

Riffenburgh Elementary Volunteer Program
Event Coordinator Responsibilities
Updated October 2012

- Organize and facilitate your event with the help of volunteers who have signed up to help. Let the VIPS Coordinators know if you need additional volunteers.
- Contact everyone on your volunteer list to let them know what they can do to help and to thank them for signing up.
- Advertise your event in the school newsletter by sending in a note to the office manager (Susan Richardson srichard@psdschools.org) prior to the event. If appropriate, create and post fliers. Send info for Friday folders. Email Susan the info **by Wednesday** for the electronic Friday folder. Also, students that are not set up with electronic correspondence need to receive a hard copy in their Friday folder. Hard copies must be in the teachers boxes by Thursday. (Susan has a list per class but you are responsible for copying and putting them in the boxes.)
- If necessary, arrange building/room use with the Office Manager well in advance. You may need to use a Building Use Permit application.
- Add to or create an event folder, including: 1. instructions on how you planned for and ran the event; 2. any suggestions for improvement; 3. what worked and what didn't. Include names of people, businesses, phone numbers, addresses of anyone who helped or donated to the event.
- After the event, send a notice to the school newsletter reporting on how it went; how much money was raised (if applicable); thank everyone who helped.
- Please send a thank you note to any businesses that donated or were involved in helping with the event.

THANK YOU FOR BEING AN EVENT COORDINATOR THIS YEAR!!!