

## **VOLUNTEER COORDINATOR RESPONSIBILITIES, CHECKLIST AND TIMELINE**

1. 15 to 20 volunteers are needed to staff The Reality Store®. These volunteers can be parents, local business people, retired teachers and/or interested people.
2. Try to involve local merchants and business people in the event, preferably as volunteers.
3. It is usually wise to schedule a couple of extra volunteers since one or two could have a last minute emergency.
4. If a parent organization is recruiting volunteers, obtain the name and phone number of a contact person in that organization.
5. Be sure to obtain the HOME and business phone number of all volunteers. If for some reason the event has to be cancelled at the last minute; you may have to call their home.
6. Be sure to obtain the name, address and telephone numbers for all volunteers.
7. Determine if the volunteer wants to work at a specific station because of their work affiliation.

### 6 TO 8 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Contact local merchants and business people regarding volunteering at the event.
- \_\_\_\_\_ 2. Contact school parent organizations regarding possible volunteers for the event.

### 3 TO 4 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 3. Create a master schedule of volunteers and their station assignment.
- \_\_\_\_\_ 4. Create a data base of volunteers that includes:
- Full name
  - Home address (if available)
  - Home telephone number (in case of emergency cancellation)
  - Company or business they represent
  - Business address
  - Business telephone number
  - Time available for working at the event
  - Willing to help in future

### 1 TO 2 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Confirm the volunteer workers and the time they will work.

### 1 TO 2 WEEKS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Send a reminder to the volunteer workers, which includes:
- Directions to the school or location of *Store* (if necessary)
  - Parking information
  - Arrival time
  - Lunch arrangements
  - Work times

\_\_\_\_\_ 2. Arrange for the Volunteer Orientation, if applicable

#### DAY BEFORE THE EVENT

\_\_\_\_\_ 1. Help set up stations for event

#### DAY OF THE EVENT

\_\_\_\_\_ 1. Arrive approximately one hour early to help with final set up.

\_\_\_\_\_ 2. Greet volunteers and show them to their station. Ask them to read through the Volunteer Instructions sheet provided. (Have them arrive at least ½ hour prior to the Reality Store™ event if there was no prior orientation)

\_\_\_\_\_ 3. Have the volunteers fill out the Volunteer Evaluation form.

\_\_\_\_\_ 4. Collect the names of volunteers that are interested in helping in the future.

#### FOLLOWING THE EVENT

\_\_\_\_\_ 1. Help send Thank You notes to all the volunteers, financial contributors and material donors.

\_\_\_\_\_ 2. Review volunteer evaluation forms and make note of any ideas or suggestions to improve the event.

## **PUBLICATION COORDINATOR RESPONSIBILITIES, CHECKLIST AND TIMELINE**

1. Several items have to be printed to have a successful The Reality Store®. These items include:

- Banners (if applicable)
- Classroom Activities Sheets
- Checkbook register sheets (sometimes a bank will donate check registers to be used)
- Individual Volunteer Instruction sheets
- Price sheets for each station
- Student Evaluation forms
- Volunteer Evaluation forms
- Flyers (if applicable)
- Any promotional items
- Sheets of numbers for drawing (Number of children and Life's Unexpected)
- Sheets of marital status (Single, Married, Divorced, Widowed)

2. If the enclosed occupations list is not used, a new one will need to be made. **REMEMBER: The list must be feasible at 28 years of age.** Obviously this fact would eliminate several occupations.

3. How the printing is accomplished depends upon the finances. It can range from copying the papers to professional printing.

### 4 TO 6 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Determine if the enclosed list of occupations will be used.
- \_\_\_\_\_ 2. Create an occupations list. (if necessary)
- \_\_\_\_\_ 3. Determine what will need to be printed.
- \_\_\_\_\_ 4. Determine how the printing will be done. (Professionally or a copier)

### 1 TO 2 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Print the promotional information created by the Publicity Coordinator.
- \_\_\_\_\_ 2. Print the all materials needed to hold the event.
- \_\_\_\_\_ 3. Print the Classroom Activities sheets.
- \_\_\_\_\_ 4. Give Classroom Activity sheet to school(s) and/or teachers.

### DAY BEFORE THE EVENT

- \_\_\_\_\_ 1. Help set up stations for the event.

### DAY OF THE EVENT

- \_\_\_\_\_ 1. Arrive approximately one hour early to help with final set up.
- \_\_\_\_\_ 2. Greet volunteers and show them their station. Ask them to read through the

Volunteer Instructions sheet provided.

FOLLOWING THE EVENT

- \_\_\_\_\_ 1. Help sent Thank You notes to all the volunteers and contributors.

