

## **Tour of Homes**

Tour Chairpersons - coordinate committees, communicate with home owners and distribute information

Advertising - keep track of ads as turned in, paid, and ad copy received. Give information to Ticket committee

DYG Boutique Shop - collect and keep track of boutique items/money buy-out received from members, price items, committee puts items out at Tea, set up cashier area

Decorations - coordinate with committee to decorate according to theme, direct committee in making table decorations, follow up with placing and selling decorations at Tea as needed

Ticket Design - receive ad copies and information from committees (including home descriptions and directions/maps to homes), input information into a form for publishing, turn in for printing in timely manner after proofreading

Ticket Sales - organize tickets to distribute to members, keep records of tickets sold and tickets returned, collect money in advance and on day of tour

Tea - Two or three people usually chair this since it involves planning for food, beverages, plating and serving food, coordinating volunteers for all jobs related to the tea.

Home Hostesses - coordinate members so that a sufficient number of volunteers are assigned to work in each home on the tour, coordinate information with homeowners and hostesses, assist hostesses on day of tour

Vendors - coordinate placement of vendor booths at Tea and Boutique, make arrangements with vendors about cost and provide information about set-up to vendors

Homes - help secure homes for the tour, communicate with homeowners, follow up with home descriptions for the program

Giving Tree - coordinate decoration and placement of theme-related tree, coordinate donations raffle

Raffle Table - collect and display donated gifts from each vendor, collect donation money and tickets, pull tickets at end of day and follow up with winners for distribution to winners

Publicity - distribute information to news outlets and put posters up at various locations

Appreciation - coordinate the writing of thank you notes to people who buy ads, sponsor, or make other donations

## **Scholarship Fashion Show and Luncheon**

Chairpersons - coordinate committees, communicate with appropriate people about venue, menu, and fashions

Model Coordinator - communicate with fashion manager, models, help with scheduling, help backstage during the fashion show

Advertising - keep track of ads as turned in, paid, and ad copy received. Give information to Booklet committee

Programs - receive ad copy and information from committees, input information into a publishing format, turn it in for printing

Reservations - receive and keep track of reservation forms and money. Assign seats

Opportunities - receive, organize, display items for opportunity donations. Give list of people who donated to the program chair for inclusion in the booklet, Arrange the items with signs, baskets, tickets

50/50 Prizes - collect donations, distribute tickets, draw for the donation winner

Hostesses - escort guests to their seats, help with distributing door prizes and opportunities as needed

Decorating - coordinate with committee to decorate according to theme, direct committee in making table decorations, follow up with placing centerpieces and other decorations

Door Prizes - collect and display door prizes, make tickets for selecting winners, announce winners

Publicity - distribute information and posters

Appreciation - coordinate the writing of thank you notes to people who buy ads, sponsor, or make other donations

## **Committees & Meetings**

Finance chairs - review requests for funding and present the information along with a recommendation to the board at monthly meetings, follow up with treasurer, attend board meetings

Membership chairs - introduce new members and guests to the group at meetings, coordinate with communication committee, corresponding secretary, and treasurer to distribute needed information for contacts with new members, provide information about upcoming events and responsibilities as needed, attend board meetings

Scholarship chairs - distribute information and applications to school counselors, collect applications, distribute to committee, set up interviews, collaborate with treasurer and committee members when determining award amounts, follow up with winners as well as with continuing students to clarify requirements for continuation, organize information in a timely manner to determine if qualifications for continuing award have been met and communicate information to students, attend board meetings

DYG Marketing/Publicity - coordinate distribution of information about DYG in as many venues as possible and appropriate, attend board meetings

## DYG COMMITTEES & FUNDRAISERS

Chaplain – provide inspirational information as well as blessing, invocation at events

Community Liaisons – attend meetings and provide information to the group as well as update the organizations about current events in DYG: Dunedin Council of Organizations, Dunedin Chamber of Commerce, Dunedin Principals' Meeting

(Hospitality) Kitchen and Meals – sign up volunteers for furnishing food for meals before meetings, receive and place the food out for serving, keep up with needed items (plates, utensils, etc), clean up and make sure church items are in place and exit door is locked.

Name tags and sign-in – make name tags for new members and distribute name tags as members arrive and sign in at the meetings, collect tags at the end of the meeting.

Communication – keep members updated about upcoming as well as other events but distributing information in a timely manner in the following: Email, Web page, Social Media (Facebook, Twitter), Phone or deliver copies of information when needed, attend board meetings

Field Trip – review requests for field trips (submitted by teachers and/or schools for covering expenses to take students on field trips to area locations. Follow up review with letter or email to person making the request, notify treasurer of awards, keep board and members updated.

### **Other Activities that need your Support and Help**

These activities are dependent on membership agreement and board approval for participation.

Fundraisers – coordinate with businesses, give information to members, collect items/provide tickets/etc. as needed

Orange Festival – set up and coordinate members to work at information table

The Bash (held in May) – coordinate plans for venue, menu, collect money from members as needed

Food Bank – deliver food brought to meetings to the Dunedin Cares Food Bank

Drop (off) Your Drawers (Clothes to Kids) – deliver underwear collected to Clothes to Kids

Diaper Drive – deliver diapers to local Day Care (currently Wee Grow Day Care in Dunedin)

Christmas Parade – coordinate volunteers for helping line up and start route for participants, get a member to judge for winners, meet with city Recreation members during planning