

## Girls Scout Workshop

General committee checklist still applies! Talk to Mrs. Dabezic if you have any questions, as she is the main sponsor contact for this event.

### Additional notes:

#### Art:

work with the committee head beforehand to learn any crafts you will be making with them for the girls.

Some volunteers should coordinate how the art supply will be given out to the girls so that they can start as soon as possible.

Have someone set up music!

#### Theater:

Have a mixture of skits and plays planned out and typed beforehand.

Assign these to your volunteers a couple days before the event.

A few days before, look over all of them to make sure they are appropriate and doable.

Make sure you know what props or costumes you may need.

Contact the sponsors for ideas.

Rehearse well, and encourage the scouts to participate! This should be a group activity.

#### Dancing:

Work with your other fellow volunteers on some dance routines beforehand to show the scouts. It should be well rehearsed so the process is as time-efficient as possible.

Plan for how music will be played.

Choreography and music should be appropriate for the scouts.

#### In general:

Take attendance of your troops after transferring from each of the above stations listed.

Make sure you or another group leader stays close to the exits to prevent any girl scout from leaving by herself.

Bathroom breaks should be taken 5-7 mins before each session ends to prevent overcrowding.

Towards the end of the event, take all of the scouts for the Auditorium for a final picture.

Stay towards the end to help out with cleaning, and it makes it easier to see who stayed for the whole event as well.

## Computer Classes

1. Please check the Committee Head checklist posted on the Interact website first before reading on for more specific instructions.
2. Compile a list of volunteers for the event. Make a Google form or SignUp Genius. For this particular event, an online sign up may be better than email because there are a lot of volunteers for Computer Classes.
3. Promote the event by sharing with friends and being at Monday morning meetings to speak about the event to the club.

4. The day before the event, send out an email reminder to all volunteers with information about the date, time, and where to check in.
5. On the day of the event, arrive at least 15-20 minutes before volunteers are expected to arrive so that you can set up the powerpoint and the materials for the class as well as turn on all the computers in the lab
6. Keep an attendance sheet to make sure that everyone who has signed up attends the computer classes
7. Assign volunteers to different senior citizens as they walk in. If there is a shortage of volunteers, one volunteer will be assigned to two senior citizens. If there is a surplus of volunteers, those who are not helping a senior citizens should be assigned to special projects by Ms. Schneider
8. Teach the lesson to the senior citizens. After, work on improving future lessons and answer questions of the senior citizens.
9. Before leaving, turn off the computers in the classroom

#### Rollins School Supply Drive

1. Please check the Committee Head checklist posted on the Interact website first before reading on for more specific instructions.
2. Compile a list of volunteers for the event. This can be done traditionally by having volunteers email you, or you can make a Google form or SignUp Genius. For this particular event, an online sign up may be better than email because there are a lot of volunteers for Rollins.
3. Promote the event by sharing with friends and being at Monday morning meetings to speak about the event to the club.
4. The day before the event, send out an email reminder to all volunteers with information about the date, time, and where to check in.
5. On the day of the event, arrive at least 10 minutes before volunteers are expected to arrive so that you can help Ms. Schneider with any last minute things such as locating all of the donation boxes.
6. Bring a sign in for volunteers to keep track of who has arrived and who is still missing. You will not normally be asked to submit this proof to the community service officers, but in case we need it in the future, we would like you to keep record. After the event, it is a good idea to either take pictures of the sign in sheet or put the information in a Google doc so that it is in a digital format.
7. Delegate different jobs to volunteers. Volunteers who are strong enough to carry the heavy boxes should be sent to various parts of the school with carts to pick up the donation boxes and bring them back to the sorting area, which will most likely be the area in front of the Junior/Sophomore class house on the first floor. Other volunteers will remain at the sorting area to sort the school supplies into various boxes. Make sure that a small group of volunteers is sent to the Freshman campus too to do the same jobs.
8. Periodically check in with Ms. Schneider throughout the event to ask about how volunteers are doing and if she needs anything.

9. At the end of the event, make sure that all volunteers have done their part before leaving. Check in with Ms. Schneider at the very end to ask how the volunteers did and if she needs anything else.

### Blanket Making

For this event, the checklist posted on the website should still apply. The event takes place in the C Hallway at main downstairs. Committee heads should arrive early in the science classroom towards the back of the hallway.

Either of the Club sponsors should be there to guide you. They may ask you to take attendance of the volunteers, or to help set up blanket stations through the hallways.

### Gregory Reading Night

1. Please check the Committee Head checklist posted on the Interact website first before reading on for more specific instructions.
2. Get in touch with Ms. Esther Bevan A.S.A.P. about details of the event including date, time, responsibilities of volunteers at event, and the number of volunteers needed
3. Compile a list of volunteers for the event. This can be done traditionally by having volunteers email you, or you can make a Google form or SignUp Genius.
4. Promote the event by sharing with friends and being at Monday morning meetings to speak about the event to the club
5. Keep in contact with Ms. Bevan, giving her weekly updates on the number of volunteers signed up
6. Two to three days before the event, send a finalized list of volunteers with actual names rather than a number to Ms. Bevan.
7. The day before the event, send out an email reminder to all volunteers with information about the date, time, address, and where to check in.
8. On the day of the event, arrive at least 10 minutes before volunteers are expected to arrive so that you can help Ms. Bevan with any last minute things
9. As volunteers come in, they will be signing in with Ms. Bevan and getting their name tags and room assignment. You should also either bring a separate sign in for them to use for Interact or check off volunteers as they come in so as to keep track of who has arrived and who is still missing. You will not normally be asked to submit this proof to the community service officers, but in case we need it in the future, we would like you to keep record.
10. You will be assigned to a room for the Reading Night just like all the other volunteers, but if Ms. Bevan comes into your room at all during the night, periodically check in with her to ask about how volunteers are doing and if she needs anything.
11. At the end of the night, you should make sure that all volunteers have done their part before leaving. Check in with Ms. Bevan at the very end to ask how the volunteers did and if she needs anything else.