

SCOTT ARBORETUM SELECTIONS - FALL SALE
Volunteer Job Description

Appreciation Party Chair

The Appreciation Party Chair arranges the party to be given at the close of the Plant Sale on Saturday evening. All volunteers from the sale are welcome and are urged to attend, although plan based on past sales attendance vs. number of volunteers invited.

- Obtain volunteers to assist with set-up and clean-up.
- Plan food and beverage catering - keep it simple.
- Obtain a budget to cover costs.
- Obtain an estimate of the number of workers who plan to attend.

GENERAL EXPECTATIONS:

- Attend all general Fall Sale meetings with staff and other committee chairs (typically two prior to the event and one following).
- Reach out to individuals who have expressed an interest in serving on your committee as relayed to you by staff or Volunteer Coordinator.
- Assist with the development of the budget based on your committee needs and function and/or work within the budget parameters.
- For any purchases made on behalf of the Fall Sale, submit receipts on completed expense reimbursement form.
- Submit final report by deadline requested to document committee efforts.
- Send thank you notes to volunteers serving on your committee (cards and envelopes supplied by Arboretum).