Event Volunteer Instructions

because I said I would.
Thank you for volunteering your time and assistance!

As a volunteer, your role will be to ensure that supporters can:

1. Easily find and purchase merchandise, and
2. Receive more information about our programs!

This is tremendously helpful in funding the nonprofit’s programs!
Event responsibilities:

1. Arrival & Set up
2. Running the table
3. Photography
4. Pack up
Important information

If you have any questions about anything on this page, please reach out to the fulfillment manager at volunteer@becauseisaidiwould.com.

• **Parking info**
  • Cost, if any
  • alternate options if needed

• **Where to go** when you arrive inside venue
  • What ballroom?
  • Where is registration table?
  • Where will table be set up?
  • Where are the boxes, etc.

• **Event information**
  • Name of host contact to check in with (if applicable)
  • Who is the event host and what is the event about?
  • Agenda for the day
  • How many volunteers will be there, etc.

• **Calendar invites**
  • Friends who want to help?

• **Webpage with training video:**
  • becauseisaidiwould.com/eventvolunteerinstructions/

• **HQ Contact info:**
  • volunteer@becauseisaidiwould.com
Impact Table Layout
Instructions Poster
This is included in the supply case

Event table volunteer instructions

SETUP
1. Layout a table cloth on each of the two tables. The two tables are set up exactly the same.
2. Set out all products on their respective spots on the table cloth.
3. Don’t throw away the return shipping labels or the boxes (one set of labels inside the flaps of the merchandise boxes and another set of labels inside the supply box).
4. Set up the meet and greet area with the PHOTO BACKDROP and the Foyer STAND.
5. Test the cameras. Make sure it’s charged and set to automatic (no focusing required).
6. Test the credit card machines with speaker’s credit card. Make sure machines are charged.
7. Grab a t-shirt and wear it. It’s free! Thank you for volunteering!

RUNNING THE TABLE
1. Establish a CASH LINE and a CREDIT CARD LINE. This helps transactions run more smoothly.
2. Ask people if they want a free sandwich! Sign up for newsletter or drop business card. All photos from event and guest camera will be emailed to this email list.
3. Photographer volunteer takes pictures and encourages people to sign up for newsletter to get the photo album.

PACK UP
1. Pack all supplies in the blue case.
2. Pack PHOTO BACKDROP in long rectangle box.
3. Pack all merchandise in the card/box cases.
4. The PROMISE WALL stays with host.
5. Apply shipping labels to the boxes that are being mailed back. Unused boxes can be thrown away/reused.
6. Count cash and fill out the CASH COUNTING SHEET. Put all the cash, receipts and cash counting sheet into the cash envelope. Seal envelope and give to speaker.
7. Drop off all boxes at predetermined drop-off location. Any questions? Call us at any time!
Merchandise Talking Points

• All donations benefit our 501(c)(3) nonprofit

• Prices are just **suggested donations** – any amount is accepted

• There is **no sales tax** – prices are all inclusive

• **T-shirts**: $20
  • *All shirts are made in America*
  • *Shirts do not shrink – they are a tri-blend which give them their softness*
  • *Shirt run true to size. Unisex sizing*

• **Books**: $25
  • *Hard Cover, 300 pages, full color print*
  • *Collection of promises and stories*
  • *Chapter for each of the 7 Elements to our Code of Honor.*
    • Compassion, Contemplation, Accountability, Sacrifice, Self-Control, Honesty, Hope
  • *Printed in North America*

• **Wristbands**: $2/free in exchange for a business card or newsletter sign up
  • Ink injected
  • Made in America from recycled materials
Processing Transactions

• Credit card machine will be provided by Speaker to complete sales

• All transactions are DONATION based - therefore we have suggested donation amounts not set prices - which also means no tax is charged

• Verify accuracy of transaction and accept payment by either cash or credit card
Instructions for Credit Card Machine

• Turns on holding button on right side

• Click ‘Quick Access’ button on the lock screen

• Swipe Card or press sale. If card has chip it will need to be inserted instead of swiped

• Follow prompts on screen

• Machine will transmit and authorize

• Receipt is printed

• Have customer sign merchant copy

• Ask whether customer wants copy of receipt. If so, choose yes to print a receipt when asked if you want a customer copy.

https://www.youtube.com/watch?v=sEGrN1Q8CAQ
Photography Volunteer

• Many supporters ask to take photos with Alex during events
• To streamline this process we have sent our **photo backdrop**, and **camera** to have volunteers take photos for them

Responsibilities include
  1. Set up photo backdrop
  2. Take photos using our easy, point-and-shoot camera

*To receive access to event photo album, supporters must sign up for newsletter with their email address.*
Camera Use

1. Remove lens cap
2. Set the power switch to ON
3. Set the Mode Dial to [A]
4. Set the lens’s focus mode switch to [AF]
5. Take the picture
Sign up sheet

• Ask supporters to sign up on sheet
• We will then email them the link when the photos are posted
• Accordion folder that speaker brings to the event includes:
  • return labels
  • volunteer waiver (please sign this)
  • plastic money envelope.
• Put sign up forms, post event conversation notes and event order forms into a cash bag when event is over and give back to speaker at the end of the event.
Thank you again!

• Any questions or concerns email volunteer@becauseisaidiwould.com