

## DISTRICT GENERAL ASSEMBLY COORDINATOR

The District GA Coordinator is recommended by the board of the district in which the General Assembly will be held and approved by the Planning Committee. The appointment is usually made a year and a half before the GA.

The District Board should establish a timetable for accepting applications and making a careful selection. The District GA Coordinator is in charge of the GA volunteer system, which includes approximately 200 volunteers, many of them from the host district. The Coordinator should have the requisite skills and be a recognized and respected leader in the district.

The District GA Coordinator should be a Unitarian Universalist with leadership experience in the district or local congregation and a commitment to provide volunteer support for General Assembly. Skills should include ability to recruit and organize volunteers, written and oral communication skills, and an ability to remain calm in the midst of chaos. All expenses are reimbursed, including travel expenses for lunch and a tour of the convention facilities with the GAPC 18 months out and four-Planning Committee meetings and two GAs.

The principal tasks of the District GA Coordinator are to recruit members of the Volunteer Committee, to facilitate their training and to assist in recruiting and training volunteers. Members of the Volunteer Committee *usually* include the coordinators for Accessibility Services, Administrative Assistant, Ambiance, Information Services, Registration, Service Project, Special Events, Usher, and Volunteers. The Planning Committee recruits some members of the Volunteer Committee such as Accessibility, Usher and Registration and Technical Coordinators.

The District GA Coordinator will recruit a special volunteer, age 25 or older, to coordinate the childcare volunteers for the childcare program (does not include Young Fun). Upon receiving names of volunteers assigned to the childcare program, this coordinator will forward their information to the contact of the Childcare Provider to obtain CORI checks. The coordinator will develop a work schedule for each volunteer according to the scheduling needs specified by the Childcare Provider and will coordinate a training in conjunction with the Childcare Provider for the beginning of GA. The coordinator will check in with the Childcare Provider at the beginning of each day, and at the close of the childcare program each day. This person will receive the same benefits as the other volunteers (NOT members of the Volunteer Committee) as this job should not require more than 24 hours.

If there should happen to be a need for someone to coordinate Transportation, either as a member of the volunteer committee or simply as a volunteer, the District GA Coordinator will recruit that person.

The District Coordinator will also locate a mental health professional who will be available on an on call basis.

The Planning Committee reviews the structure of the Volunteer Committee every September and may alter responsibilities somewhat. The Volunteer Committee is not involved in planning the programming for GA.

## **JOB DESCRIPTION**

- ◆ Serve as liaison between the Planning Committee and the host district.
- ◆ Educate the host district as planning for General Assembly commences; promote interest and enthusiasm within the host district for attending and participating in GA.
- ◆ Attend Planning Committee meetings (Tour the site and lunch with the GAPC at the January meeting and attend the April meeting-and GA the year preceding GA, and participate in all three meetings --September, January, April the year of the Assembly).
- ◆ Plan district exhibit booth for prior year GA. Obtain promotional materials from Convention and Visitors Bureau. Set up and staff with UUs from the host district.
- ◆ Recruit approximately six members of the Volunteer Committee. (The GA Planning Committee appoints the remaining members.) Include other members of the VC in the information loop.
- ◆ Assist the GA Planning Committee in identifying a Service Project for GA
- ◆ Conduct meetings of the VC prior to and during GA. Touch base each day with VC members who are not able to attend the daily VC meetings.
- ◆ Supervise Volunteer Committee members and assure that each individual is carrying out assignments. (The GAPC liaisons to the various positions can assist with this.)
- ◆ Monitor the Volunteer Committee budget and reimburse the Volunteer Committee members for expenses incurred during the year. The Administrative Assistant will manage the expenditures and accounting, with advice and assistance from the GACS office.
- ◆ Compile final reports from each VC member and return all VC materials to the GA Administrator.

The District Coordinator's work will be supported by a GAPC liaison and by the Director and staff of General Assembly and Conference Services office. Most members of the Volunteer Committee will also have their own liaison on the GAPC who will provide support and advice.

## **District GA Coordinator Schedule for GA to be held in June, Year II**

### **January, Year I**

Join Planning Committee for lunch, conversation and site tour at meeting at Year II site

### **April, Year I**

Attend Planning and Volunteer Committee meeting at Year I site.

