

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:

- ◆ 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:

- ◆ Assist with budget preparation and review for current year
- ◆ 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 (one carton should last 2 years) as vendors do not carry them in-stock
- ◆ 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.

August/September:

- ◆ Submit feedback on this year's events – fill out and return evaluation form distributed from office staff
- ◆ 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)