety and risk management procedures exist and are adhered to by all persons associated with the program.
- Schedule home game referees when required.
- Ensure that all activities of the football program are consistent with the mission and objectives of the MLB PAL.
- Have a strong working knowledge of the requirements, rules and regulations of the ACYAA.
- Hold at a minimum MPYFC monthly meetings with staff and volunteers.
- Operations Director shall obtain a travel authorization for any team travel that is not on the season schedule.
- Attend the Advisory Board meeting when requested.

Assistant Operations Director (Football Focus)

- Support the Operations Director as needed.
- In coordination with the Risk Manager, instruct all football coaches on emergency procedures and injury reporting.
- Ensure all Volunteers to include Team Moms complete the Volunteer Applications
- Manage all football fundraising activity.
- Oversee the Football side of MPYFC.
- Coordinate practice fields and times with coaches.
- Work with football director on important decisions to include budget.
- Attend all football playoff games if possible.
- Plan and coordinate award presentations and gatherings.
- Help with the inventory and storage of all equipment.
- Attend monthly football coaches' meetings.
- Responsible for collecting donations at the gate on game day when required and turning it into the Finance Manager the same day.
- Ensure the program website is maintained.
- Other duties as assigned by the Operations Director.

Assistant Operations Director (Cheer Focus)

- Support the Operations Director as needed.
- In coordination with the Risk Manager, instruct all cheer coaches on emergency procedures and injury reporting.
- Ensure all Volunteers to include Team Moms complete the Volunteer Applications
- Manage all cheer fundraising activity.
- Oversee the Cheerleading side of MPYFC.
- Coordinate practice fields and times with coaches.
- Work with Cheer Director on important decisions to include budget.
- Attend Cheer Competition if possible.
- Plan and coordinate award presentations and gatherings.
- Help with the inventory and storage of all cheer uniforms.
- Attend monthly cheer coaches' meetings.
- Responsible for collecting donations at the gate on game day when required and turning it into the Finance Manager the same day.
- Ensure the program website is maintained.
- Other duties as assigned by the Operations Director.

Finance Manager

- Receive all monies (registration fees, concession proceeds, gate donations, etc.) and act as the custodian of all funds pertaining to the MPYFC Program, keeping a full and accurate account thereof.
- Deposit all funds into the MPYFC banking account within 72 hours (3 Days).
- Reconcile the checking account monthly with the bank statement.
- Create and present a monthly revenue report to the operations director and executive director.
- Cooperate in all internal and external audits as deemed necessary by either the Executive Director.
- Assist the Operations Director in the formulation of an annual budget.
- The Operations Director must approve all purchases over \$50.00.
- The Operations Director and the Executive Director must approve all purchases over \$300.00.
- The Finance Manager will have a debit card with a maximum spending amount of \$300. The Finance Manager is responsible for all changes on the card.
- Cash money received must be counted and a receipt signed by the finance manager along with one other operations staff person or the person assigned to collect the money being received. Use Cash Receipt – Form A or something similar.
- Make available upon request all receipts, ledger and financial records for the program.
- Have a complete understanding of the Melbourne PAL financial policies and procedures.

Finance Manager (cont.)

- A request for refund of registration fees must be made in writing to the Finance Manager. Twenty-five dollars (\$25) of the registration fee is nonrefundable. Refunds may take 2-3 weeks for processing. No refunds will be returned after equipment is issued. Refunds due to medical problems must be in writing and must be accompanied by a note from a physician. If the Operations Director and the Finance Manager agree they have the authority to issue a refund, at any time during the year, based on exceptional circumstances.
- Parents may be billed and charged for the cost of a uniform or equipment if not returned as requested by the coach or operations staff member. Parents will have 30 days from the date of written request for return of such equipment before small claim court proceedings are filed.
- Designated as the person with signature authority on checks along with the Executive Director.
- Cash APP money can only be received by the Finance Manager.
- No use of personal accounts or personal apps is allowed.
- Responsible for paying player fees to MLB PAL, ACYAA and AAU.
- The Melbourne PAL Fee is \$xx per tackle player and tackle cheerleader (No fee for flag). Fee is payable to the Executive Director by the third game of the season.
- Pay Home game Referees.
- Responsible for paying the City of Melbourne light bill and all other bills within 30 days of receiving the bill.

Finance Manager (cont.)

- All monies collected for a particular team or cheer squad is to given to the Finance Manager so records can be kept with twenty percent (20%) of all monies collected retained by the football program for overhead expenses.
- No one shall agree to any binding contract. Only the Executive Director can sign for the program.
- Receive and track all sponsorship money.
- Any purchase by an individual that was not pre-approved shall not be reimbursed without Executive Director approval.
- Avoid doing ATM deposits unless required for other reasons. The bank does not provide check copies with ATM deposits.
- Attend the Advisory Board meeting when requested.
- All packages must be shipped to **2547 S. Grant St., Melbourne FL 32901**. No packages shall be shipped to a home without prior approval by the Executive Director
- Other duties as assigned by the Operations Director.

