

Volunteer list Use

- 1) All requests must be made in writing to Jo-Anne Zullo at her email address Jo-Anne_Zullo@trilliumsoftware.com and copy her email at jzullo@comcast.net as a backup. If you want to confirm, please phone her at work at 978-671-6067 or cell at 617-388-1664.
- 2) Please try to give at least **24** hour notice for your request of information.
- 3) This is an information service only, not a phone service. The person in charge of the project needing volunteers is responsible for calling for those volunteers.
- 4) Use specific categories when asking for volunteer contacts. The categories are:
 - a. Hospitality – baked goods, meet/greet assistance
 - b. Site maintenance – small handy man type jobs, painting, improvements (present site)
 - c. Outside maintenance – cleanups or improvements (present site)
 - d. Administrative - Filing, Copying, office help, Grant writing
 - e. CP Committees – Fundraising, Traditions + Events, Staff Appreciation, Community Service
 - f. Library
 - g. Book Fair
 - h. Site Task force –construction, facilities management, just interested in helping,
Present Building - New Building
 - i. Development committee – School fundraising (not CP fundraising)
 - j. Web site
 - k. Health Fair – Set up, take down, healthcare or safety professional
 - l. Substitute teaching
 - m. School Newsletter
- 5) Please try to use all the names on the list that you get if you have the same project on multiple days so everyone can get a chance to volunteer.
- 6) When the project is over please send a complete list of all volunteers used for that event/project to Jo-Anne Zullo for tabulation. Include date and name of event/project and the number of hours each volunteer worked Jo-Anne will keep a tally of who volunteered and how many times. This will help to identify volunteer hours so everyone can get a chance.
- 7) Any recommendations to make this process run smoother please send to Jo-Anne.

Check off sheet for calling and using volunteers

- Project/event has been approved and a known number of volunteers are identified with specific jobs/tasks.
- Send volunteers list request to Jo-Anne Zullo.
- Call volunteers that are on the list.
- Assign jobs/tasks to volunteers that will be able to help on that day.
- Following completion of the event/project send a complete list of all volunteers used to Jo-Anne Zullo for tabulation. Include date and name of event/project and the number of hours each volunteer worked.