

COMMITTEE HEAD INSTRUCTIONS (NORMAL EVENTS)

Meetings

- Be sure to attend our morning meetings so that volunteers can ask you questions about the event.
- If you are asked to speak about the event to the club, give a brief summary about the event and the date/timings as well as an update on how many volunteers are still needed for the event.
- At the end of the meeting, check in with one of the Exec board members to update them on how the event is going and if you have any concerns.

Emailing

- Shalakha will email you the information of the event (leader, location, time, etc.) that you need for this event.
- Send an email to all the volunteers who signed up with the date, time, and location of the event, as well as any other important information provided to you by the event leader.
- Let volunteers know that they can contact you with any questions about the event. If you do not know how to answer a question, email Shalakha or the event leader
- Let volunteers know to check in with you at the event and when they leave so that you can keep track of who came and who did not
- Send an email to volunteers 4-5 days before the event and a reminder the day before the event
- If a volunteer cancels last minute, encourage him/her to find a replacement

Volunteering

- On the day of the event, go to the location 10-15 minutes early and let the person in charge there know that you are from Neuqua and that volunteers are coming. Then wait for the volunteers to check in with you
 - For events where you may not be there since there are multiple shifts or multiple days, tell volunteers to check in with the event leader or follow instructions that the event leader has provided
- The person in charge of the event will let you and the volunteers know what jobs you are supposed to do
- Remind volunteers to submit their hours in the Google forms provided on the Interact website. It is also highly recommended that they keep track of their own hours.

COMMITTEE HEAD INSTRUCTIONS (EVENTS WITH DIRECT SIGN UPS)

- The Volunteering and Meeting sections above still apply
- Emailing
 - Shalakha will email you the information of the event (leader, location, time, etc.) that you need for this event.
 - *Your main responsibility is to answer any questions about the event.* If you do not know how to answer a question, email Shalakha or the event leader
 - Let volunteers know to check in with you at the event and when they leave so that you can keep track of who came and who did not
 - Send an email to volunteers 4-5 days before the event and a reminder the day before the event
 - If there are multiple days for the event, send these emails before the very first day of the event
 - If a volunteer cancels last minute, encourage him/her to find a replacement