

2011 DOWNEAST RALLY

VOLUNTEER SIGN UP SHEET

Job	Volunteer	Action, Time, etc.
Rally Chair	David Eskelund	Organize and acquire volunteers, set up agreement with Hermit Island, Prepare and/or update necessary documents, receive applications, deposit fees in club account, etc. TIME: 2-6 hours per week.
Co-Rally Chair		Share the Rally Chairs task.
Write and Distribute Rally Ads	David Eskelund	BMWMOA, BMWRA, NE and Eastern Canadian clubs
BMWMOA		Two to four hours
BMWRA		Two to four hours
BMW Clubs	David Eskelund	Eight to Twelve hours
BMW Motorcycle Magazine	David Eskelund	Two to four hours
Door Prize Lead	Phillip Jones	Prepare letters/emails to many vendors and follow up on the correspondence. Store door prizes and bring to rally. Approximately 40 hours +/-.
Door Prize Numbering, Chart & Dispensation	Phillip Jones	Number all door prizes, prepare charts with list of prizes by number, match with ticket numbers and dispense at rally Saturday evening. Total Time 6-8 hours.
Food & Supplies Purchasing Leaders	Sandy Bliss & Sharon Collin	At least one working meeting, maintain or develop list of required products, purchase of the products and insure it is all delivered to the rally site. Total time 20 hours +/-.
Awards Lead	Jim Salisbury	Work with club officers to identify awards and determine winners. MC award presentation or gain a volunteer MC Saturday after lobster dinner. Four to eight hours.
Rally Insurance	Tim Sheehan	Call or write insurance company through the BMWMOA and prepare payment. Generally part of club treasurers duties.
Rally Swap & Sell	Joe Saunders	Clean the garage and bring it to Hermit Island. Set up swap and shop area, collect produce from the willing. Hold down sales chair for 6-8 hours.
Rally Ride(s) Lead	James Nice, Brian Norton	Prepare rides routes, acquire volunteers to lead, guide or be sweepers. 6-8 hours preparation; plus, one ride from 4 to 6 hours.
Prepare & Identify Rides		Ditto
Ride Guides & Leaders		Assist lead as assigned.
Saturday Evening Lobster Cooking Lead	Jim Salisbury	Gain lobster count from registration. Pick up lobsters from Hermit Island. Organize cooking and prepare prior to Saturday evening lobsters. 4-5 hours
Lobster Cook Helper	Brian Norton	Assist lead as assigned.
Hats, Pins, Shirts, etc. Lead	Ed Perry	Work with club to design pins, shirts, caps and gain agreement on numbers. Total Time 10-20 Hours.
Design & Present for Approval	Ed Perry	Ditto
Gain Pricing for Vendors		Ditto
Acquire (store) and bring to Rally		Ditto
Sales Lead		Being available Friday evening through Saturday evening.
Sales Helpers		Assist lead as assigned.
Registration Desk Lead	Leah Mahoney	Collect and prepare rally packs and bring to rally. Involves making copies, acquiring brochures, inserting rally pins, etc.
Registration Desk Assistants	Steve Garrett	Being available to registrar guests from Friday through Saturday
Thursday Prep. (Slice & dice) Lead	Jeff Gilpatric	Lead the unleadable helpers and miraculously prepare the chili and chowder. Most of day Thursday and Friday evening serve the finish product.

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Slice Crew Member	Reg Wentworth, Steve Garrett	Clean up Kelp Shed and kitchen. Slice and dice and help master chef Jeff.
Thursday/Friday Chef	Jeff Gilpatric	Four to six hours chowder & chili preparation and assist in delivery. Prepare lunch for self and helpers Thursday..
Friday Evening Dinner Meal Lead		Organize and acquire volunteers, prepare for and serving of evening meal TIME: 2-4 hours
Friday Evening Dinner Crew	Linda Lockhart, Jim Fisk	Assist lead as assigned. TIME : 2 hours
Friday Evening Dinner Clean-up Lead		Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
Friday Evening Dinner Clean-up Crew	Gil Gilpatric, Wendy King	Assist lead as assigned. TIME : 2 hours
Saturday Breakfast Lead	Ken Gaudin	Organize and acquire volunteers, prepare for and serving of morning meal TIME: 2-4 hours
Saturday Breakfast Crew	Linda Lockhart	Assist lead as assigned. TIME : 2 hours
Saturday Breakfast Clean-up Lead		Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
Saturday Breakfast Clean-up Crew	Gil Gilpatric, Wendy King	Assist lead as assigned. TIME : 2 hours
Saturday Even Lobster Dinner Lead		Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
Saturday Even Lobster Dinner Crew	Linda Lockhart, Jim Fisk	Assist lead as assigned. TIME : 2 hours
Saturday Evening Lobster Dinner Clean-up Lead		Organize and acquire volunteers, prepare for and serving of evening meal TIME: 2-4 hours
Saturday Evening Clean-up Crew	Gil Gilpatric, Wendy King	Assist lead as assigned. TIME : 2 hours
Sunday Breakfast Lead		Organize and acquire volunteers, prepare for and serving of morning meal TIME: 2-4 hours
Sunday Breakfast Crew		Assist lead as assigned. TIME : 2 hours
Sunday Breakfast Clean-up Lead	Steve Garrett	Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
Sunday Breakfast Clean-up Crew		Assist lead as assigned. TIME : 2 hours
Sunday - Final Clean-up Crew Lead	Jim Fisk	Organize and acquire volunteers, Final clean up of Kelp Shed TIME: 2-4 hours
Sunday - Final Clean-up Helpers	Ken Gaudin	Assist lead as assigned. TIME : 2 hours