



SPECIAL EVENTS COMMITTEE

Description:

The Special Events Committee will provide leadership for the entire event planning process. Committee Members will orchestrate the overall production, provide suggestions and advice as needed, and be prepared to make final decisions.

SPECIFIC JOB DUTIES/RESPONSIBILITIES (TEAM MEMBER)

- Oversees the entire event and planning process
- Attend ongoing committee meetings
- Encourage creativity and the development of new and exciting ideas
- Delegate tasks and encourage volunteers at special events
- Develop leaders from within the committee for specific events
- Maintain communication amongst other committee members
- Works closely with the Fundraising Committee

SPECIFIC JOB DUTIES (VOLUNTEER)

The ideal candidate for volunteer service at a special event works well with people!

- Should have an upbeat, can – do, positive attitude
- Communicate with a committee member to obtain hours
- Complete designated tasks assigned by committee member
- Sign in and out with committee member at off campus events



Committee/Lead Parent Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for committee assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

- Administration
 Classroom Lead Parent
 Special Events
 Fundraising
 Marketing
 Father's of Garvey
 Newsletter
 Mother's of Garvey

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer/committee work, or through other activities, including hobbies or sports.

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Previous Volunteer /Committee Experience

Summarize your previous volunteer /committee experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand as a committee member I must attend at least 75% of the meeting .

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.