This Way to Sustainability Conference
Volunteer Position Description

POSITION: Donation Volunteers
(2 volunteers needed)

Timeframe: December through the dates of the conference

DESCRIPTION:
You will be responsible for contacting potential donors for in-kind donations (material items). These items may be used for conference events, receptions, continental breakfast, lunch, awards for participant competitions, speaker gifts, etc. Some examples of items we’ve obtained in the past: decorations, plants, Frisbees, food & beverage items, paint, cups, bags, and much more. You will be maintaining donor contact lists and are responsible for sponsor outreach. You will be working closely with the lead conference coordinators.

This requires an individual who can explain in detail what the conference is about and how donations are necessary for the positive, successful outcome; be friendly and personable, representing the University and the conference in the prestigious light it deserves. Looking for donations can be a challenge, but with a solid plan and motivation it is very possible.

TASKS:
• Determine the type of donation that might be acceptable of the organization/company you are contacting; plants, books, nuts, bagels, juice. Remember to always think Green.
  o Contact the Special Events Guru if you need help figuring out what types of items are needed
• It is best to first contact any larger corporations you find because it may take them longer to respond to a donation request.
• Review and update the donations spreadsheet, maintain regularly to include names, donated items, and follow-up calls needed.
• Contact potential donors via phone and in person.
• Complete In-kind donation form for donated items.