### **May, Year I**

Plan exhibit booth for Year I to promote site for Year II.

### **June, Year I**

- Before GA: Request list from GA Office of UUs from next host district registered for GA. Send invitations to reception during GA, planned in conjunction with the GAPC.
- At GA: Set up exhibit booth. Assist current year District Coordinator as needed. Attend daily GAPC and VC meetings. Make final arrangements for reception for UUs from next year's host district.

### **Summer, Year II**

- Publicize GA at any summer events in the host district and nearby districts. Contact church and district leaders to request recommendations for members of the Volunteer Committee.

### **September, Year II**

- Attend GAPC meeting in Boston. GAPC will determine definite structure of VC.

### **September - December, Year II**

- Recruit members of Volunteer Committee. Publicize GA volunteering in district newsletter, church newsletters, meetings and worship services. Keep list of all interested in volunteering.
- Confer with the GA Planning Committee, the Service Project Coordinator, and others in the district about possible choices for the service project
- Contact potential service organizations. If particular UU congregations have major on-going support relationships with these organizations, they will be considered only if no other appropriate organizations can be identified,
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### **December, Year II**

- Conduct one-day meeting of VC on site. Set up bank account.

### **January, Year II**

- Attend Planning Committee meeting at Year III site.
- Recommend the Service Project to the Planning Committee by early January, so they can review it at their January meeting.
- Make arrangements or have the Ambiance Coordinator make arrangements for a local group to make 30+ banner poles which they will bring to GA and sell for \$10 each. The group keeps any profit.
- Complete GA Registration/Housing arrangements

### **February - June, Year II**

- Keep in touch as needed with members of the Volunteer Committee.

### **April, Year II**

- Attend GAPC meeting on site; conduct VC one-day meeting on Saturday.

**May, Year II**

- Keep in touch with members of the VC
- Review VC spending to date and anticipated expenses with Administrative Assistant.

**June, Year II**

- Pay GA travel advances to VC members.
- Make checklist for GA work

**GA, Year II**

- Attend GAPC meetings during GA.
- Conduct daily VC meetings.
- Maintain occasional contact with VC members during the day.
- Survive and enjoy.

**After GA**

- Write thank you letters.
- Submit Coordinator report to the Director GACS.
- Close bank account.
- Take a vacation.

## VOLUNTEER COMMITTEE CALENDAR

Note: Some members of the VC work closely with liaisons from the Planning Committee (such as Accessibility Services, Special Events, and Ushers), while others have no GAPC liaison (such as Volunteer Coordinator) [Note: Each member of the committee has a liaison for GA 2009.](#)

*See individual job descriptions for details.*

### July

#### *District Coordinator*

- Publicize GA in the host district and nearby districts. Request recommendations for members of the Volunteer Committee.

### September-December

#### *District Coordinator*

- Attend Sept. GAPC meeting in Boston
- Recruit members of the Volunteer Committee
- Participate in the process of identifying a Service Project
- Set up bank account
- Set up financial record keeping
- Conduct December meeting of VC on site

#### *Accessibility Coordinator*

- Participate in a site inspection with a member of the GAPC and UUA staff.
- Attend December VC meeting

#### *Administrative Assistant*

- Attend December VC Meeting
- From now through GA work collaboratively with District Coordinator

#### *Ambiance Coordinator*

- Attend December VC Meeting if local resident

#### *Information Services*

- Plan tours
- Attend December VC meeting

#### *Plenary Hall Technical Director*

- Visit space with AV rep. and GAPC technical liaison in December or January
- Attend December VC meeting if on site in December

#### *Special Events Coordinator*

- Identify sites for special events and confirm caterers if there is a need for them
- Begin lining up programs for the evening events
- Attend December VC Meeting

#### *Volunteer Coordinator*

- Attend December VC Meeting. Bring volunteer applications

## **January**

### *All*

- Complete GA Registration/Housing arrangements
- Complete Event Request Form for orientation of your volunteers

