

ORGANIZATION COMMITTEE CHECK LIST

I. Funding

1. Assist Board with planning of annual drive.
2. Plan fundraising events to supplement the budget.
3. Create & control inventory for promotional merchandise.
4. Develop budgets & budgetary procedures.

II. External Communications Public Relations for the Organization

1. Speaker's bureau
2. Newsletter
3. Main Street column
4. Radio show
5. Program brochure
6. Updates to City & County governments
7. News articles, press releases
8. Complete media list
9. Promote workplans
10. Slide show

III. Internal Communications

1. Meeting minutes
2. Committee reports
3. Main Street Mixers
4. Annual report
5. Annual meetings
6. Compiles workplans

IV. Volunteer Recruitment

1. Just ask (peer-to-peer)
2. Information booth at events
3. Speaking engagements
4. Local media
5. Program brochure
6. Nominations for Board

V. Volunteer Orientation

1. Discover their interests
2. Train on their roles
3. Use training slides & videos
4. Volunteer handbook
5. Educate on Main Street concepts & programs

VI. Volunteer Retention

1. Notes from chairs – Thank you's
2. Recognition in newspaper or newsletter
3. Annual birthday party
4. Nomination for state awards

VII. Volunteer Training

1. Coordinate participation at State trainings, both locally & out-of-town
2. Develop Board & Committee handbooks
3. Develop job description for Board, Committees, etc.
4. Develop evaluations for Program Manager/Executive Director