And One for the Thumb

Five Event Basics for New Volunteer Leaders

Mara Barker and Scott Seibert
What’s Under Your Umbrella?

- Diversity of Events
- Put the plan on paper
- A DIFFERENT volunteer point on each event
- Is your event PLAID?
PLAID up!

- Purposeful
- Legal and logistics
- Advertised
- Include other volunteers
- Data and follow up
PURPOSEFUL

• Why have this event?
  – Networking?
  – Educational?
  – Welcome new students?
  – Recognize Loyal Scots?
  – Recruiting volunteers?
  – Young alumni?
  – Features an alumnus/a?
  – CMU exclusive?
LEGAL & LOGISTICS

• Ask your staff partner for guidance!
• Do you need a contract?
• Pay with credit card or check?
• Can I be reimbursed?
• Develop a budget
• Stay in the black!
• TIME and lots of it!
ADVERTISE

• Get volunteers to register immediately
• Promote early and diversely
• Be creative
• Target and leverage the data
• Think about print
INVOLVE THE VOLUNTEERS

• Ask for help
• Set up/take down
• Check in/registration
• NETWORKING
DATA AND FOLLOWUP

- Send the list of attendees to your staff partner
- Submit for reimbursement or payment
- Thank key volunteers/speakers
- EVALUATE!
RESOURCES

- Staff
- Volunteer experts
- Event Planning Guide
- Stealing and copying are okay
Questions?