### *District Coordinator*

- Submit proposed Service Project to the GAPC in early January
- Attend Planning Committee meeting
- Keep in touch with members of the VC
- Consult with Ambiance Coordinator about who will arrange for banner poles

### *Ambiance Coordinator*

- Consult with GAPC Liaison to determine number of volunteers needed and skills required. Tell volunteer coordinator.
- Consult with District Coordinator about who will arrange for banner poles

### *Information Services*

- Send flyer promoting tours to GA office by Jan. 15

### *Service Project Coordinator*

- Make general plans for the exhibit booth
- Request exhibit booth by February 1st
- Write blurb for the General Information section of the GA program

### *Special Events Coordinator:*

- Finalize evening event programming
- Work with Planning Committee liaisons and provide written material for GA Program to GA Office. This includes requests for special set-up (i.e. sound system, piano, etc.,)

### *Volunteer Coordinator:*

- Send letter asking for local volunteer recruiter to ministers and board presidents of all congregations in the host district with return card.
- Send news release to all newsletter editors in the district

## **February/March**

### *All*

- Recruit volunteers that you would like to have work with you and make them aware of the need to put their applications in during March.

### *District Coordinator*

- Keep in touch with members of the VC
- Review vouchers for payment
- Pay vouchers submitted by VC

### *Accessibility Coordinator*

- Gather more detailed information about the site
- Inquire about local resources

### *Administrative Assistant*

- Recruit some volunteers or plan to use volunteers recruited by Volunteer Coordinator

### *Information Services Coordinator*

- Complete details on tour arrangements.
- Gather ideas for local hospitality at GA (i.e., airport greeters, tourist brochures, local events of interest, ticket information for performances, websites, etc.)

### *Plenary Hall Technical Director*

- Receive technical information submitted by organizations from GA office
- Work with GAPC technical liaison to assess the technical needs
- Consult with the GAPC technical liaison to set up a rehearsal schedule

### *Special Events Coordinator*

- Continue working the GAPC liaison(s) on arrangements for events

### *Volunteer Coordinator*

- Send early volunteer letter and/or letters for special recruiting.
- Follow up with LVRs
- Volunteer sign-up forms are received March 1-31 only. Set aside applications for hard-to-fill assignments such as Child Care; from volunteers with special skills such as working with disabled persons; for specially recruited volunteers or those who are highly recommended; which arrived before March 1 or after March 31.
- Enter data in computer as applications arrive.
- Find company to supply T-shirts; get computer copy of logo from GA office

## **April**

### *All*

- Prepare report of activities for VC meeting
- Attend Volunteer Committee (VC) meeting in mid-April
- Advise Administrative Assistant of signs you will need

### *District Coordinator*

- Review VC spending to date and anticipated expenses
- Plan and conduct one-day meeting of VC on site in conjunction with GAPC meeting
- Decide times for daily VC meetings during GA
- Attend Planning Committee meeting
- Keep in touch with members of the VC

### *Accessibility Coordinator*

- Walk around GA site noting wheelchair accessibility in hotels/convention centers and the nearby area (curb cuts, etc.)
- Conduct site inspection with disabled person, if needed
- Continue gathering information about airport, hotels, restaurants for accessibility as well as locations where it might be possible for GA attendees to rent a wheelchair or scooter
- Arrange wheelchair and scooter rental
- Get other useful information (location of grocery store, etc.) from Information Services Coordinator

### *Administrative Assistant*

- Work collaboratively with the District Coordinator
- Review GA site for locations of directional signs
- Start asking VC and GAPC members what signs they will need made for GA

### *Ambiance Coordinator*

- Meet with GAPC Liaison at the site to plan the décor
- Consult with GAPC Banner Parade Liaison & Opening Ceremony Coordinators about the set up, march line, and seating for banner carriers.

### *Information Services Coordinator:*

- Review GA site for locations of directional signs & possible stations for “Ask Me” Volunteers
- Start acquiring or making information sheets for Local Information table
- Ask GA staff for space for volunteer training
- Prepare materials listing information about eating places

### *Plenary Hall Technical Director*

- Visit the Plenary Hall with the GAPC Technical Liaison and others
- Get information and work with GAPC Technical & Liaison and Stage Designer on hall layout, stage size and position and screen(s) position.

