



Volunteerism Committee Members

Description:

The Volunteerism Committee will assume the responsibility of scheduling needed volunteers in an orderly way. The committee will be responsible for communicating with volunteers, organizing and storing tracked-hours.

Responsibilities:

- ⤴ Present at the Parent Orientation meetings
- ⤴ Work with the Newsletter Committee to send regular newsletter to volunteer database
- ⤴ Create and implement a volunteer recognition and reward program
- ⤴ Provide outlets of new leadership and responsibility to current volunteers
- ⤴ Store and organize all volunteer forms including liability forms and hour tracking
- ⤴ Maintain volunteer policies
- ⤴ Work with Community Services, Special Events, Lead Parents and Fundraiser committees to plan where volunteers are needed.

Team Member:

- ⤴ Attends committee meetings to set strategy.
- ⤴ Accepts assignments to call on prospective and/or current volunteers.
- ⤴ Looks to Board for guidance on policy or strategy.
- ⤴ Helps recruit other committee members.
- ⤴ Accept and follow-through with requests for volunteer services.
- ⤴ Ensure sufficient volunteers are on hand at each required event.
- ⤴ Work to set up standardized volunteer check-in at each event.
- ⤴ Assist in maintaining volunteer hour updates in database on a consistent basis.
- ⤴ Work to maintain the volunteer database and keep volunteer contact information up to date.

Skills:

- ⤴ Friendly personality
- ⤴ Belief in the mission of Marcus Garvey



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.