Football Director

- Serve as coordinator for all tackle and flag activities.
- Accept / Screen Head Coach and assistant coach volunteer applications.
- Submit list of recommended coaches to the Operations Director and Asst. Operations Director for approval.
- Ensure all coaches take the necessary training.
- Monitor coaches at practices and games and deal w/coaches' issues.
- Provide/maintain coaching guidebook which will include:
 - Code of conduct for all Coach-'s
 - Current High School rule book
 - ACYAA rules
 - Emergency procedures/injury reporting
- Notify the Asst. Operations Director of all injuries associated with the football program and comply with all requests for documentation.
- Assist and support all coaches.
- End of season coach's evaluations must be submitted to the Executive Director for filing.
- Hold at a minimum monthly Football coaches' meetings.
- Other duties as assigned by the Operations Director.

Assistant Football Director

- Determine needed items necessary for safe play and submit those items to the Operations Director for budgeting and purchase.
- Assist in planning and implementation of player registration Provide coaches with their respective team's roster.
- Maintain original medical releases.
- Responsible for receiving Volunteer Applications from Team Moms and submitting them to the Risk Manager.
- Team Moms must be approved by the Operations Director and the Executive Director
- Verify player eligibility.
- Manage player placement with appropriate teams.
- Assist Football Director in the formulation of an annual budget.
- Ensure that all equipment is in good and safe condition.
- No equipment shall be issued to any player that has not paid their registration fee in full.
- Shall determine needed player equipment along with other items necessary for safe play and submit those items to the Operations Director for budgeting and purchase.
- Responsible for reconditioning of equipment, proper records are maintained and that all players utilizing the equipment are properly outfitted.
- All players that utilize the equipment are properly outfitted and trained.
- Responsible for other duties as assigned by the Football Director.

Cheer Director

- Server as coordinator of all cheer activities.
- Accept / Screen Head Coach and assistant coach volunteer applications.
- Submit list of recommended coaches to the Operations Director and Asst. Operations Director for approval.
- Ensure all coaches take the necessary training.
- Monitor coaches at practices and games and deal w/coaches' issues.
- Provide/maintain coaching guidebook which will include:
 - Code of conduct for all Coach-'s
 - Current High School rule book
 - ACYAA rules
 - Emergency procedures/injury reporting
- Notify the Asst. Operations Director of all injuries associated with the cheer program and comply with all requests for documentation.
- Coordinate coaching and cheerleading clinics.
- Coordinate the ordering, maintenance and issuing of uniforms and their fittings.
- Have a strong working knowledge of the requirements, rules, and regulations of the ACYAA.
- Assist and support all coaches.
- End of season coach's evaluations.
- Hold at a minimum monthly Cheer coaches' meetings.
- Other duties as assigned by the Operations Director.

Assistant Cheer Director

- Propose the selection of practice wear and cheer shoes.
- Verify quantities of equipment needed with Cheer Director.
- Issue clean cheerleading game uniforms for all teams and coordinate and collect these uniforms at the end of the season.
- Notify the Cheer Director of missing unreturned equipment.
- No game uniforms or practice wear shall be issued to any cheerleader that has not paid their registration fee in full.
- Attend post season cheer events supporting teams with equipment needs and collect uniforms at these events.
- Propose to the Cheer Director equipment needs for next year's Cheer Budget.
- Perform other duties as delegated by the Cheer Director.

Registration Manager

- The Registration Manager is responsible for ensuring that all players and cheerleaders are registered.
- Only the Registration Manager or their alternate will be allowed to accept registration.
- Collect all registration fees and submit to the Finance Manager with a list of fees by name.
- Monitor online registration and submit to the Finance Manager by name all online registration.
- Reconcile the registration reports monthly.
- Provide to each coach weekly a roster of all players and cheerleaders with their registration status.
- Cooperate with all internal and external audits as deemed necessary by either the Executive Director or the Executive Board of Directors.
- Registration accepted by Cash App will utilize the BullDawg Cash App account.
- Ensure pricing is correct on the **GreaterMelbournePAL.ORG** website.
- Create and maintain official rosters and player cards in accordance with ACYAA guidelines.
- Other duties as assigned by the Operations Director.