### *Service Project Coordinator*

- Schedule volunteers
- Plan exhibit booth décor
- Determine how you will collect money and get the donations to the organization

### *Special Events Coordinator*

- Work with Planning Committee liaisons as requested
- Meet with Events Manager in the hotel(s) to review space and details (size of dance floor, etc.)

### *Usher Coordinator*

- Visit locations for Plenary Sessions and other major events in which Ushers will be involved.

### *Volunteer Coordinator*

- Check with the Planning Committee to see if they are aware of any special volunteer needs.
- Very early April: Email list of all volunteers to all members of the VC and GA staff and ask if there is anyone on the list who should not be a volunteer. Also, allow VC members to request certain persons if they wish.
- Early April: If there are more applications than positions, give preference to volunteers who have been recruited by other members of the volunteer committee, have skills which are or may be needed, who are available for the jobs which start early, and who will be available throughout GA (i.e. not arriving late or leaving early)
- If there are not enough applications go back to your congregational volunteer recruiters and ask for help.
- Report number of volunteers recruited at the VC meeting
- Make specific volunteer assignments
- Send Confirmation or Rejection letters.
- Early/Mid-April: Mail assignment letters to all volunteers and send lists of volunteers to each person making volunteer schedules

## **May**

### *All*

- Receive list of volunteers from the volunteer coordinator
- Assign volunteer schedules
- Communicate with your volunteers
- Plan your Volunteer training
- Advise the Volunteer Coordinator of the time and place of your Volunteer Training Session
- Make checklist for GA work

### *District Coordinator*

- Keep in touch with members of the VC
- Review spending to date and anticipated expenses

### *Accessibility Coordinator*

- Make arrangements for lift van, if needed
- Plan Accessibility Orientation
- Confirm scooter and wheelchair rentals with Director GACS
- Communicate with UUs who request special assistance as they are known
- Obtain or produce handouts for registrants

### *Administrative Assistant*

- Work collaboratively with the District Coordinator
- Send list of signs to volunteer sign maker

### *Ambiance Coordinator*

- Check with GAPC liaison re basic stage layout and carpet color for decor purposes
- Order or arrange to rent or borrow dried or artificial floral arrangements and other supplies
- Be sure the oil for the chalice is smokeless and odorless
- Order any additional signs needed for banner parade from the Administrative Assistant

### *Information Services Coordinator*

- Acquire supplies; finish acquiring materials for Local Information table
- Send list of signs needed to Administrative Assistant
- Coordinate final details for tour(s) with tour volunteers
- Consult with Director GACS to determine how many people will be arriving each day

### *Plenary Hall Technical Director*

- Check that GAPC Technical Liaison has an overall stage layout plan
- Confirm that Liaison has needed information from organizations using the hall
- Work with the Liaison to create the rehearsal schedule

### *Service Project Coordinator*

- Write guidelines for booth volunteers specifying how to do everything
- Contact GAPC liaison about announcement in last Plenary Session
- Contact the UUA Director of Public Information with any ideas for media coverage

### *Special Events Coordinator*

- Confirm decorations and volunteer needs
- Finalize and reconfirm all arrangements for special events

### *Usher Coordinator*

- Plan training session with Planning Committee liaison

### *Volunteer Coordinator*

- If volunteers drop out, assign replacements if needed
- Order T-shirts

## **JUNE (PRE-GA)**

### *All*

- Make checklist for [.GA work (VC meetings. etc.)
- Finish plans for volunteer training
- Double-check all supplies and assignments

### *District Coordinator*

- Keep in touch with members of the VC
- Pay (or have Admin. Asst. pay) GA travel and meal advances to VC members

### *Accessibility Coordinator*

- Finish plans for Access Orientation

### *Administrative Assistant*

- Work collaboratively with the District Coordinator
- Acquire office supplies
- Send second list of signs to sign maker

### *Service Project Coordinator*

- Send Exhibit Hall passes to volunteers who need access before the official opening

### *Volunteer Coordinator*

- Check with members of the VC and others requesting volunteers to make sure all volunteer schedules are set for GA
- Arrange to get Volunteer T shirts to GA

