

# CHAPTER VOLUNTEER SIGN-UP SHEET

# JANUARY 2023

# CAN YOU HELP?

WE ARE PLEASED TO HOLD CHAPTER INFORMATION MEETINGS FOR YOU. YOUR ASSISTANCE WOULD BE GREATLY APPRECIATED.

<u>NAME OF VOLUNTEER</u>	<u>PHONE #</u>	<u>DUTIES</u>	<u>Time Required</u>	<u>Frequency</u>
1		<b>1. Member communication</b> Telephone members week prior to meeting.	10 minutes	Prior to the meeting
1				
2		<b>2. Prepare for the meeting</b> Room set up, make coffee and clean up.	1 hour	Before and after meeting
2				
3		<b>3. Presentation Planner</b> Arrange for a Guest speaker. Lists are available.	20 minutes (Varies)	One speaker monthly 8X annually
4				
4		<b>4. Recording Secretary</b> record minutes in a word document. Share with SUN Administration	40 minutes	During the meeting
5				
5		<b>5. Meeting Registration</b> Assist members at the sign-in desk.	30 minutes	Before the meeting
6				
6		<b>6. Chapter Fundraising</b> Sell 50/50 tickets, record the results, online reporting & Bank Deposits	45 minutes	Before and after meeting
7				
7		<b>7. Facility clean-up.</b> Clean the table tops and reorganize chairs.	15 minutes	After each meeting
8				
8		<b>8. Facility clean-up.</b> Sweep and/or mop debris/ foot tracks / spills from the floor after each meeting & Remove the garbage	15 minutes	After each meeting

**THANK YOU FOR HELPING!!**

OUR CHAPTER MEETS ONCE A MONTH, CURRENTLY ON THE SECOND THURSDAY OF EACH MONTH. Excluding July, August & December