Secretary

- Take minutes of all Operations staff meetings and send to the Operations Director.
- Maintain an up-to-date roster of all staff members, coaches, and volunteers. The roster must contain the person's name, address, telephone numbers, and e-mail address.
- Have readily available at all meetings minutes from the previous 6 months. Maintain meeting sign-in and attendance records.
- Maintain a list of any special Committees or designated groups.
- Research and select photographer to take team pictures. Obtain picture day package. Create schedule to be followed on picture day. Hand out schedule and picture packages to team moms. Attend picture day to assist photographer and parents.
- At the direction of the Operations Director, e-mail meeting agendas three days in advance of any regularly scheduled staff meeting.
- Maintain a record of all player rosters and coaching staffs for historical reference.
- Get information from Finance Manager as to which teams are eligible to receive sponsor shirts. Get sizes from coach and submit to the Finance Manager. He /she will let me know which teams are eligible.
- Have each officer, advisor, coach and volunteer read and sign that they understand MPYFC policies and procedures.
- Other duties as assigned by the Operations Director.

Concession Manager

- Responsible for operating and maintaining the concession stand.
- Meet with the Operations Director and Asst. Director to discuss the menu for the season and each game.
- The concession is open during the season during practice days from 5:45 — 8:10 Mon-Thurs during summer practice schedule, three nights a week after school starts.
- Coordinate volunteer duties with coaches and team moms. Assist Operations Director in development of annual budget.
- Submit to the Executive Director the Wednesday before home game day the Sam's order for preorder using the PAL account. Pickup will be scheduled for Friday for the Concession Manager.
- All monies collected on game day will be given to the Finance Manager at the end of the day.
- Money collected during the week will be given to the Finance Manager as agreed upon between the managers.
- When money is needed to stock the concession, it must be requested from the Finance Manager.
- No cash money can be kept by the concession manager overnight unless it is authorized by the Finance Manager.
- The concession manager will submit receipts to the Finance Manager when restocking the concession.
- Cash App sales by the concession will utilize the BullDawg Cash App account.
- Coordinate food vendors for game day. Remember all vendors must be approved by the City of Melbourne.
- No one under the age of 18 is allowed to work in the concession area without adult supervision.
- The concession manager should report within 2 days following game day all monies received and spent for the game
- Other duties as assigned by the Operations Director.

Fundraising Manager

- Work with the Assistant Operations Director on potential sponsorship letters.
- Responsible for the sale of MPYFC merchandise.
- Process all fundraising forms and submit to the Operations Director for signature. Forward signed copies to the Finance Manager. A staff person must be present at all fundraising events and sign for all monies collected.
- Manage sponsorships and send out letters to potential sponsors.
- Maintain list of current sponsors; Send Thank You letters to all sponsors.
- Order sponsor plaques and sponsor banners.
- Setup and support all fundraising events throughout the season.
- Maintain records of all fundraising activities and track the financial success of each. Utilize this information to determine what programs can be improved or replaced for the following season.
- Explore new fundraising ideas and activities.
- Perform other duties as delegated by the Assistant Operations Director.
- Hold several pre-season fundraising activities for the MPYFC program to cover unexpected expenses during the season.
- Other duties as assigned by the Operations Director.

Sponsorships / Vendors

- Sponsorships are managed by the Fundraising Manager after funding is delivered to the Finance Manager
- Sponsorship forms must be approved Operations Manager and the Executive Director for consistency across Melbourne PAL
- All sponsorship money is the property of the League and not a person.
- Officers, coaches and volunteers are encouraged to obtain league sponsors each year. The Operations Staff will establish sponsorship prices annually.
- MPYFC Sponsor Benefits Guidelines:
 - League Sponsor – includes banner and other league marketing benefits
 - Team Sponsor / Player Sponsor – No banner or league marketing benefits.
- All sponsorships are for the current season only.
- All Sponsorship money or other monies contributed to Melbourne PAL must be given to the Finance Manager within 48 hours with a description of the type of sponsorship / money (for accounting purposes).
- All sponsorship money can only be used on pre-approved events or purchases.
- If someone wants to buy the team something as a gift, the Finance Manager must be notified for recording in our records.
- MPYFC vendors must be approved by the Operations Director, Fundraising Manager and the Executive Director.

Risk Manager

- Identify, analyze, and control program operational risks and for identifying potential facility, field, and equipment hazards.
- Coordinate Background checks of staff, coach's, team moms and volunteers.
- Potential safety hazards must be reported to the Operations Director as soon as possible and ensure that immediate action is taken to prevent injury.
- Make sure each team has proper safety equipment (i.e., first aid kits, etc...).
- Obtain all required reports of injury in a timely manner and forward those reports to the Executive Director via the Operations Director.
- Coordinate with the Executive Director to schedule a police officer when needed.
- Other duties as assigned by the Operations Director.

Compliance Manager

- Responsible for ensuring that MPYFC is following all Melbourne PAL and MPYFC policies and procedures.
- Reports directly to the Executive Director and the Operations Director.
- Attends Advisory Board meetings when requested.
- Responsible for other duties as assigned by the Operations Director.