## **At GA**

### *All*

- Attend volunteer meetings just *before* GA and during GA
- Conduct volunteer training session(s) & include *Disability Etiquette Suggestions*
- Take care of yourself and your volunteers; let the volunteers provide the services
- Enjoy GA and know that you are an important part of GA

### *District Coordinator*

- Keep in touch with members *of* the VC
- Attend GAPC meetings
- Conduct daily VC Meetings
- Review VC spending to date and anticipated expenses
- Oversee volunteers who are monitoring events

### *Accessibility Coordinator*

- Conduct Access Orientation session (listed in GA Program)

### *Administrative Assistant*

- Set up Volunteer Office. Use checklist. Take down office
- Supervise the Volunteer Office

### *Ambiance Coordinator*

- Direct volunteers in setting up decorations
- Work with GAPC personnel re banner parade, banner check-in, banner hanging and taking down and banner check-out.
- Repair or replace items as necessary. Water plants.
- Return leased items. Dispose of purchased plants.
- Pack reusable decorations and supplies for return shipment to the UUA

### *Information Services Coordinator*

- Set up Local Information table and Message Boards

### *Plenary Hall Technical Director*

- Meet with the GAPC technical liaison, the tech crew, and organization representatives at the time of tech rehearsals
- Assure that no one else in the hall during run-through rehearsals
- Be sure that ambiance requests are clear and let the ambiance coordinator know when the hall will be free for set up

### *Service Project Coordinator*

- Supervise the Service Project booth
- Provide status reports of the project at GA

### *Special Events Coordinator*

- Oversee dances and coffeehouses
- Oversee arrangements for food Event, if applicable

### *Usher Coordinator*

- Locate Plenary supplies and get them to Plenary Hall
- Keep track of ushers. Try not to tie yourself down to one location
- Pack Plenary supplies for return to GA office in Boston

### *Volunteer Coordinator*

- Staff Volunteer Office daily for initial check-in of all volunteers, last minute requests for volunteers. replacing volunteers who don't show or who may be asked not to volunteer for certain jobs.

## **After GA**

### *All*

- Write thank you letters
- Write and submit your report to the Director GACS by July 15

### *District Coordinator*

- Go over accounts and expenditures with Administrative Assistant
- After July 15 check with VC about reports

### *District Coordinator or Administrative Assistant*

- Close out VC accounts and prepare final financial report
- Close bank account

*Accessibility Coordinator*

- Send Accessibility log to GA Office

*Usher Coordinator*

- Send plenary attendance count to the Director GACS with your report

## VOLUNTEER COMMITTEE BUDGET

The Volunteer Committee budget covers the expenses listed below. Specific amounts vary from year to year. As of 2006, car travel is reimbursed at \$ .44.5/mile + parking and tolls. Food is reimbursed up to \$40/day (maximum \$15/breakfast; \$15/lunch; \$25/dinner).

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**GA District Coordinator:** travel/food to district events and congregations to promote volunteering and recruit members of the Volunteer Committee, if necessary. Note: Travel/food for all Planning Committee meetings and the prior year GA are covered by the GAPC line item in the GA budget.

**Volunteer Committee:** travel/food for December and April meetings (lodging if necessary); travel/food/lodging for GA; other travel to GA site if necessary.

**Telephone:** long distance calls made by coordinators prior to GA. The District Coordinator may purchase pre-paid calling cards for VC members and make the bookkeeping easier and keep costs down.

**Postage:** all mailing costs incurred by coordinators.

**Other Administrative:** supplies for coordinators prior to GA and Volunteer Office during GA; photocopying, including volunteer recruiting materials and local information for attendees.

**Volunteer T-shirts:** one T-shirt provided to each volunteer, Volunteer and Planning Committee members. Additional shirts may be purchased by individuals.

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**Procedure:** District Coordinator or designated Treasurer (usually Administrative Assistant) maintains a checking account ("Volunteer Committee") at local bank. Initial check is issued by UUA. When additional funds are needed, the District Coordinator sends the GA Office an account of how the previous funds were expended and an estimate of expenses to be covered by the next check. All Volunteer Committee expenses, including GA food/travel for coordinators, should be paid before GA.

