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)