Grievances and Complaints

- Any grievances or complaint concerning the coaching of a Flag, Tackle or Cheerleading coach, or any other matter concerning the MPYFC program shall be written and presented to a representative of the Advisory Board.
- A special closed board meeting will be held to determine what action, if any should be taken.
- Any discipline that occurs as a result of a grievance or complaint is subject to the same procedures and resolutions as outlined under Discipline.
- All actions taken will be recorded and any identified parties notified of the outcome of the closed Board meeting.
- Complaints that may culminate in a disciplinary action against a coach must be presented to the Executive Director in written form or be addressed in person, by the complainant. The Operations Director will make the final decision on whether disciplinary actions are appropriate with the advice of the Executive Director.
- Actions may result in probation, suspension, or permanent removal from the program.

Discipline

- If necessary, during any official program activity, the Executive Director or the Operations Director should take immediate appropriate action(s) to ensure the safety and well being of the participants.
- All disciplinary action will be reported to the Executive Director so they can decide whether to impose any further acts of discipline.
- The parties involved may appeal any disciplinary action taken. The appeal must be made in writing to the PAL Board and, if requested, an appeal hearing will be held. All parties involved will have the opportunity and equal time to present their argument and witnesses, with the accused side having the last argument. The PAL Board decision is final.
- All actions taken will be recorded and any identified parties notified of the outcome of the PAL Board meeting.

Coaches / Team Moms / Volunteers

- Shall:
 - Be a positive role model.
 - Remain sensitive to the physical and emotional well-being of the players
 - Display and instill in players the principles of good sportsmanship and team play.
 - Provide a positive experience for all players.
 - Ensure players always display respect and good sportsmanship towards other players.
 - Treat all players, parents, spectators, and league officials with respect.
 - Provide instruction in a manner that is constructive and supportive.
 - Never ridicule or demean players on my own or other teams, officials, parents, or other program participants.
 - Not tolerate behavior that endangers the health or well-being of a child.
 - Complete all required training, including concussion recognition education.
 - Comply with the decisions of league officials and observe all rules, policies, and procedures as established or endorsed by MPYFC, ACY, and AAU.
 - Teach the sport to the best of your ability.
 - Be drug and alcohol-free while at any athletic event.

Code of Conduct for Officers, Coaches and Staff

- Any coach ejected from a game will serve a one (1) game suspension; the suspension will be effective for the next scheduled game. The second (2nd) violation will result in an investigation by the Operations Director along with the Executive Director and may result in termination.
- Any player ejected from a game will serve a one (1) game suspension, to be effective for the next scheduled game. During game suspension the player must sit on the bench with equipment off, jersey turned inside out. The second (2nd) violation will result in suspension for the remainder of the season.
- Any parent using foul or inappropriate language or actions towards any coaches, referees, another parent, or the opposing teams will be removed from the premises for the remainder of the day. The second (2nd) violation will result in a permanent ban from attending any MPY FCA game or practice for the remainder of the season.
- Head coaches are responsible for all equipment. Head coaches who do not actively expedite the 90% return of the equipment assigned to his or her team members may not be allowed to return to MPYFC. The MPYFC Operations Director will make this determination.

Code of Conduct for Officers, Coaches and Staff (cont.)

- Use of tobacco products or alcohol will not be allowed on practice fields or game fields by coaches, parents or anyone associated with MPYFC. Violations to this rule can result in a permanent ban from the PAL or County league.
- Staff must not engage in any intimidating, harassment, discriminatory, abusive, derogatory, or demeaning speech or actions (“harassment” includes, but is not limited to: communication or conduct that a reasonable person in the individual’s circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive or offensive, such communication may be related to gender, gender identity and expression, sexual orientation, disability, national origin, race, age, religion; it also includes stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention).
- Staff should maintain the confidentiality of information concerning MPYFC and its operations, finances and future.
- Any officer, advisor, coach, team mom or volunteer violating these policies and procedures will be recommended for immediate termination.

Greater Melbourne PAL
2547 S. Grant Street
Melbourne, FL 32901
321-890-9509

Cash Receipt – FORM A

Date: _____

Received From: _____

Address: _____

For: _____

Amount: \$ _____ Signature: _____ Signature: _____

Greater Melbourne PAL
2547 S. Grant Street
Melbourne, FL 32901
321-890-9509

Cash Receipt – FORM A

Date: _____

Received From: _____

Address: _____

For: _____

Amount: \$ _____ Signature: _____ Signature: _____

Approvals

All amendments to this guidebook must be approved by everyone on this signature page.

- **PAL Executive Director:** _____ **Date:** _____
 - Marthenia Jones

- **PAL V.P. Operations:** _____ **Date:** _____
 - Ray Shackelford

- **PAL President:** _____ **Date:** _____
 - Rufus Williams

Contact Greater Melbourne PAL if you have any questions or comments.

Phone: **321-608-7468**

Email: **Greatermelbournepal@gmail.com**