

2016 DOWNEAST RALLY

VOLUNTEER JOBS AVAILABLE

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	Tom Gerken	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	Tom Gerken	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	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	David Eskelund	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.
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), bring to Rally		Ditto
Sales Lead		Being available Friday evening through Saturday evening.
Sales Helpers		Assist lead as assigned.
Registration Desk Lead	Gail Murphy	Collect and prepare rally packs and bring to rally. Involves making copies, acquiring brochures, inserting rally pins, etc.
Registration Desk Assistants	Wendy King, Jill Gerken, Paul Emerson	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.

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Slice& Dice Crew Member	Michelle & Wade Rogers, Jim Salisbury, Phil Jones, Howard Feller, Dave Stone	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..
Saturday Breakfast Prep – Friday Afternoon	Bill Kunitz, Richard Bowen	Break Eggs, Precook Sausage, get things organized for Saturday Morning TIME: 2-3 hours
Friday Evening Dinner Meal Lead	Sharon Collin	Organize and acquire volunteers, prepare for and serving of evening meal TIME: 2-4 hours
Friday Evening Dinner Crew	Paul Wilson, Wendy King	Assist lead as assigned. TIME : 2 hours
Friday Evening Dinner Clean-up Lead	Gus Manomaitis	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	Joe & Diane Grant, Adam Gilpatric, Cedric Harkins	Assist lead as assigned. TIME : 2 hours
Saturday Breakfast Lead		Organize and acquire volunteers, Serve food, Keep coffee pot filled. TIME: 2 hours
Saturday Breakfast Crew	Sandy Peabody, Adam Gilpatric, Ed Perry, Don Kent, Scott Gibson, Linda McDonald	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	Sandy Peabody, Adam Gilpatric, Linda McDonald	Assist lead as assigned. TIME : 2 hours
Saturday Evening Lobster Cooking Lead	James Nice, Brian Norton	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 Helpers	Bob Griffin	Assist lead as assigned.
Saturday Evening Lobster Dinner – Serving Lead	Adam Gilpatric, Nik & Kathy Rende	Organize and acquire volunteers, prepare for and serving of evening meal TIME: 2-4 hours
Saturday Evening Lobster Dinner Serving Crew	Peter Beliveau, Wendy King, Linda McDonald, Sharon Collin	Assist lead as assigned. TIME : 2 hours
Saturday Evening Lobster Dinner Clean-up Lead	Bob Collin	Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
Saturday Evening Clean-up Crew	Joe & Diane Grant, Wendy King	Assist lead as assigned. TIME : 2 hours
Sunday Breakfast Lead	Ken Gaudin	Organize and acquire volunteers, prepare for and serving of morning meal TIME: 2-4 hours
Sunday Breakfast Crew	Adam Gilpatric, Thom Folan, Mike Palmer	Assist lead as assigned. TIME : 2 hours
Sunday Breakfast Clean-up Lead		Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
Sunday Breakfast Clean-up Crew	Steve Garret, Adam Gilpatric, Wendy King	Assist lead as assigned. TIME : 2 hours
Sunday - Final Clean-up Crew Lead	Steve Garret	Organize and acquire volunteers, Final clean up of Kelp Shed TIME: 2-4 hours
Sunday - Final Clean-up Helpers	Joe & Diane Grant	Assist lead as assigned. TIME : 2 hours