



[Volunteer Coordinator Guide]

Hello and thank you so much for being our Parent Volunteer Coordinator!

Whether you've been supporting our Colonial events for years or are just now stepping into the role, you have chosen to be an integral part of creating an exciting and enlightening educational experience for the children in your community!

We design our Colonial events to utilize parent volunteers so we can involve the extended 'family' of the school in the educational process. Coordinators, like you, provide an invaluable service – you can communicate and collaborate directly with your fellow parents and guardians in a way that our organization cannot.

We have established this guide to provide you with the basic volunteer requirements of a Colonial Day, including some suggestions based on coordinator and student feedback. Each coordinator approaches their collaboration differently, as each community of volunteer parents is unique. Please use these requirements as a foundation for communicating in the way that best suits your community.

STEP ONE: Sign up parents to fill one of '2 POSITIONS'

- 1) Group Leaders - These parents travel to each workshop with the same class during the day and directly support student participation.
- 2) Activity Leaders- These parents are stationed at each Colonial activity and provide hands-on support for our teaching artists, assisting in demonstrations and instruction.

You will be provided with a Volunteer Request Sheet that has the information about the fair as well as a sign-up slip for the above positions. Typically, teachers should be requested to send this sheet home with their students for parents to read and fill out.

STEP TWO: Assign volunteers to positions.

- 1) Each workshop has a minimum number of required volunteers (see the breakdown below). Use the completed volunteer forms to fill in each workshop as required.
- 2) Some parents have limited availability, so be sure that each position is covered throughout the day. Assigning parents to morning or afternoon shifts is acceptable to keep a workshop running smoothly!

3) Keep in touch! Create an email list from your Volunteer Forms and let everybody know where they will be helping out.

STEP THREE: The day of the event.

- Arrive early to greet your volunteers and send them in the right direction. This will also ensure that if anybody is late to arrive or cannot make it, you are available to make adjustments as needed.
- Feel free to travel amongst the workshops and experience the event. It's best if you are available to all the volunteers to field any questions or issues that may arise, so don't assign yourself a workshop... check everything out!
- Please don't hesitate to contact us directly with any questions about your event. We are very grateful to be collaborating with you on this program, and look forward to working with you on Colonial Day!

Sincerely,

Eleni Delopoulos and Ehren Remal

Directors, Adventure Game, Inc.

www.theadventuregame.org

Minimum / Ideal Number of Volunteers Needed Per Workshop

WORKSHOP	MINIMUM	IDEAL
Cooking*	2	3
Spinning and Weaving*	2	3
Toys and Games*	1	2
Candlemaking	1	2
Tinsmithing	1	1-2
Stenciling	1	1-2
Dame School	1	2
Music and Dance	0	1

*These workshops take priority over other volunteer positions.