



VOLUNTEER SIGN UP SHEET

Thank you for volunteering!

Please put a check by all areas /events that interest you.
You will be contacted as the event / task gets closer.

Events – task: volunteer day of event for a 2-hour shift

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| <ul style="list-style-type: none">○ Gala Benefit○ Staff/Volunteer Luncheon○ May Day – library grounds○ Maintenance courtyard plant containers○ Family Day/Summer Reading Kick Off○ Bottle Hill Day○ Fall Fundraiser/Annual Appeal○ Touch a Truck (every other year)○ Minicourses Madison Library○ Newsletter mailings | <p>Sat, March 23, 2019, 5:30 pm Third Mon. May First Sat in May Spring and Fall June TBA (usually 3rd Mon) First Sat, October Nov/Dec 2020 Fall/Winter-Spring/Summer Every other month</p> |
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Assist Corresponding Secretaries

- Mailing letters (stuffing envelopes, etc)

Hospitality – task: contribute to events

- Serve at events
- Provide decorations such as floral arrangements

Fundraisers: Gala, Touch a Truck, Minicourses

Short-term commitments.

- Solicit sponsorships before events
- Distribute flyers/mailings as needed
- Stuff envelopes for invitation, raffle tickets
- Run errands before / during / after events
- Work with vendors on advertising materials, food & entertainment
- Publicity support—press releases, photographs
- Ticket Sales
- Event set-up and/or clean up
- Monitor classes for Minicourses
- History of Friends: Help to research and write for website
- Courtyard urns: Do you enjoy gardening? Prepare 6 courtyard urns for spring & fall.

Board Positions open: Assistant to Community Outreach

Availability: (best days and times) _____

Name: _____

Address: _____

Email: _____ Phone: _____ Cell _____

We will keep you on our volunteer list. For any event, you will decide if helping works with your schedule! For more information or for questions, please contact Peggy Oakes at pfoakes@optonline.net.