

College Round-Up Volunteer Information & Sign-Up Sheets

Greetings! Thank you so much for your interest in becoming a Volunteer with us for our 2012 College Round-Up Event scheduled for March 10, 2012. We hope that you are familiar with our organization and the College Round-Up Event that takes place each year on the second weekend of March. Just in case, I would like to share a bit about our organization and the College Round-Up with you.

The Black Heritage Museum & Cultural Center, Inc. is a 501 (c)(3) nonprofit, educational organization with federal tax exempt status. Our mission is to preserve Black heritage, culture, and scholarship to encourage, empower, and uplift current and future generations through scholarly engagement, art, and artistic expression.

The College Round-Up was created by Robert Whitehead and his family over nine years ago and was made a part of the Black Heritage Museum & Cultural Center's Education Division in 2005. It takes place in Tarboro, North Carolina the second weekend of March each year.

When the College Round-Up began it was held in the auditorium of Tarboro High School with approximately 200 in attendance. It has grown to being held at Edgecombe Community College in Tarboro with attendance at approximately 2,400 students, parents, guardians, and educators. Students from all over have been in attendance, travelling from all parts of North Carolina, Pennsylvania, Maryland, Virginia, Georgia, South Carolina, Colorado, California, and Washington, D.C.

I am asking you to consider this request because I am positive that your participation will inspire students to strive for, and secure a postsecondary education. Knowing that so many in the community are willing to work to make this a success will mean a lot to them. We are sure of it!

We have helped over 2,000 students realize their dream of a postsecondary education so far. Most are students who never thought that it would be possible. Visit our website for more insight into our organization and the College Round-Up program. Find us at; www.bhmacc.org.

As you can imagine a great deal of work goes into the preparation of such an important event, and that is where you come in. There are several categories of volunteer service that we still need to be filled.

You are needed to secure donations of goods, services, and materials needed. Donors are needed for the bags that hold registration and other material; printing services for the event programs; food items and condiments for lunch sandwiches. We also need someone interested in securing sales of program ads; volunteers willing to engage in outreach for in-state high schools to attend the event and complete event pre-registration; and outreach for out-of-state high schools to attend the event and complete event pre-registration. ***Please see the sign-up sheets for more comprehensive listings.***

Your contact for acting as a volunteer for the College Round-Up Event will be Dianne Valentin. I can be reached at diannevalentin@gmail.com, dianne.valentin@bhmac.org or 404.431.9593. We are requesting that you provide your contact information, preferably an e-mail address. We will use your listed information to contact you regarding your stated interest and to get you started with the process. Our three areas of volunteer focus are Pre-Event, Event, and Post-Event, with Pre-Event being the most costly, crucial, and time sensitive:

Pre-Event:

- Secure Copying/Printing Donor for event materials (possibly in exchange for ad in the program)
- Secure Bag Donor (2500 needed, minimum of at least 1500 bags)
- Secure Lunch Donations for at least 1500 student lunches (sandwich materials/chips/drinks/sandwich bags/individual condiment packets, etc.)
- Secure off-duty law enforcement to volunteer as security
- Secure Car Service Donation in case we have to pick speaker up from the airport (again, possibly in exchange for ad in program)
- Securing Relevant Workshop Speakers / Facilitating and Monitoring those Workshops for content and attendance
- Vendor Solicitation, *appropriate content only* (Including: Follow-Up Vendor Contact, Vendor Registration, Payment Receipt, Setup, and Oversight)
- Program Ad sales and follow through (receipt of timely Ad copy and payment in order to be included in program; at least a month before going to print)
- In-State High School Outreach and Pre-Registration
- Out of State High School Outreach and Pre-Registration
- Registration Bag Stuffing (can't think of another term for it!)
- Venue Set-Up (Putting Tables & Chairs in Place; Upstairs, Downstairs, and On Stage)
- Food Preparation/Lunch Packaging

Event:

- Transporting Materials to Venue
- Registration Table Set-up, Staffing, Collection and Secure Oversight of Completed Registrations
- On-Bus Registrations
- Inside Traffic Flow Monitors at venue entry doors, into and out of the auditorium and to workshops
- College/University Monitor - Getting Reps to the stage in a timely manner and provide accurate line-up list to Martha before they go on stage
- Timer

Post Event:

- Finalizing Registration Table
- Clearing the building of College Round-Up Attendees
- Clean-Up
- Break-Down of Tables and Chairs
- Final Walk-through

****NOTE: Please Make Sure That You Sign Up On the Appropriate Sign-Up Sheet****

THANK YOU FOR VOLUNTEERING!

College Round-Up Volunteer Sign-Up Sheet

Pre-Event Volunteer List

- A. Secure Copying/Printing Donor for event materials (possibly in exchange for ad in the program)
- B. Secure Bag Donor (2500 needed, minimum of at least 1500 bags)
- C. Secure Lunch Donations for at least 1500 (sandwich materials/chips/drinks/sandwich bags/individual condiment packets)
- D. Secure off-duty law enforcement to volunteer as security
- E. Secure Car Service Donation in case we have to pick speaker up from the airport (again, possibly in exchange for ad in program)
- F. Securing Relevant Workshop Speakers / Facilitating and Monitoring those Workshops for content and attendance
- G. Vendor Solicitation, appropriate content only (Including: Follow-Up Contact, Registration, Payment Receipt, Setup, and Oversight)
- H. Program Ad sales and follow through (receipt of timely Ad copy and payment in order to be included in program at least a month before going to print)
- I. In-State High School Outreach and Pre-Registration
- J. Out of State High School Outreach and Pre-Registration
- K. Registration Bag Stuffing (can't think of another term for it!)
- L. Venue Set-Up (Putting Tables & Chairs in Place; Upstairs, Downstairs, and On Stage)
- M. Food Preparation/Lunch Packaging
- N. Loan of a High Definition Projector

If you plan to volunteer for a pre-event area please use the code: Pre-Event: and the letter assigned to that item/area of need. *(For example if you wanted to volunteer for "Food Preparation/Lunch Packaging" you would write in: Pre-Event: M)*

College Round-Up Volunteer Sign-Up Sheet

Event Volunteer List

- A. Transporting Materials to Venue (All set up materials including food, paper materials, registration bags, AV equipment, etc.)
- B. Registration Table Set-up, Staffing, Collection and Secure Oversight/Caretaking of Completed Registrations
- C. On-Bus Registrations
- D. Inside Traffic Flow Monitors at venue entry doors, into and out of the auditorium and to workshops
- E. College/University Monitor - Getting Reps to the stage in a timely manner and pan accurate line-up list to Martha before they go on stage
- F. Timer

If you plan to volunteer for an event area, please use the code: Event: and the letter assigned to that item/area of need. *(For example if you wanted to volunteer for "On-Bus Registrations" you would write in: Event: C)*

College Round-Up Volunteer Sign-Up Sheet

Post-Event Volunteer List

- A. Finalizing Registration Table
- B. Clearing the building of College Round-Up Attendees
- C. Clean-Up
- D. Break-Down of Tables and Chairs
- E. Final Walk-through

If you plan to volunteer for a post-event area please use the code: Post-Event: and the letter assigned to that item/area of need. *(For example if you wanted to volunteer for "Break Down of Tables and Chairs" you would write in: Post-Event: D)*

