



Guidelines for Serving as an Event Chairperson:

- Pick up event sack before leaving the meeting to obtain sign-up sheets for volunteer info.
- Immediately contact the organization to introduce yourself as the chairperson for the event, to finalize details of the event, and to communicate how many volunteers have signed up. Keep in touch as necessary until event.
- Within a week of the meeting, contact all volunteers to confirm their participation at the event, and communicate any details obtained from the organization. Remind volunteers within one week of the event of their participation, and expectations regarding dress, parking, and food.
- Should more people initially volunteer than the organization asked for when scheduling the event with our Event Coordinators, *contact a Board member for more guidance.*
- Check your e-mail frequently for any on-line volunteer sign-ups.
- If you don't have enough volunteers, no later than one week prior to the event, contact the webmaster (sacswebmaster@gmail.com) to ask for an e-mail blast to be sent asking for more volunteers.
- When you have enough volunteers, contact the Webmaster to communicate the event is full so it may be posted as such on our website to avoid more people volunteering.
- If you find you cannot attend the event after all, contact another SACS member to serve as chair in your place.
- Prior to the event, print the names of all volunteers on the waiver sheet in the event sack. This will allow you to keep track of which volunteers have yet to arrive on the day of the event.
- At the event, arrive a few minutes before the volunteers to introduce yourself to the organization contact person, confirm what duties we'll be performing, and to be available to SACS volunteers as they arrive to obtain their signatures on the waiver sheet – and sign the sheet yourself.
- Stay at the event until released by the organization contact person. If SACS volunteers are serving in different areas, make sure all volunteers know their duties have ended and they are free to leave. As chairperson, stay until the final SACS volunteer is dismissed.
- Thank the organization contact person for the opportunity to help at the event.
- Retain the waiver sheet until the next meeting and turn over to any Board member. This will be used to compute volunteer hours for the year, both for the individuals who participated as well as SACS total hours.
- Present the event at the next member meeting – explain what it was and what tasks volunteers performed.
- If any problem arises with the organization or with a volunteer, please do not address the issue - report it to the Board. The Board will discuss and take action on your behalf.
- If you are contacted to schedule another event, do not make any promises - direct the inquiry to our Event Coordinators (sacseventcoordinator@gmail.com)

Thank you for serving as a chairperson