## **PUBLICITY COORDINATOR RESPONSIBILITIES, CHECKLIST AND TIMELINE**

1. Contact the news media, newspaper, radio and television, before, during and after The Reality Store® Event.
2. Remember that the Indiana Women's Education Foundation, Inc. and INFBPW must be given credit for this trademarked program.
3. Confirm the parents at the school(s) know about the *Store*.

### 6 TO 8 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Contact the media giving the following information:
- Short Description of the Event (The Fact Sheet can be used as a Press Release)
  - Date and Time of the Event
  - Place of the Event
  - Request volunteers, contributions and/or material donations
  - Give the name of the contact person or persons (Volunteer and/or Financial Coordinators)

### 2 TO 3 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Contact the parents at the school to inform them of the event (the school newsletter is useful for this). The parents could serve as volunteers.
- \_\_\_\_\_ 2. Contact public officials regarding attending the event. An appearance by these officials can help boost awareness of the program and its value.
- \_\_\_\_\_ 3. Create flyers about the *Store* to help raise public awareness.

### 1 MONTH PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Contact radio and television regarding Public Service Announcements.
- \_\_\_\_\_ 2. Contact local television and/or cable company regarding taping the event.

### 2 TO 3 WEEKS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Contact the media for coverage during the event.

### DAY BEFORE THE EVENT

- \_\_\_\_\_ 1. Help set up the stations for the event.
- \_\_\_\_\_ 2. Confirm the media coverage.

### DAY OF THE EVENT

- \_\_\_\_\_ 1. Arrive approximately one hour early to help with final set up.
- \_\_\_\_\_ 2. Greet volunteers and show them to their station. Ask them to read through the Volunteer Instructions sheet provided.
- \_\_\_\_\_ 3. Greet the media and answer any questions (see that the Event Coordinator talks to the media).

FOLLOWING THE EVENT

- \_\_\_\_\_ 1. Contact the media regarding thanking the media, volunteers and contributors.
- \_\_\_\_\_ 2. Help send Thank You notes to all the volunteers and contributors.

## **FOOD COORDINATOR RESPONSIBILITIES, CHECKLIST AND TIMELINE**

1. Plan on serving the workers and volunteers coffee/rolls in the morning and lunch.
2. These meals will need to be included in any budget, as they may not be donated.
3. Remember to include paper products.

### 8 TO 10 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Create a budget that includes:
- Breakfast items (juice, coffee, milk, assorted rolls)
  - Paper products
  - Lunch (school lunch, sandwiches, pizza, catered)
  - Soft drinks, bottled water

### 4 TO 6 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Determine how the volunteers' lunch will be handled (school lunch, catered, on their own).

### 3 TO 4 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Confirm donation of any food items (if applicable).
- \_\_\_\_\_ 2. Arrange for any food items not donated (if necessary).

### 1 TO 2 MONTHS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Confirm all arrangements for all necessary meals.
- \_\_\_\_\_ 2. Determine how the meals will arrive at the appropriate location.

### 1 TO 2 WEEKS PRIOR TO THE EVENT

- \_\_\_\_\_ 1. Purchase or pick up all paper products.
- \_\_\_\_\_ 2. Send a reminder to food vendors that includes (the reminder from donated food will be sent by the Financial Coordinator – Confirm this).
- Directions to the appropriate location (if necessary)
  - Appropriate delivery point (if necessary)
  - Arrival time or Pick-up time

### DAY BEFORE THE EVENT

- \_\_\_\_\_ 1. Help set up stations for event.
- \_\_\_\_\_ 2. Set up for breakfast, including:
- Prepare coffee pot
  - Napkins, spoons, forks
  - Sugar and Non Dairy Cream

**Be sure the every one knows that the first person to the location tomorrow needs to START THE COFFEE and HOT WATER for tea.**

DAY OF THE EVENT

- \_\_\_\_\_ 1. The first person to the location should plug in the coffee pot and heat water for tea.
- \_\_\_\_\_ 2. Pick up the perishable breakfast items.
- \_\_\_\_\_ 3. Arrive approximately one hour early to help with the final set up.
- \_\_\_\_\_ 4. Greet volunteers and show them their station. Ask them to read through the Volunteer Instructions sheet provided.
- \_\_\_\_\_ 5. If lunch is delivered, greet the people and help them set up.
- \_\_\_\_\_ 6. If lunch is not delivered, pick it up.

FOLLOWING THE EVENT

- \_\_\_\_\_ 1. Help send Thank You notes to all the volunteers, financial contributors and material donors.