

## **Women's Club of Pittsford Guidelines for Chair/Co-Chair of St. Pauly's Shed**

- Volunteer Sign-Up sheets are available at the General meeting so that members can sign-up by week for the next 3 – 6 months. The sheets are made by one of co-chairs.
- Contact the volunteer(s) for the next week before end of current week. Volunteers can divide the week according to their preferences. Remind the volunteers of the guidelines on the WCOP website.
- The Shed Chair(s) sends a monthly list of the volunteers signed up for the following month to the editor of the Participant, to remind members of their week's commitment to participate at the Shed.
- In the boxes, on the front of the Shed, are donation flyers that contain WCOP information and a receipt for each person that donates acceptable donation items. When more flyers are needed, co-chair makes copies and places them in boxes outside Shed.
- Respond to problems or concerns, as needed. Call St. Pauly owners if the problem relates to pick up, items accepted or other appropriate problems. The Shed provides regular income for WCOP. It is important to keep a good relationship with the owners.
- The revenue generated from the Shed is tracked on Performance-Based Revenue Reports for the fiscal and calendar year. A fiscal year report goes to the President(s) of the Lake District WCOP in June and the calendar year report goes to the GFWC-NY at the end of the year. Both reports contain information about any problems that arose regarding the Shed.
- A volunteer activity report provides information about the number of weeks each volunteer signs-up and if they did the Shed alone.
- A yearly status report is sent to GFWC-NY annually and contains the number of members participating at the Shed, the amount of time served by each and the amount of revenue generated. The report can also contain the amount of pounds of acceptable items that were handled at the Shed.
- The Shed Chair(s) keep all relevant information in the Shed notebook, which is passed from one Shed Chair to the next. The notebook is periodically thinned and relevant information is put in the WCOP archives.