

VOLUNTEER RECRUITMENT/MANAGEMENT PLAN FOR UCD RETIREE CENTER

PLAN A: WITHOUT an official office assistant

Three (3) categories of volunteers:

- 1). *Ongoing office support* would require a dependable person(s) who is able to commit to a regular schedule ie Mon/Wed/Fri mornings 9-12 noon
- 2). *Special projects/events* (short term commitment) ie Picnic Day Open House, Strategic Plan Committee, Membership Drives, etc.
- 3). *Special skill set* (one year commitment but intermittent/flexible schedule) ie database manager, web master

In the **PLAN A** version, the three extra management layers would be:

- 1). Center coordinator/director would have to manage the volunteers
- 2). Center would need to recruit several volunteers on an ongoing basis to cover day-to-day office work
- 3). Center would need to recruit & manage volunteers for the “special skill set” categories

PLAN B: WITH an official office assistant

One (1) category of volunteer:

- 1). *Special projects/events* (short term commitment) ie Picnic Day Open House, Strategic Plan Committee, Membership Drives, etc.

In the **PLAN B** version, the following would take place:

- 1). Center AA3 & Coordinator/Director would both work directly with the volunteers
- 2). Center would not need Special Skill Set volunteers ie database manager, web master as those responsibilities would be handled by the AA3

**UCD RETIREES' ASSOCIATION
VOLUNTEER COMMITTEES PROPOSAL
12-4-06**

RA brochure revision (January-February 2007)

- 1). Design/layout manager to work with Doreen (1 volunteer)
- 2). Copywriter (1 volunteer)
- 3). Mailing list (1 volunteer)

RA Membership Drive (February-March 2007)

- 1). Volunteer manager/chairperson to work with Doreen
- 2). Mailing (2-3 volunteers)
- 3). Telephone follow-up after mailing goes out (6+ volunteers)

Picnic Day Open House, Saturday, April 14, 2007

- 1). Chairperson to work with Doreen
- 2). "Set up" volunteers (2 – 3 volunteers)
- 3). "Welcoming Committee" at actual Open House (4 per hour for 3 hours)
- 4). Clean up volunteers (2-3 volunteers)

Picnic Day Parade, Saturday, April 14, 2007

- 1). Chairperson to work with Doreen
- 2). 2-3 volunteers to work on parade entry
- 3). Volunteers to be in the actual parade! (not sure how many people & cars)

Steak Bake, Saturday, June 9th, 2007 (AGR room & patio, Alumni Center)

- 1). Chairperson to work with Doreen
- 2). PR & outreach, possibly including a mailing and/or telephone calls (4-6 volunteers)
- 3). Tickets, handle money, etc. (1-2 volunteers)
- 4). Menu (1-2 volunteers)
- 5). Entertainment (1-2 volunteers)
- 6). Follow-up: telephone attendees to get feedback on event (4-6 volunteers)

Thank You Dinner/Advisory Committee, May 24th, 2007?

- 1). Chairperson to work with Doreen
- 2). Menu (1-2 volunteers)
- 3). Invitations (1-2 volunteers)
- 4). Program (1-2 volunteers)

Mission Statement/Logo, begin January 2007

- 1). Chairperson to work with Doreen
- 2). Research & proposals (2 volunteers)
- 3). Presentation to the Advisory Committee (1 volunteer)
- 4). Implement!

TriO Scholars, begin January 2007

- 1). Chairperson to work with Doreen & Donelle Perkins/Interim Director of TriO
- 2). Volunteers to mentor undergrads (not sure how many we might need)

Chancellor's Garden Party/Retirees & Emeriti, September 2007

- 1). Chairperson to work with Doreen & Louise
- 2). Menu (1-2 volunteers)
- 3). Program & entertainment (1-2 volunteers)
- 4). 10-20 volunteers to attend event
- 5). Post-event "how did it go" follow-up committee (2-3 volunteers)