



Volunteer Task Form

Please mark all that apply

PRE EVENT PLANNING

- ☐ Participate in planning event
- ☐ Serve on fundraising committee
- ☐ Recruit volunteers
- ☐ Organize tasks for other volunteers
- ☐ Make phone calls to vendors
- ☐ Marketing and PR (promote events on T.V., radio, at community events)
- ☐ Create & distribute flyers
- ☐ Obtain donations
- ☐ Make decorations
- ☐ Coordinate pentathlon games
- ☐ Sponsor Event
- ☐ Donate Food

WORKING EVENT

- ☐ Serve food
- ☐ Sell tickets for food
- ☐ Sell beverages
- ☐ Sell tickets
- ☐ Handle money
- ☐ Play music
- ☐ Wine Sampling TBA
- ☐ 50/50 raffle
- ☐ Bucket Raffle
- ☐ Live Auction
- ☐ MC (make announcements throughout event)
- ☐ Run kid games
- ☐ Run pentathlon games
- ☐ Floater (relieve other volunteers for breaks)

EVENT SET UP

- ☐ Pick up tables
- ☐ Set up tables
- ☐ Set up kid games
- ☐ Set up decorations
- ☐ Set up food
- ☐ Set up tents
- ☐ Set up signs
- ☐ set up pentathlon

EVENT CLEAN UP

- ☐ Garbage
- ☐ Take down tents
- ☐ Take down tables
- ☐ Return Tables
- ☐ Clean up food area
- ☐ Clean up kid games
- ☐ Take down signs
- ☐ Clean up pentathlon games



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OFFICE WORK

- ☐ Data Entry
- ☐ Collation
- ☐ Filing
- ☐ Make copies
- ☐ Spreading paper
- ☐ Prepare information packets
- ☐ preparing bi-annual newsletter
- ☐ prepare bulk mailings
- ☐ Assist with yard work
- ☐ Distribute posters/flyers
- ☐ Clean Transitional Living
- ☐ Clean Office

BOARD OF DIRECTORS & COMMITTEES

- ☐ Serve on Board of Directors
- ☐ Fundraising Committee
- ☐ Volunteer Committee
 - ☐ Call/schedule volunteers when needed
 - ☐ Promote volunteering opportunities
 - ☐ update contact information
- ☐ Executive Committee
- ☐ Finance Committee

COMMUNITY AWARENESS

- ☐ Assist with planning activities in February (Teen Dating Violence Awareness Month)
- ☐ Assist with planning activities in April (Sexual Assault Awareness Month)
- ☐ Assist with planning activities in October (Domestic Violence Awareness Month)
- ☐ Algoma Night Out Booth
- ☐ Make posters
- ☐ Distribute posters/flyers
- ☐ Make ribbons
- ☐ Represent victims during Lighting Ceremony
- ☐ Set up displays
- ☐ Take down Displays
- ☐ Donate food

24HR HELPLINE

- ☐ Answer helpline calls assisting with crisis counseling, safety planning, information and resources for victims (Training Provided)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Best time to contact you: ____ am ____pm

____ Monday ____ Tuesday ____ Wednesday ____ Thursday
____ Friday ____ Saturday ____ Sunday