The District Coordinator may either ask the Administrative Assistant to act as Treasurer and handle all moneys and reports to the UUA or to act as Treasurer her/himself.

The VC treasurer should use the forms found in the District Coordinator's section of the Volunteer Manual for keeping records prior to GA.

During GA, the Treasurer/Administrative Assistant will disperse petty cash to members of the Volunteer Committee and collect money for extra T-shirts purchased by volunteer.

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**Covered by general GA budget:** District Coordinator travel to GAPC meetings and previous GA; children's programs, ambiance expenses; and computer rental.

## **AGENDA FOR VC WINTER MEETING**

The Volunteer Committee meets in December on-site if possible at the same time that the GA Manager is visiting the site, usually for one day (Saturday). Not all VC members attend this meeting (see Volunteer Structure for specifics).

The meeting is conducted by the District GA Coordinator, and the GA Manager usually attends to meet the VC members, answer questions, etc.

The specific time for the meeting should be set for the convenience of the group. The duration should be about 6 - 7 hours, including lunch. If some of the members have long drives, start at 10:00. Otherwise, 9:00 might be better. Those who live at a greater distance may need to fly and stay in a hotel for a night (or possibly two).

Some members of the committee need to plan to spend extra time at the site for their specific tasks. For instance, the Accessibility Services coordinator should become familiar with the site, handicap accessible hotel rooms, etc.

Items for the agenda:

1. General introductions (background, attendance at GAs, home congregation, etc.)
2. Sharing of job responsibilities. (Each person explain his or her job description and what has already been planned or accomplished.)
3. Tour of site (convention center and some hotels), arranged by GA Manager
4. Information sharing:
  - Mechanics of getting expenses paid
  - How the Planning Committee operates
  - Descriptions of the rest of the committee coming on board in April
5. Questions and answers

## EXPENSE SUMMARY

Financial reports from Volunteer Committees vary widely in detail and accuracy. The following information is helpful to show what kinds of expenses are covered.

### 1998 (approx.)

Travel	1200
Meals	1790
Hotel	5500
Telephone	60
Supplies	470
Copying	270
Postage	310
Vol. Party	1850
T-Shirts	1125
Misc.	630
Total	13,205

### 1995

Travel	\$3129
Meals	?\$438
Hotel	\$4076
Telephone	\$220
Supplies	\$23
Copying	\$53
Postage	\$139
Vol. Party	?
T-Shirts	?
Misc.	?
Total (from UUA statement)	\$16,770

### 1994

Travel	\$949
Meals	560
Hotel (approx.)	5,400
Telephone	241
Supplies	480
Copying	362
Postage	394
Vol. Party	?
T-Shirts	1,420
Misc. (inc. shuttle buses)	1674
Total (from UUA statement)	\$14,320

### 1993

Travel	\$2,778
Hotel	3,644
Telephone	532
Supplies	1,465
Copying	594
Postage	565
Misc. (T-shirts and party?)	2,604
Total	\$12,182

### 1992 (Canadian \$\$)

Travel	\$1,447
Hotel (approx.)	4,500
Supplies	838
Telephone	952
Copying	950
Postage	528
Vol. Party	1,307
Misc. (may include T-shirts)	3,994
Total	\$14,516

## VOLUNTEER COMMITTEE TREASURER REPORT

*Send to GA Office (UUA, 25 Beacon St., Boston, MA 02108) periodically.  
Additional funds will not be issued until previous funds have been accounted for.*

**Period:** From \_\_\_\_\_ to \_\_\_\_\_

### District Coordinator Expenses

Telephone	\$
Postage	\$
Copying/Printing	\$
Supplies	\$
Miscellaneous	\$
Travel (itemize & attach)	\$

### Other Volunteer Committee Members' Expenses

Telephone	\$
Postage	\$
Copying/Printing	\$
Supplies	\$
Miscellaneous	\$
Travel (itemize & attach)	\$
<b>Total</b>	<b>\$</b>

**Check requested:** Amount \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## GA VOLUNTEER COMMITTEE EXPENSE REPORT

*Note: District Coordinator should verify current mileage and meal reimbursement with the Director of GA and Convention Services. The Director GACS will also determine the specific reimbursement form to be submitted to the GA office. This one may be used as a worksheet.*

Volunteer Committee members may be reimbursed for the following out-of-pocket expenses:

1. Transportation to and from meetings @\$0.445 per mile
2. Food on meeting days and during GA @ \$40 per day maximum (\$15/breakfast; \$15/lunch; \$25/dinner).
3. Reasonable telephone expenses
4. Other expenses approved in advance by the District Coordinator
5. GA hotel room (billed directly to the UUA).

