

Task	Date completed
<p>Your committee will need to coordinate with the committees handling registration, program preparation and judges.</p> <p>The registration/program committee will determine how many rooms, what competitions are in each room. The program/paperwork committee will also determine the order of go and will provide you with a list of names to assist in preparing the paperwork for timekeepers OR with the prepared paperwork.</p> <p>Please confirm in advance, who will be preparing the paperwork for your volunteers.</p>	
<p>The event will require other volunteers in addition to the sub committees:</p> <ul style="list-style-type: none"> • Registration table (2) • Room volunteers 	
<p>One room or more?</p> <p>Will all presentations take place in one room or will concurrent competitions happen? The number of rooms will determine the number of volunteers that will be needed.</p> <p>Each room will require – a chair person, a teller, two timers. Using two timers makes it easier to time separate categories. In a pinch, one person can time.</p>	
<p>Will each club be asked to provide a name of a judge and or volunteers for their respective zone or area competition?</p> <p>This will vary from area to area. Organizers often will ask for assistance from the clubs to find judges or volunteers for zone or area competitions. This seems to work well in spreading the workload and in getting representation from a broad geographical area.</p> <p>If clubs are asked to provide judges or volunteers this should be noted in the communication to club head leaders with a deadline.</p>	

Communications Event Planning: Volunteers

<p>Some area councils have policies outlined for clubs that do not comply with this request.</p> <p>Note: it is important that clubs abide by the deadlines to facilitate the work of this committee.</p>	
<p>Program and Paperwork (ongoing, starting 3 weeks or more prior to event with final prep week of event). This may be one individual/committee or several smaller committees.</p> <p>Confirm with other committees who will be preparing the paperwork you need for timekeepers and tellers.</p>	
<p>Recognition for Volunteer and Judges, Awards for participants</p> <p>Will there be any? If so, what? Who will order/prepare them? In all cases, be aware of the budget for the event and the amount set aside for this line item.</p> <p>Will there be a separate committee who takes care of all gifts, or will you need to arrange for small thank you gifts for your volunteers? Confirm this before making any purchases.</p> <p>Gifts for judges and volunteers What the monetary amount spent for gifts for judges or volunteers and whether a gift is used varies from area council to area council. Please confirm what your area council has allocated in the budget for the event.</p> <p>Your area council may also have a policy in place regarding the amount that is spent per person or what the gift should be. Please check with the treasurer, secretary or in the policies and procedures manual. Section 6 has suggestion for gifts.</p> <p>4-H Thank You cards Are available if you wish to use them from the Provincial 4-H Office in Brandon.</p>	
<p>Prior to the event:</p> <ul style="list-style-type: none"> • Verify that there will be enough chairpersons and time keepers in each of the rooms at the event (often the senior members or 	

Communications Event Planning: Volunteers

<p>executive members of the hosting club are asked. Anyone can fill this task). Sometimes an individual plays a dual role.</p> <ul style="list-style-type: none">• Confirm if volunteers have family members taking part and try to arrange to have them in the same room.• It is good to consider “back-up” volunteers for room chairs, timekeepers and judges in the event volunteers are sick or not able to attend• You may also wish to have someone send an email or call with a reminder• Some organizers choose to have door keepers in order that there are no interruptions during the presentations• Will there be a separate chairperson for the awards portion? If so, who?• Prepare all paperwork for judges, room chairs, time keepers, tellers. The sub sections for MC’s, tellers and timers have templates to use.• Gather necessary supplies for packages. A list of what should be included in packages is in this section.• Prepare individual packages for judges, timekeepers, tellers etc.• Ensure packages are available for registration table on day of event.	
<p>Day of the event (see Section 7)</p> <ul style="list-style-type: none">• Arrive early to meet with all your chairpersons, timers and tellers. Arrange to meet at the registration table or another location.• Review their tasks and answer any questions• Confirm where the volunteers are to go after their room event, to drop off supplies, result sheets, envelopes for participants and any paperwork for destruction.• NOTE: confirm with event chair where results and envelopes need to be taken.• Remind volunteers that their assistance may be required to finish sorting the envelopes etc. prior to award presentation.	
<p>Post event</p> <ul style="list-style-type: none">• Submit any bills to area council treasurer for payment• Update this section of the binder• Provide a post event report to the committee chair with suggestions for the next event	