

Communications Event Planning: Volunteers

Volunteers - 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 are needed and which competitions will take place in each room. The program/paperwork committee will also determine the order of events 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>Additional Volunteers Needed:</p> <p>In addition to the subcommittees, the event will require other volunteers, including:</p> <ul style="list-style-type: none"> • Registration Table <ul style="list-style-type: none"> ○ Two volunteers • Room volunteers: <ul style="list-style-type: none"> ○ Volunteers to assist in each competition room 	
<p>One room or more?</p> <p>Will all presentations take place in one room, or will concurrent competitions occur? The number of rooms will determine the number of volunteers needed.</p> <p>Volunteers Required for Each Room:</p> <ul style="list-style-type: none"> • A chairperson • A teller • Two timers (using two timers makes it easier to time separate categories. In a pinch, one person can handle the timing.) 	
<p>Will Each Club Be Asked to Provide a Judge or Volunteers for Their Respective Zone or Area Competition?</p> <p>This will vary from Area to Area. Organizers often ask clubs for assistance in finding judges or volunteers for Zone or Area Competitions. This approach works well for spreading the workload and ensuring 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, along with a deadline.</p> <p>Some Area Councils have policies in place for clubs that do not comply with this request. Clubs must adhere to deadlines to facilitate the work of the committee.</p>	
<p>Program and Paperwork (ongoing, starting 3 weeks or more before the event, with final preparations during the week of the event.)</p> <p>This task may be managed by one individual or committee or divided among several smaller committees.</p>	

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<p>Coordination:</p> <ul style="list-style-type: none"> • Confirm with other committees who will be responsible for preparing the paperwork needed for timekeepers and chairpersons. 	
<p>Recognition for Volunteers and Judges, Awards for Participants</p> <ul style="list-style-type: none"> • Will There Be Any? <ul style="list-style-type: none"> ○ Determine if there will be recognition or awards for volunteers, judges, and participants. If so, decide what these will be and who will order/prepare them. Always be aware of the event budget and the amount allocated for this line item. • Responsibility for Gifts: <ul style="list-style-type: none"> ○ Clarify whether there will be a separate committee to handle all gifts or if you need to arrange for small thank-you gifts for your volunteers. Confirm this before making any purchases. • Gifts for Judges and Volunteers: <ul style="list-style-type: none"> ○ The monetary amount spent on gifts for judges or volunteers and whether a gift is given can vary from Area Council to Area Council. Confirm what your Area Council has allocated in the budget for the event. ○ Your Area Council may have a policy regarding the amount spent per person or the type of gift. Check with the treasurer, secretary, or in the policies and procedures manual. Section 6 has suggestions for gifts. • 4-H Thank You Cards: <ul style="list-style-type: none"> ○ Thank you cards are available from the Staples 4-H Manitoba online ordering system if you wish to use them. 	
<p>Before the Event</p> <ul style="list-style-type: none"> • Verify Roles: <ul style="list-style-type: none"> ○ Ensure there will be enough chairpersons and timekeepers in each of the rooms at the event. Often, senior members or executive members of the hosting club are asked, but anyone can fill this task. Sometimes an individual plays a dual role. • Family Members: <ul style="list-style-type: none"> ○ Confirm if volunteers have family members participating and try to arrange for them to be in the same room. • Back-Up Volunteers: <ul style="list-style-type: none"> ○ Consider having “back-up” volunteers for room chairs, timekeepers and judges in case the original volunteers are sick or unable to attend. • Reminders: <ul style="list-style-type: none"> ○ You may wish to have someone send an email or call with a reminder. • Door Keepers: <ul style="list-style-type: none"> ○ Some organizers choose to have doorkeepers to ensure there are no interruptions during the presentations. 	

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<ul style="list-style-type: none"> • Awards Chairperson: <ul style="list-style-type: none"> ○ Determine if there will be a separate chairperson for the awards portion. If so, identify who it will be. • Prepare Paperwork: <ul style="list-style-type: none"> ○ Prepare all paperwork for judges, room chairs and timekeepers. The subsections for MCs, tellers and timers have templates to use. • Gather Supplies: <ul style="list-style-type: none"> ○ Gather necessary supplies for the packages. A list of what should be included in the packages is in this section. • Prepare Individual Packages: <ul style="list-style-type: none"> ○ Prepare individual packages for judge, timekeepers and chairpersons. • Registration Table: <ul style="list-style-type: none"> ○ Ensure packages are available at the registration table on the day of the event. 	
<p>Day of the event (see Section 7)</p> <ul style="list-style-type: none"> • Early Arrival: <ul style="list-style-type: none"> ○ Arrive early to meet with all chairpersons and timers. • Task Review: <ul style="list-style-type: none"> ○ Review their tasks and answer any questions. • Post-Room Event Instructions: <ul style="list-style-type: none"> ○ Confirm where volunteers should go after their room event to drop off supplies, result sheets, envelopes for participants, and any paperwork for destruction. <ul style="list-style-type: none"> ○ Note: Confirm with the event chair where results and envelopes need to be taken. • Volunteer Reminder: <ul style="list-style-type: none"> ○ Remind volunteers that their assistance may be required to finish sorting the envelopes and other materials before the award presentation. 	
<p>Post event</p> <ul style="list-style-type: none"> • Submit Bills: <ul style="list-style-type: none"> ○ Submit any bills to the Area Council treasurer for payment. • Update Binder: <ul style="list-style-type: none"> ○ Update this section of the binder with relevant information and notes. • Event Report: <ul style="list-style-type: none"> ○ Provide an event report to the committee chair with suggestions for the next event. 	