

Volunteer Projects

Name: _____ Phone #: _____

Email Address: _____

Please check those activities that interest you. In many cases, more than one person could work on a particular project. If a particular piece of a project interests you, please check that piece off. Any help would be greatly appreciated.

Displays at Libraries:

1. Contact each library in the jurisdiction and find out if they have an area to display Red Cross materials, and what are the specifics of the space – display case, table, etc.
 - a. Who is the contact person - name and phone #, available times to call or meet
 - b. What is the process to apply to the library for a display
 - c. What is the length of time that we can display something
 - d. When can we set up and required to take down
2. Visit each library and see the actual display and verify the above information
 - a. Develop a schedule of displays throughout the county that doesn't overlap so that you have materials for the displays
 - b. Arrange to have the display set up and taken down and clearly state what is required in the process. If you are not doing this personally, provide clear directions to be given to the person who will actually do the task

Public Relations Coordinator

1. Explore various venues to have speakers, such as civic clubs, schools, social clubs, service clubs etc.
2. List the various clubs, the contact name and the phone numbers for the contact person
3. Explore the opportunities for various presentations
4. Schedule the appointments and coordinate with the Executive Director, or other staff for availability
5. Get specific information regarding date, time, place, and specific address and directions, expected audience, amount of time the group wants, the emergency contact number for the representative.
6. Confirm with the Club representative that you have a speaker

Develop a Calendar for Community Fairs

1. Contact each municipality and find out when their Community Fair will be held for the current calendar year or the next calendar year
2. Would we be welcome to be represented at the Community Fair?
3. Is there a cost? Are we required to bring a table
4. What is the length of the event, the set up time, the take down time?
5. How many people do they expect?
6. Provide the schedule with the above details to the Program and Services Coordinator.

Contact Schools and Faith Communities

1. Who is the contact person and best time to call?
2. What is the size of the congregation?
3. Do they have opportunities to present information about the Red Cross?
4. Can we put information in their bulletin about program, volunteer opportunities, blood drives?
5. Do they have a youth group? Do they need activities? Are they interested in our Recipe Book?
6. Do they have a preschool that would be interested in a Scrubby Bear presentation or the FACT (First Aid for Children Today) program?

Create a Database for Health and Safety

1. Help develop a database of businesses and organizations/groups based on type of business by going through phone books.
2. Get contact names, addresses, phone and fax numbers.
3. Develop a survey that can be used to query companies/organizations about their training needs.
 - a. Do they already have training classes?
 - b. Can we send them information about Red Cross classes?
 - c. Are the classes promoted by and paid for by the company
4. Create a mail merge file for future mailings which will be sent to promote Health and Safety classes and services such as CPR, First Aid, AED., etc.

Distribute Choking Posters

1. Check with restaurants in the towns that we serve to see if they have a Red Cross Choking poster
2. Distribute Choking posters to interested restaurant.

Disaster Preparedness Education Partnership with Allstate

1. Call Allstate agents in our area
2. Determine if they want TogetherWe Prepare brochures or a presentation
3. Create a list so items can be sent out.

Develop a Chapter Newsletter

1. Help us design and develop our Chapter Newsletter
 - a. Gather articles and photos
 - b. Edit and proof articles
 - c. Design and set up

Design a Chapter Brochure

1. Redesign and update our Chapter brochure using Microsoft Office Publisher

Blood Drive Spreadsheet

1. Call faith communities and civic groups to get information about contact person for possible Blood Drives
2. Develop a spreadsheet with all pertinent contact information – name, address, phone, fax, email, size of congregation, etc

Accounting Department Jobs

_____ Long term volunteer needed to learn data entry for the specialized accounting software. Training would be available Monday through Thursday, 7am to 1 pm.

_____ Volunteer needed to check and update the property inventory. You can work according to your own schedule. You will not be working alone.

_____ Volunteer needed to maintain journal books, which involves sorting pages, punching holes in the pages and adding them to preestablished books.

Fund Raising Assistant

1. Call local vendors such as grocery stores, restaurants, hotels, etc and find out the exact procedure and timeline needed to request donations for volunteer recognition events.
2. Identify sponsors who would donate gift cards, light refreshments, meals, giveaways, invitation printing, assistance with postage.
3. Identify sponsors who would support a volunteer recognition event off site.
4. Develop a spreadsheet with this information.

Shredder King or Queen

1. Take out your aggression and do mindless work. Sit and destroy Chapter records using the shredder.
2. Work may be in the basement at times.

Finish Chapter Scrapbooks

1. Complete the unfinished Chapter scrapbooks using your own creativity. These scrapbooks record for posterity Chapter events and disasters that have happened throughout the years.

Represent the Chapter at Health Fairs and Community Fairs

1. Pick up materials at the Chapter House which include brochures, training schedules and pertinent information about the Chapter programs.
2. Set up table with the materials at the location, and answer attendees' questions about Chapter activities.