**SWEET PEA COMMITTEE: CHILDREN'S ACTIVITIES TIMELINE & JOB DESCRIPTION**

**Location:** Lindley Park, south of Arts & Crafts area on east side of Buttonwood Drive & east lawn

**Assistance:** Activity team leaders (one for each station/day, volunteers to help with each activity coordinated by the Children’s Volunteers Committee)

**Supplies:** Tables, easels, chairs (in the Sweet Pea trailer), art and craft supplies (in Sweet Pea basement storage), flagging to separate stations, tent or trailer for on-site storage

**On-Going:**

* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office
* Keep your Division Coordinator informed of all expenses for your Committee
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates
* Keep Division Coordinator apprised of your progress and include him/her on documents sent to the Exec. Director for review and approval
* Attend Sweet Pea Board meetings when possible
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed.
* Provide Exec Director with newsworthy happenings in your committee to post on social media

**January:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* Line up Committee members as needed to share in duties
* Review notebook thoroughly, especially detailed notes left by former Committee Chairs

**February-March:**

* Decide on activities to be offered by reviewing past recommendations and new ideas; report on plan to Board of Directors
* Submit estimated expense budget to Secretary/Treasurer and Division Coordinator before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year

**April-June:**

* Secure tent rentals if needed (have not used in recent past)
* Secure and organize team leaders (coordinate with Children’s Volunteers Committee)
* Inventory supplies on hand, order supplies needed (see notebook and past invoices)
* Inventory number of 2-penny box nails and special order by end of June, as vendors do not carry them in-stock (one carton should last 2 years)
* Decide on children’s entertainment (i.e. clown, balloon-tier, etc.), if needed, and reserve dates

**May:**

* Submit event information to the Schedule of Events Chairperson for inclusion

**July:**

* Coordinate with Children’s Volunteers Committee to secure volunteers for each station
* Coordinate volunteers for moving all supplies to the Park from the office storage (may include renting U-Haul if needed)
* Meet with team leaders to review plans and disburse supplies
* Submit any set-up requests in writing to Physical Arrangements, i.e. location of tables and chairs, flagging activity perimeters, etc.
* Confirm arrival of new supplies and quantity/quality
* If new signs are needed for activities, order and review upon arrival

**August:**

* Set up activity area on Friday day/Saturday morning of Festival (coordinate with Physical Arrangements)
* Oversee activities during Festival
* If applicable, oversee children’s entertainment performer and make sure arrival, performance, etc. goes according to plan
* Assist with children’s volunteers sign-in; directing volunteers as needed
* Monitor supplies in on-site storage
* Oversee reloading of all supplies into the tent/trailer (stack tables and chairs out of the way) Saturday afternoon and then setting up the area again on Sunday
* Dismantle and clean up area on Sunday afternoon/evening
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website.
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff

**August-September:**

* Submit all invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd
* Make recommendations for future years’ activities (send to the Sweet Pea office and put a copy in the notebook)