Questions about whether an expense is reimbursable should be directed to the District GA Coordinator. Expenses returned on this form will be paid directly by the Volunteer Committee Treasurer. Forms should be sent to: **District GA Coordinator, Address**

<b>Telephone:</b> Month(s)	\$
<b>Postage</b>	\$
<b>Copying</b>	\$
<b>Supplies:</b> Specify:	\$
<b>Other:</b> Specify:	\$

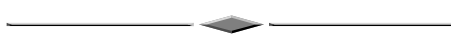
<b>TRAVEL:</b> Dates _____ From _____ To _____	
_____ miles @ \$0.44.5 <u>or</u> Airfare**	\$
<b>Parking</b>	\$
<b>Food</b>	\$
<b>Other:</b> Specify:	\$
<b>TOTAL</b>	\$

*Please attach receipts.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\*\* Note: When a volunteer chooses to drive to a meeting, reimbursement will be made at the lower of the mileage reimbursement rate or airfare.



Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

## VOLUNTEER COMMITTEE EVALUATION

Return to the GA Office, UUA, 25 Beacon St., Boston, MA 02108 by July 15.

Name \_\_\_\_\_ Position \_\_\_\_\_

Date of Report \_\_\_\_\_ Number of Volunteers \_\_\_\_\_

PLEASE CIRCLE THE APPROPRIATE NUMBER.

COMMENTS

❖ **Did you have enough volunteers?**

1    2    3    4    5  
too few                      enough                      too many

❖ **Were you given sufficient information to plan for your job?**

1    2    3    4    5  
too little                      ok                      too much

❖ **Did you get the materials you needed to do the job?**

1    2    3    4    5  
didn't                      in time                      too late  
get any

❖ **Was the winter meeting timely?**

1    2    3    4    5  
early                      ok                      too late

❖ **Was the winter meeting useful?**

1    2    3    4    5  
very                      ok                      waste of time

❖ **Was the April meeting useful?**

1    2    3    4    5  
very                      ok                      waste of time

❖ **Was the material from the Volunteer Manual useful?**

1    2    3    4    5  
very                      ok                      waste of time

❖ **The District GA Coordinator helped me most by**

❖ **I wish the District GA Coordinator had**

❖ **I suggest next year that the Planning Committee**

❖ **I suggest next year that the Volunteer Committee**

❖ **I suggest next year that the GA Office at the UUA and the Director of GA and Convention Services**

❖ **Other comments I have about GA are**

*Please attach additional comments and materials you used.*

## **VOLUNTEER COMMITTEE MEMBER REPORT**

*Please use this report as a guide and reminder of information you would like to pass on to your successors, the Planning Committee and the GA Office. Keep in mind the information you wish you had had before and during GA.*

**Submitted by:** \_\_\_\_\_

**Coordinator for:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **JOB DESCRIPTION:**

- 1) What changes would you make in your job description?
- 2) Why would you make each of these changes?
- 3) Do you feel that you had too much/not enough responsibility? Explain.

### **COMMUNICATION:**

- 1) How well/poorly did the District Coordinator communicate with you prior to GA? During GA?
- 2) How well/poorly did your liaison with the Planning Committee communicate with you prior to GA? During GA?
- 3) How helpful was the staff in the GA office to you? Please elaborate with examples.
- 4) Were the district coordinator and/or the planning committee responsive to your needs? If not, explain.
- 5) Did you ever feel that you received contradictory or misleading information? If so, explain.
- 6) Did you feel that you had sufficient notice when/if plans changed and you or your volunteers were asked to perform an additional task? If so, when did this happen and what was the result?
- 7) Please describe when and how you contacted your volunteers prior to GA. Please attach samples of any letters/faxes/e-mail you used.
- 8) During GA, how did you communicate with your volunteers?
- 9) What changes would you recommend next year to improve communications?

