

EVENT VOLUNTEER WORKSHEET

VOLUNTEER INFORMATION

Volunteer coordinator _____

Phone _____

“Day of” phone _____

Email address _____

CHECKLIST	COMPLETED	DATE
Assess volunteer needs/roles	<input type="checkbox"/>	____/____/____
Draft volunteer job descriptions	<input type="checkbox"/>	____/____/____
Send out volunteer request	<input type="checkbox"/>	____/____/____
Assign volunteers to roles	<input type="checkbox"/>	____/____/____
Schedule volunteer training meeting	<input type="checkbox"/>	____/____/____
Send confirmation and instructions	<input type="checkbox"/>	____/____/____
Formally thank volunteers	<input type="checkbox"/>	____/____/____