
Volunteering for United Way's Special Events



Community Fun Lunch

10:00 AM - 1:00 PM

Set up & Take down

2 Volunteers

- Help load all materials from the UW office to the Victoria Inn
- Set up the rainbow & silent auction tables with prizes, bid sheets, bags for the rainbow auction
- Set up table cards
- Set up the admissions tables, listings, 50/50 stations, rainbow auction sales
- Pack up and return any material to the UW office.

11:30 AM - 12:00 PM

Admissions Table

2 – 4 Volunteers

- Check in guests as they arrive, direct them to their assigned tables.

11:30 AM - 12:45 PM

Rainbow Auction tickets

2 Volunteers

- Sell tickets for the rainbow auction.

12:15 PM - 12:30 PM

50/50 Tickets sales

4 – 6 Volunteers per team

- 2 volunteers to count the cash as it comes in.
- 4 volunteers to rip tickets in the bin.

Garage Sale

SET UP & TAKE DOWN

2 – 4 Volunteers

The day before and day of/times TBD

- Set up tables and attach vendor names to assigned tables.
- Set up any marketing materials.
- Place & collect signage around the city in assigned areas, the day before and after the event.
- Pack up all materials when the event is over and return materials back to the UW office.

6:00 AM – 8:00 AM

5 – 10 Volunteers

- Unload the vendors vehicles and carry goods to their assigned tables. Carts & dollies are provided by the Keystone Centre.

REGISTRATION/CHECK IN FOR VENDORS

2 Volunteers

- Check off vendors from the registration list and direct them to assigned tables as they arrive.

8:30 AM – 12:00 PM & 12:00 – 2:30 PM

Volunteer check in/Information table for volunteers and vendors:

2 Volunteers per shift

- Direct volunteers as they arrive to their assigned positions, also act as a general information centre for all.

9:00 AM – 12:00 PM & 12:00 PM – 2:30 PM

Admissions Table

6 – 8 Volunteers (depending on the # of entry points)

- Collect admissions from the public as they enter the event.

50/50 TABLE

2 Volunteers per shift

- Sell 50/50 Tickets

Holiday Tree Auction

SET UP - TIMES TBD

4 Volunteers

- Help load trees and materials from the UW office to the Victoria Inn
- Unpack and set up trees & cords
- Set up any decorations, admission tables, 50/50 tables and signage
- Assist with all duties as set out by the volunteer coordinator for the event

DELIVERY DRIVER

- Pick up truck the day of event, have truck ready to load after the event.
- Deliver trees the following morning.

ADMISSIONS & 50/50 TABLES - TIMES TBD

2 Volunteers per table

- Direct individuals to their assigned tables
- Sell 50/50 tickets

8:00 PM - 9:00 PM

Take Down

4 – 6 Volunteers

- Bag trees, pack gifts, label all items and load in the truck
- Assist with all duties as set out by the volunteer coordinator for the event
- Load any materials and return to the UW office.

9:00 AM - 12:00 PM, THE FOLLOWING DAY

Delivery

4 Volunteers

- Deliver trees and gift boxes to families homes throughout Brandon
- Lifting up to 25 lbs



Lip Sync Battle

VOLUNTEER POSITIONS

Houstons Country Roadhouse

Fundraiser with profits going to United Way

- **Team Registration** – Registering teams, directing teams to dressing rooms, directing teams to assigned table.
- **VIP Table Registration** – Registering VIP guests and escorting them to their assigned table.
- **Admission** – taking pre-sold tickets
- **Usher** – help ticket holders to find seats (no reserved seating)
- **Back Stage Hand** – Directing teams where and when to go onstage.

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- » Must be 18 years of age or older.
 - » Follow verbal and written directions.
 - » Evening event
 - » Registrations, Admission, usher – 1 – 1.5 hours
 - » Back Stage Hand – 2.5 – 3 hours

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- **Training** - Staff will explain volunteer roles and answer any questions.

Coats for Kids

VOLUNTEER POSITION

Community Centre TBA

Moving cleaned “Coats” from Spare Closet to Community Centre. Sorting and unpacking of cleaned donated gently used coats to be distributed to children in need of a winter coat.

- Move bags of cleaned “Coats” from Spare Closet to assigned Community Centre.
- Unpacking and Sorting cleaned coats - unpack and sort cleaned coats by size and gender.
- Pack sorted coats as per list provided.

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- » Follow verbal directions.
 - » Over the age of 18 (12-16 accompanied by guardian)
 - » Lifting 20 lbs
 - » Moving Coats 1 – 1.5 hours, done in the afternoon
 - » Unpacking, sorting packing – 3 – 4 hours, done in the morning

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- **Training:** Staff member will direct volunteers and answer any questions.



Tools for School

VOLUNTEER POSITION

United Way of Brandon & District Office

Sorting, packing and delivery of "Tools" to 22 Schools in the Brandon School Division, ensuring all students from Kindergarten to grade 12 start their school year off right with new "Tools".

- **Sorting:** Sort new donated "Tools" ready to be packed up as directed.
- **Packing:** Building Cardboard Boxes, labeling boxes
 - » Volunteers will be assigned "Tools" to pack, packing allotted "Tools" into pre-made boxes as per lists provided, grades K – 4, 5 – 8 or 9 – 12
 - » Moving packed boxes (up to 25 lbs) from the Board Room to the Main office where they will be arranged according to delivery
 - » Mark # of boxes on each box i.e. 1 of 3, 2 of 3, 3 of 3
- **Delivery:** Loading and unloading packed boxes of "Tools" as directed to 22 schools in Brandon School Division.

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- » Follow directions - verbally and written
 - » Over the age of 18 (12 – 16 accompanied by guardian)
 - » Able to lift 25 lbs, standing, bending
 - » Team player
 - » 3 – 4 hours for each
 - » All volunteer positions will be done in the mornings.

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- **Training:** Staff member will direct volunteers on roles and answer any questions.

Day of Caring

VOLUNTEER POSITION

Day of Caring is a one day city-wide event in which members of the community volunteer to help many non-profits organizations, parks, and community programs with projects that they do not have the time, resources or perhaps, staff to accomplish alone. These activities may be anything from cleaning up a neighborhood or park, repainting a community centre, or helping with a community program. Volunteers from businesses and individuals from the community who sign up to be volunteers are partnered with community programs, centres and parks who apply with a project to be done. United Way will match volunteers with project requirements and do our best to fill as many project requests as we have volunteers for.



Day of Caring is an incredible opportunity for the residents of Brandon to give back to the community that does so much for us. A community that provides parks for our children to play in, community centers for events and social activities, businesses that bring in events and activities that all people, in all walks of life are able to enjoy and attend. On Day of Caring we want to give back! On Day of Caring we want to show our community that we appreciate what they do! On Day of Caring we want Brandon to know that we care!