



## VOLUNTEER OPPORTUNITIES

- **Clerical/Office Administration**
  - Assist with W2W office duties, such as typing, making/receiving telephone calls, writing letters/post cards and preparing mailings, updating the volunteer handbook, continuous volunteer communication and coordination, and so on.
- **Event Planning**
  - Assist the CFO with the budgeting process for each event/program, constructing reports for profit/loss, current budget, projected budget, and other financial reports. Research proposed event locations, prepare, and submit event materials, coordinate/organize event setup (food, beverage, and room rental), and overall event timeline coordination and adherence.
- **Event Day Efforts**
  - Assist with activities and duties such as:
    - Registration
    - Setup/Cleanup
    - Food/Beverage
    - Workshops/Exhibitors
    - Behind the Scenes
    - Raffles/door prizes/Greeters/Information Table
- **Marketing / Public Relations**
  - Assist with marketing efforts, such as in taking on the role of W2W's Media Contact, creating and distributing print materials, promotions, ads, flyers, event announcements, tickets, and press releases.
- **Networking**
  - Maintain our social networking resources, posting BLOGS, Twitting, Chatting, utilizing MySpace, and so on. These efforts include daily postings, responses to postings, and other relevant information that you will have to address.
- **Funding**
  - Research companies, corporations, organizations, foundations, government entities, grass root coalitions, and so on, for sponsorships, memberships, direct donations for our events, etc. Such as gathering the necessary information on how they can help us, such as, their eligibility guidelines and their contact information.
- **Fundraising**
  - Contact local businesses, corporations, organizations, and so on for direct donations. Such can be in the form of gift certificates or cards, money, memberships, and/or items that we will use for our Silent Auction and direct donations efforts. Also includes coordinated efforts to raise funds for our organization through specific fundraising programs, such as scratch cards, dining cards, entertainment cards, and so on.