### **SCHEDULING:**

- 1) What criteria did you use in scheduling your volunteers?
- 2) After they were scheduled, approximately how many of them had to be rescheduled?
- 3) Did you have a system for reaching volunteers to reschedule them? If so, what was it?

- 4) What were your major problems (if any) in scheduling your volunteers?
- 5) Would it have helped to have had a master grid of volunteers posted in the office?
- 6) Would it have helped to have had a listing of each of the volunteer's rooms numbers available so that you could contact them in an emergency?
- 7) What suggestions would you have for next year as regards scheduling?

**NUMBER OF VOLUNTEERS:**

- 1) Did you have enough/too many/too few volunteers?
- 2) For your particular area, when did you have the greatest need for volunteers? The least? Please explain in detail how the numbers of volunteers should be scheduled in your area.
- 3) We tried to have at least 2-3 volunteers in the office who could be reassigned in an emergency. Was this a good idea? Did we need more?
- 4) Did you think your volunteers were kept busy enough? Overworked? Explain.

**TRAINING:**

- 1) When did you hold training session(s)?
- 2) Was the location adequate for training? If not, what should be arranged for next year?
- 3) How long was the training session? Was this enough time? Too much?
- 4) Who conducted the training?
- 5) What specific items were covered in the training?
- 6) What (if any) printed instruction did you give your volunteers? (Please attach a sample.)
- 7) Did most (all) volunteers attend training? If not, why not?
- 8) What suggestions would you offer for next year in this area?

**OFFICE:**

- 1) Was the location of the GA/Volunteer Office convenient to you? If not, where should it be next year?
- 2) Was the size/configuration of the volunteer office sufficient for your needs? If not, what would you suggest for next year?
- 3) The office was generally open from 7:30 am to 8:00 pm. Were these hours convenient for you? Why or why not?
- 4) Did the office have the right supplies for your needs? If not, what should we add next year?
- 5) How would you rate the atmosphere in the office? (friendly, helpful, chaotic, goofy?)
- 6) Were the volunteers in the office helpful to you?

**SUPPLIES:**

- 1) Did you have the appropriate materials/supplies for your volunteers? If not, what areas need improvement for next year?
- 2) When you needed additional supplies, were you able to get them in a timely manner? If not, please explain.

**SUCCESES:**

- 1) Which areas of your job do you feel went best?
- 2) Why were these areas the most successful?

**PROBLEMS:**

- 1) What were your biggest problem areas this year?
- 2) Why do you think each problem occurred? (explain separately)
- 3) What should be done to solve that (those) problem(s) next year?

**NURTURING:**

- 1) Did the District Coordinator/Planning Committee provide sufficient moral/physical support to you and your volunteers during GA? If not, what could we do to improve this important area next year?
- 2) What did you do to provide nurturing to your volunteers? Were your efforts successful?

**HEADS UP IDEAS:**

In some areas there were specific problem personalities among the GA attendees who caused considerable disruption to both volunteers and other attendees. How would you suggest that we prepare next year's volunteers to handle what will, no doubt, be repeats of the same problems?

If there are specific people who are again likely to cause a problem next year, please list their names. (This information will be held in confidence and shared only with the GA Manager and next year's Volunteer coordinator. Your name will not be used as the source of this information.)

In some cases, there were volunteers who were inappropriately assigned, or who should probably not be asked to volunteer again. If you had such people in your volunteer group, please list their names and explain what the problem with them was. (This information will be held in confidence and shared only with the GA Manager and next year's Volunteer Coordinator. Your name will not be used as the source of this information.)

# **DISTRICT GENERAL ASSEMBLY COORDINATOR**

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*Requests for camera-ready material, questions, suggestions, and corrections should be directed to the Director, General Assembly & Convention Services, Jan Sneegas, at the UUA, 25 Beacon St., Boston, MA 02108, 617-948-4207, [jsneegas@uua.org](mailto:jsneegas@uua.org)*