



2021 New Leaf Garden Blitz
Planning team Volunteer Opportunities

Sign up to volunteer [here!](#)

Communications Team

Flyer and Poster Distribution

- Work with our designer, Tami Cornette, to develop marketing materials
- Print flyers and posters
- Keep an inventory of flyers and postcards and make sure team members have them (this includes online inventory - in Google Drive, for example)
- Distribute flyers and posters using our distribution list

Volunteer Coordination Team

Volunteer Recruiter

- Recruit, interview and place applicants for volunteer work
- Work with local resource centers and agencies to publicize opportunities for volunteers
- These include but are certainly not limited to: Brown County Volunteer Center, Brown County United Way, Green Bay Botanical Garden, local schools and colleges, our partners and affiliates
- Develop and maintain relationships with other volunteer organizations within the area

Registration Desk for Blitz Event

- Conduct volunteer sign-in
- Assure all necessary documents are signed
 - COVID guidelines, minor permission slip, liability waivers
- Distribute name tags, t-shirts, gas vouchers

- Assign volunteers to correct team

Team Assignment

- Assign team leaders
- Assign 4 to 6 volunteers per team
 - Box building team (Wednesday, Thursday & Friday)
 - Soil teams (Friday, Saturday, and Sunday)
 - Delivery teams
- Work with scheduler (logistics) to assign trucks per shift and team

Liability Coordinator

- Ensure all volunteers have signed liability forms
- Ensure that we have liability insurance coverage for all volunteers and property
- Collect driver's licence and insurance

Database Management

- Maintain the volunteer database
- Maintain communication with Steering Team Leaders regarding new volunteers

Resource Development Team

Box Sales Manager

- Work with website manager to develop the sales of boxes
- Send the weekly report of box sales and maintain the database of garden box purchases
- Work with New Leaf Foods on the receipt of any sale of boxes via a check in the mail, add to database
- Ensure we have all information for all deliveries
- Help with customer service of the boxes to ensure customer satisfaction
- Assist with the development of sales materials and promotion of sales to ensure that we reach our sales goals
- Assist with developing a list of events and activities to sell boxes in the community
- Develop a sales plan with Blitz team
- Keep track of sale dates and receipts
- Develop a survey to track customer satisfaction
- Handle customer complaints