

## VOLUNTEER CHECKLIST

**\*It is helpful to read through this entire checklist before beginning the planning process\***

**Start assembling your volunteer team two weeks before the event:** Go through the Timebank website [beta.timebanks.org](http://beta.timebanks.org) to find members who offer things like food preparation, child care, help with Timebank, etc. Call them and ask if they would like to offer those services at the event, and tell them they can earn Time Dollars for doing so. You can also call Stephanie (608) 443-8229 for help with knowing who to call.

**Volunteers have been found to:**

**1. \_\_\_\_\_ help with publicity**

Volunteers can make phone calls to members and other individuals who may be interested in attending (also see below about "help with transportation").

Volunteers can post flyers in public places

**Volunteers:**

**2. \_\_\_\_\_ bring food**

Depending on the event, members can earn Time Dollars for making and bringing main courses, side dishes, salads, snacks, deserts, or beverages.

It is important to have an estimate of how many people will come, and it is better to plan for too much food than too little.

Other items needed to serve food are: napkins, cups, plates, bowls, silverware, paper towels

Remember to have a few vegetarian and/or vegan options

If you like, day-old bagels are available from Einstein's for free if you call and request them in advance. Just tell them that you are hosting a community event and would greatly appreciate their day-old bagels. (There are usually 80-100).

**Volunteers:**

**3. \_\_\_\_\_ help with childcare**

3-5 volunteers needed depending on how many children are expected to attend. For large events in the past, in which 50-80 adults attended, there were roughly 10-15 children needing childcare.

**Volunteers:**

**4. \_\_\_\_\_ help with transportation (if needed)**

If there is anyone who would like to attend the event but needs help with transportation, volunteers can be found to pick them up and bring them home.

**Volunteers:**

**5. \_\_\_\_\_ help with set-up**

Have volunteers arrive 30-60 minutes early depending on how much set-up is required (See #10 of Master Checklist)

**Volunteers:**

**6. \_\_\_\_\_ help with clean-up**

May take about one hour with a team of 3-5 people (See #13 of Master Checklist)

**Volunteers:**