

## How to use the PTSO Volunteer Coordinator

The following recommendations are to help ensure that each **Event Coordinator's** request for volunteers is supported with adequate resources - that is, no **Event Coordinator** feels like they are on their own, did not get adequate help, feels stressed and like tearing their hair out!! Using the Volunteer Database also ensures that we spread the requests for help among all the volunteers and are not relying on a few dedicated folks.

- If you have signed up to coordinate an activity (you are now the **Event Coordinator**), please determine your need for volunteer support as early as possible, a description of what the volunteer will be doing, time and date needed, and where they should meet you. Also determine your needs for donations, food, drinks, gift bag stuffers, etc.
- Please send me the request for volunteers with as much detail as possible - date or dates of the activity, type of help needed, time people are needed, number of people per time slot, # needed for setup, serve or clean up, etc. Also let me know if you can also use students as well as parents.
- Let me also know if you need strong arms to help with big / heavy items - we can request the parents to bring in the students to help!
- Please specify if the request is for food / baked goods / drinks, special foods, etc. and specify details if you want a very specific thing. ie. 4 cases of bottled water v/s 4 cases of 8-oz bottled water.
- Let me know if you want the volunteers to contact you directly by phone or e-mail or both. I will add your phone # and e-mail address, as requested. If you want me to stay in the middle, I can ask the responding volunteers to send me their information and I will forward the responses to you on a periodic basis.
- Request for volunteers for activities planned before or after major holidays (Thanksgiving, Christmas, spring break, etc) will need additional planning time, so please plan accordingly and give me extra time to communicate our needs to parents.

## Process the Volunteer Coordinator Will Follow

Since some parents have completed a *PTSO Volunteer Form*, they have indicated specific areas for which they want to help. The first thing I will do when a request comes in from an **Event Coordinator** will be to search our Volunteer Database and find those parents who have signed up to do that specific job/function/event. I will send out a personal email to those parents asking for their help (because they did sign up to help with that particular job/function/event). I will give them a couple of days to get back to me. If I do not get enough response, then I will send out a *Sign Up Genius* request to everyone on our Volunteer Database, asking for help. Between the volunteers I get from the email, and the *SUG*, I will find enough volunteers to help you get your event done successfully!

Please utilize our volunteers who have signed up to help with your particular event/function/job. If parents have taken the time and energy to sign up to help with whatever they can, and then send in the volunteer form, we need to make sure we contact them for help in those areas!! Many parents work and cannot be here in person to volunteer, but they are happy and anxious to send in baked good, food, and money to support our causes! So please, work thru me to get your volunteers and items needed. Also, the more items we have donated for a function the less PTSO funds we have to spend!

You will be able to see the *SUG* form thru your email to check in to see who has volunteered to work and send in goods. I can also run reports for you if you wish to send them to you.

Please let me know if you have any special requests or needs for your event and I will help you in any way I can! We are all *WORKING TOGETHER TO MAKE A DIFFERENCE* at LC Bird High School!

Thank you,  
Sherry Harris  
Bird PTSO Volunteer Coordinator  
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