VOLUNTEER COORDINATOR REQUEST

COMMITTEE CHAIR

Please send me your volunteer request 3 weeks prior to your event. This is in the format of an email which includes the Blurb and Shift Schedule. (Monthly Forest Flyers can be 1-2 weeks)

BLURB

Please write up your paragraph blurb on what you want the email/volunteer request to say. For example:

*“Harvest Happening is right around the corner and we need your help to make this fun family night a success! We are in need of volunteers to run game booths, set-up/clean-up, work the food table etc.”*

SHIFT SCHEDULE

Please write your shift schedule in the following format.

Shift Name Time # of Volunteers Needed

Check in Table shift 1 4:30-5:00 3

Check in Table shift 2 5:00-5:30 2

Check in Table shift 3 5:30-6:00 2

Pizza Table shift 1 4:30-5:00 4

Pizza Table shift 2 5:00-5:30 4

Pizza Table shift 3 5:30-6:00 4

Once I get the initial schedule in the system I will send you a test email for your approval. Let me know of any corrections/changes and then I will send it out to the 600 email addresses.

Please note that there are often many activities going on that need volunteers at the same time. As chair of your committee, it is your responsibility to follow up and check when you would like reminder emails sent out asking again for more volunteers. Simply send me an email with what you want the reminder to be and I will send it out.

THANK YOU

After your event please write up a Thank You paragraph and email it to me. I will then send it out via Help Counter to the people who signed up for a shift.

POP UP MESSAGES ON COMPUTERS IN OFFICE

Pop Ups are seen when volunteers sign in. You can also make them interactive

to recruit for upcoming events. Volunteers will only see them one time. I have room for a Message Headline (ex. Harvest Happening) and a Message Body (ex. Harvest Happening is Friday Oct. 30th!). Also indicate what date you want this to start/stop showing on screen.

If you have any questions please let me know!

Samantha Ray

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