

Respite Volunteers of Shiawassee

Event Volunteer Job Description

Volunteers are essential to the success of Respite Volunteer events and are important links to the community. Respite Volunteers of Shiawassee does not have specific fees for service, or receive reimbursement from health insurance. We do not currently receive any county, state or federal funding. Therefore, our agency schedules fundraisers throughout the year in order to cover program expenses, and to continue to sustain our program.

Volunteers' experiences, time, and talents are greatly appreciated and needed in order to assist with these events. Volunteers provide a profit margin that makes sense for the amount of time involved, and to balance the amount of paid staff time that is allocated to an event. Events, unless it is a third party fundraiser, need to be considered for effectiveness, and whether the event is a good fit with our Faith in Action agency. All events are viewed as not only a fundraiser, but also as a "friendraiser". These "friendraisers" are a chance to educate others about the availability of our services, market the program, and possibly recruit additional volunteers.

BENEFITS:

1. Satisfaction of helping to sustain the Respite Volunteer nonprofit, and those receiving our services.
2. Some volunteers are seeking experience to improve their chances of gaining employment, attaining job promotions or career advancements. Other volunteers are gaining experience to be considered for college and/or desired college program acceptance.
3. Friendships develop while working with other dedicated volunteers.
4. The chance to make a difference and impact the lives of our patients and our caregiving families. Even if the volunteer is helping in the office and/or events, volunteers' time still assists the program to be able to serve patients and our caregivers.

DUTIES:

1. Work with staff members, event committee members, and other volunteers as instructed. This is especially important if the event requires a State of Michigan Lottery License, such as the Purse Party Bingo, or a raffle.
2. Prepare for the event. Consider what you might want to bring with you. Be familiar with the services we offer and how others could help. For example: if you are helping at an information booth, be able to describe

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- our services, take down the person's name and number if they are interested in receiving a call from the office, and know when the next Respite Volunteer Training will be held. Staff will send basic information to have at the booth.
3. Use Respite Volunteer staff for information concerning other community resources. You can always call the office, if the event is a weekday.
 4. Consider your attire. If you have a Respite Volunteer logo shirt, consider wearing to the event, or when setting up for an event.
 5. Some events are done with other agencies and nonprofits. Consider how we can work together to the advantage of both programs.
 6. Participate in the Respite Volunteer Training program if possible.
 7. Consider friends, family, and co-workers who also might enjoy helping. Be prepared to explain the benefits of helping either at a specific fundraiser or helping Respite Volunteers in general.
 8. Consider how all events are chances to educate about our program. Be able to describe how we network with other programs, consider collaborations, and recruit new volunteers.

EVENTS:

Events that Respite Volunteers usually needs help with:

- St. Patrick's Party- Friday before St. Patrick's Day, or on St. Patrick's Day
- Spring Purse Party Bingo
- Golf Scramble
- Rock-a-thon for Respite
- Fall Purse Party Bingo
- Giving Tuesday
- Information Booths (not always a fundraiser, but sometimes items are sold at these, like our Comfort Cookbooks, and Measure of the Heart)
- Bake Sale/Craft Sale at Memorial Healthcare Employee Craft Sale-this event is also a chance to network

Additional events may be added

Special Fundraising Campaigns, that could be done in the future:

Ice Queen Candidate

Persons setting up their own on-line Fundraiser for Respite Volunteers

Persons can set up their own Giving Tuesday on-line Fundraiser for Respite Volunteers

Signature	Date
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