



Hello Event Coordinators!

Thank you for making a difference at Glenwood! Here are some helpful tips & reminders for getting your event up and running and attracting volunteers.

- ✓ Set up your event on SignUp.com. Refer to the "SignUp Registration for Event Organizers" PDF for instructions.
- ✓ 1 Month prior to the event (or when you tell us) we will provide you with the most updated list of volunteers from the initial school-wide volunteer sign-up process
- ✓ Make first contact with the parents who are on your spreadsheet and let them know how happy you are to have their help.
- ✓ Send your volunteers a link to your SignUp.com event that you created so they can see specifically how they can help
- ✓ We encourage you to go out and solicit more volunteers as needed. Send invitations through SignUp to people that you have met at school who have expressed interest in helping out or through other venues
- ✓ You can run reports and export your volunteer information as needed
- ✓ Please reach out early and keep in close contact with your volunteers using the SignUp.com program. Even if your event is in 2017, get your volunteers engaged early and keep them interested.

Ways to get the word out to the school and beyond:

- ✓ Email your promotional information to the GSF Newsletter at: gsfnews@glenwoodspirit.com
 - Promote your event or needs school wide
 - Include your SignUp event link
- ✓ Have your event/volunteer needs or general Glenwood announcement posted to the Volunteer Squad Facebook page. Send the info you'd like to include to: glenwoodvolunteersquad@gmail.com
- ✓ Consider setting up a booth before and/or after school or at a school sponsored event to get the word out. You can use the school's iPads to allow parents to easily sign up for volunteer opportunities through the signup.com app.

To Learn More:

SignUp.com has a great selection of Organizer videos to check out: <https://signup.com/video/videotour?>. We are here to assist you in any way that we can! If you have questions please ask anytime! We can be reached at glenwoodvolunteersquad@gmail.com.

Thank you and Have Fun!

Heather Woollen & Molly McEvoy
Your Friendly Glenwood Volunteer Squad Coordinators