

**Powerful Voices 3<sup>rd</sup> Annual *Girlvolution* Conference needs volunteers for its planning committee!**

**WHAT:** We are looking for **8-12 youth and adults to join the volunteer committee.** We depend on Community volunteers for their time and enthusiasm to help plan the logistics of the conference to support youth presenters at our annual *Girlvolution* conference. It is youth-led, youth-centered event at which youth who participate in our ActiveVistas Employment program facilitate workshops on topics relevant to their lives. There will be performances, art and photography, youth-led workshops, breakfast and lunch, and more!



**COMMITMENT:** From January-April 2012 the committee will meet once per month for 2 hours in the evening. On average, committee work will be approximately 8-10 hours per month depending on your role and availability.

**CONFERENCE DATE:** April 14, 2012      **TIME:** 9:00am-3:30pm      **WHERE:** TBD

**HOW YOU CAN HELP:**

We have several Volunteer Event Committee responsibilities, which are detailed below.

Food Procurement	<ul style="list-style-type: none"> <li>- Solicit food items from local businesses and individual donors to serve breakfast and lunch to 200 conference attendees</li> <li>-Coordination of food pick-up the day of event</li> <li>*including platters, serving utensils, plates, utensils, napkins, etc.</li> </ul>
Tee-shirt Procurement and screen printing	<ul style="list-style-type: none"> <li>- Help procure 50-60 new or gently used t-shirts</li> <li>-Find low-cost or donated screen printing materials</li> <li>-Coordinate the drop off-and pick up of shirts</li> </ul>
Decorations	<ul style="list-style-type: none"> <li>- Design centerpieces and general decorations for venue space.</li> <li>- Make signs for conference</li> <li>-Print and make buttons</li> <li>-Print table tents for day-of event</li> <li>-pick up, set up, and return youth photography exhibit</li> </ul>
Sponsorship	<ul style="list-style-type: none"> <li>-Brainstorm Community Partners</li> <li>-Solicit Sponsorships for Event (with support of event leadership)</li> <li>-Solicit partners that want to table and promote their orgs/projects at conference</li> </ul>
Event Promotion	<ul style="list-style-type: none"> <li>- Hand out flyers to local businesses, organizations, schools, etc.</li> <li>- Send out e-mails to members of the community to promote the conference</li> <li>- Promote the event on social networking sites</li> </ul>
Volunteer Day-Of Leads	<ul style="list-style-type: none"> <li>-Works with Program manager and Employment Coordinator to be the person in charge of coordinating the volunteer logistics of day-of events</li> <li>-Helps recruit 15-20 volunteers for the conference</li> <li>-Manages and coordinates responsibilities for volunteers</li> </ul>

**Please email [mollyp@powerfulvoices.org](mailto:mollyp@powerfulvoices.org) if you are interested in joining the *Girlvolution* event committee and what specific committee(s) you are interested in joining.**