

Meeting March 14, 2022, Rose City Coffee at noon

In attendance Melaney Dittler and Cheryl Crowe, Kathy Orton is on vacation.

We discussed icons to use for all the volunteer activities that will be used on the certificate of Appreciation.

We discussed the wording of the certificates, as well as the certificate blanks and the seals.

We decided on the template for the invite and basic wording.

We planned on the process for checking people in and the set up of the check in table. (see note below.) We will have to set up 2 half hour shifts for check in functions.

We created a timeline for the program and decided what additional info will be on the program, such as the key of the volunteer icons, sponsors, discounts afforded volunteers. Additionally we will have some calendars scattered around.

We spoke with Christie Gryphon from Rose City Coffee and she offered to give volunteers who wear their buttons a discount on the 2nd tuesday of the month.

We discussed the pub crawl June 25th:

We have two sponsors so far, and are reaching out to others.

We have asked Sean Baston to consider designing the flyer.

We created a list of activities that we will do during the pub crawl. (those will remain a secret until the pub crawl.)

We will charge a fee to be part of the crawl and or you buy a t-shirt to be a part.

There will be prizes and a grand prize. Grand prize is a 64 ounce uKeg from Growlerwerks \$119. value.

<https://www.growlerwerks.com/collections/ukeg-go-carbonated-growlers/products/ukeg-go-64>

Deliverables before the next meeting:

Invite-**Cheryl Crowe**

Program- content **Melaney Dittler**

Program design- **Cheryl Crowe**

Certificate wording final- **Melaney Dittler**

Mockup of a certificate- **Cheryl Crowe**

We need the date and times of the following upcoming events:

Plant Swap- **Kimberlea Ruffu**

Litter Cleanup? (double check this, we might have it)

Ross Island Flotilla- **Hans Albing**

Historical Walking tour- **Melaney Dittler**

Pedalpalooza ride (s)- **Cheryl Crowe, Josh Hetrick?**

Next meeting: 11 April at Noon Rose City Coffee

Additional notes below

Volunteer Event Notes

What will be on the check out table:

- 2 check in sheets- 4 ink pins, 4 clip boards
- Clip board with sign up sheet for cleanup day, and 1 ink pin.
- Bowl of buttons
- Popcycle sticks- provided we get popsicles donated.
- Calendar
- Email sign up for notifications of discounts and or events.
- FOBP bags for cans
- table decor
- Program or 2
- Info on the events for May and the Pub Crawl in June and a way to sign up to volunteer at plant swap and cleanup.

Volunteer Event Sign in procedure:

- Check off name on sign in, give them one each

Button, drink ticket, popsicle stick

- Have them sign in with emails for notices of discounts or events
- While they are signing in, we take their certificate and place it in the here pile, alphabetically.
- We inform them of where to find the drinks, and food, and about the games
- Let them know we have info on the events coming up

Need a table or podium for the Program.

As previously decided we will hang a backdrop up that will include a large orange heart.

We should bring a meeting banner to hang at a Sign in tent.