**VP Check List to post on the Member Calendar for Pam**

VPs will send the following event/shift descriptions to Pam to add to our Membership Calendar. **Pam will only post the event descriptions provided by VPs.**

**Member Engagement will send entries for Bunco and Boo Club (Not VP**

Remember to send your event information to Marketing and PR to add to the weekly email and League Chatt in advance.

|  |  |
| --- | --- |
| Name of the event |  |
| Date(s)  |  |
| Start and End time |  |
| **Detailed descriptions of all event shifts including, but not limited to:** |
| Which **New Member Pillar** the event falls into at the beginning of their event /shift description |  |
| Location and Address |  |
| # of volunteers they need per shift |  |
| # of attendees for event |  |
| Shift responsibilities |  |
| What members may need to bring, depending on the environment (Jacket, sunscreen, JLC t-shirt etc.) |  |
| Whether a shift can be a seating shift (Include a mention that if members need a seating shift but do not see one, they can reach out to the Council VP) |  |
| Cost per person (Event) |  |
| Payment (Pay at the door, Venmo, Website Estore, Check/Credit Card) |  |
| VPs JLC email contact information |  |

**Additional Responsibilities for VP tracking:**

* VPs will need to keep a Google working file of event descriptions to re-use them in the future (ex. "Check-in" descriptions, "runner" descriptions)
* VPs must share with notice and in the event descriptions how members can contribute in a supporting role if they cannot attend an event.
* VPs to write broad Standard Operating Procedures for events for future Council Leaders.
* VPs must bring first aid kits/ CPR Wraps (stored above the JLC fridge) and earplugs for volunteers to all events.