**SWEET PEA COMMITTEE: ADMISSION VOLUNTEERS TIMELINE & JOB DESCRIPTION**

**Location:** Lindley Park

**Assistance:** A team of 3 or more to help monitor sales at 6-7 booth locations and check in volunteers during Festival weekend, plus individual sellers.

**Supplies:** Cash boxes, seller aprons, pens, 6-7 button booths, flagging (all in Sweet Pea storage), scaffolding, walkie-talkies, change, buttons, Schedule of Events

**Change:** Change needed: TBA – work with Secretary/Treasurer

**Hours:** Fri. 1:00 p.m. - 9:30 p.m. (from 1:00-3:00 p.m., need 2 people only)  
 Sat. 9:00 a.m. - 9:30 p.m.   
 Sun. 10:00 a.m. – 4:00 p.m. (confirm park hours each year)

**Misc:** It is okay to leave wristbands in HQ booth overnight during Festival, have done since 1991 as Security is patrolling area all night. Secure them before leaving area. Coordinate with money handler on duty.

Don’t be afraid to call upon your Division Coordinator to help make calls to volunteers (if necessary) and help check people in at Festival.

**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.
* 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. It is strongly recommended to have 1-3 “right-hand” people to help (in shifts) for checking in/out volunteers at Festival.

**February:**

* Submit expense estimate budget to Secretary/Treasurer and Division Coordinator before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year.
* Start compiling names of potential volunteers and groups to approach about volunteering. (Some suggestions: Target, US Bank, other banks, Chronicle, MSU Clubs).

**March-April:**

* Arrange for orientation/training of gate volunteers (coordinate with Division Coordinator). Reserve community room at the library for volunteer orientation to be held the week of Festival.
* Talk with Division Coordinator about any check-in/check-out process changes that need be made. Document any changes.

**May:**

* Confirm booth locations in park (2 at Buttonwood and Main, 1 on east side of park along Cypress Street, 1 at south end of Cypress Street, 2 at west entrance into park near bridges/Library, 1 at Pete’s Hill). All booths should be staffed from start to end of Festival each day (no gates should be closed earlier than 9 p.m.).
* Get familiar with VolunteerLocal and input volunteer schedule (or copy from previous years if no changes are necessary) so volunteers can sign up for shifts online. Confirm any changes to the disclaimer section with the office.

**June:**

* Start making contact with groups to volunteer. Check with the office to see if they have any leads.
* Review previous year’s lists of volunteers and develop list for current year. Work with office to do a mass email to previous year’s volunteers letting them know they can choose a shift online.
* Arrange for entrance price signage to be updated or printed new (if applicable).
* Coordinate with the office and Division Coordinator concerning needed change for gate shifts.

**June-July:**

* Edit and print volunteer training sheets. Have them ready to email to people who cannot attend training.
* Print and laminate instructions for wristband sellers, maps of park, etc.
* Edit and print the shift envelopes, deposit slip and extra wristband forms needed at Festival.
* Recruit and organize team leaders (if used) and individual volunteers, distribute instructions.
* Attend money handling meeting (coordinated by Secretary/Treasurer).
* Arrange for right hand, personal assistant(s) during July and Festival weekend.
* Arrange for back-up groups of volunteers for admission sales during Festival.
* Review/edit reminder postcards, letters, or email reminders for gate volunteers, if applicable.
* Monitor volunteer sign-ups on VolunteerLocal.

**July:**

* Coordinate the selling of wristbands at the Farmers Market and the Bite with the office.
* Coordinate the availability of FAV forms and wristbands at the training session with others in the division and the office.
* Attend the envelope stuffing party to fill out shift envelopes and organize wristbands for on-site needs.
* Arrange for delivery of wristbands to Lindley Park with Executive Director.
* Publicize need for admission sellers (coordinate with Public Relations) and that they can sign up online at VolunteerLocal.
* Track volunteers and communicate with them using VolunteerLocal.
* Send an email to all volunteers reminding them of the training session.
* Conduct the training session (with the Admissions DC) for volunteers the Thursday prior to Festival.
* Arrange for Sweet Pea admissions booth delivery to park (coordinate with Physical Arrangements); submit in writing.
* If there are any special requests for flagging other than the usual locations, contact Physical Arrangements; submit in writing.

**August:**

* Have a noticeable presence at the Bite of Bozeman selling wristbands (reserve through Bite Committee Chair; location in front of ERA). Coordinate with Treasurer to have a money bag.
* Send final reminders to volunteers about their shifts per their requested method – email, phone call or text.
* Have a “Sales Only” entrance at Buttonwood from 1:00-3:00 p.m. on Friday of Festival. Recruit 2 volunteers for this.
* Friday morning of Festival export the volunteer names out of VolunteerLocal to use at check-in.
* Be on hand Festival Friday to help set up Admissions HQ at the park.
* Confirm set up of booths & scaffolding in park (coordinate with Physical Arrangements).
* See that complete wristband supply is on hand at HQ in park by noon Friday (coordinate with Executive Director)
* Organize tubs used at gates with necessary supplies.
* Frequently monitor wristband supply and cash on hand at all sales locations in the park during the Festival on a regular basis; coordinate with Rocky Mtn. Security guards and Sweet Pea HQ money handler on duty.
* Have a Volunteer Coordinator on hand to check in people at HQ tent as they take their shift (the Admissions Committee “right hand” people).
* Assist with park tear down on Sunday evening, post-Festival.
* Oversee dismantling of the booths; return supplies to proper location.
* Oversee return of unsold wristbands to Sweet Pea office (coordinate with Physical Arrangements tear down crew on Sunday).
* Final inventory/accounting of wristbands at end of each Festival day as well as an overall inventory on last day – submit information to Secretary/Treasurer/Executive Director.
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website.
* Export list of volunteers from Volunteer Local and submit to Sweet Pea office. Print a copy for your binder as well
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff.

**August-September:**

* Assist with final accounting of wristbands and their sales, as needed (coordinate with Exective Director)
* Write thank you cards as appropriate.
* Submit all invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd.