Suggestions for JCIC Voter Registration Party
Dining Room
For Donna Hirst only

<u>Division of Labor for Dining Room</u>

Fundraising Chair:

A significant amount of money is needed to offer a meal to all of our diners and volunteers that can be served quickly and efficiently. The largest expenditures are;

a. Catering	$. 2000.
b. Vegetable and fruit trays	$ 360. 4 maybe three are enough
b. Paper for wrapping tables	$ 90. Had 1/2 roll left over
c. Pitchers and coolers for beverages	$ 70.

Smaller expenses were for masking tape, crayons, lemonade, garbage bags, paper towels, plastic bags, etc. I estimate it to be a little over $100.

Dining Room Chair Person

Recruit and meet with all volunteers below
Write to all recruited volunteers two weeks before event (see packet)

Division of Labor:

1. Facility Volunteer
    a. In charge of delivery and return of tables
        clear dining room areas of equipment in areas approved by TKC
    b. In charge set up and covering of tables (put items in small nursery area in stairway area)
    c. Secure butcher paper
    d. Cover tables with paper with help from volunteers
    e. Locate chairs and place tables and chairs according to the diagram
    f. Put decorations on tables
    g. Place garbage cans in appropriate places throughout the dining room
    h. Supervise the clean-up of tables and chairs following dinner
    i. Make sure everything is returned to the previous setting

2. **Catering Volunteer**
    a. Decide who will cater meals
    b. Decide menu for dinner
    c. Use the form in this packet to assure adequate communication with caterers
    d. Supervise payment of catering business at prearranged times
    e. Make signs for entrees and secure them with painter's tape on the windows in front of catering tables
    f. Arrange for vegetable and fruit trays

3. **Cookie and Beverage Volunteer**
    a. Send out request for cookies from JCIC organizations
    b. Make a plan for cookie collection
    c. Purchase extra sturdy cookie plates and plastic bags for leftovers
    d. Assign 2 volunteers to pantry area for cookie refills
    e. Make sure that the cookies are on the table the afternoon of the dinner

f. Rent in advance and pick up two 10 gallons coolers and 26 covered pitchers and pick up on the day of the dinner
g. Purchase enough powdered lemonade for 20 gallons (I found this on line)
h. Purchase two small bags of ice
i. Make lemonade in large coolers the afternoon of the dinner. Put some ice in the lemonade and take to the dining room.
j. Make 11 pitchers of lemonade and 11 pitchers of water, put in a little ice and store in the coolers in the pantry
    Note: if you make the lemonade to recipe it tastes quite bland. Stir and add powder until it tastes good.
    Note: bring a large spoon to stir the lemonade and to add ice
k. Have volunteers go to the pantry area 1/2 before the dinner and bring the 22 lemonade and water pitchers to the tables. Take the four extra pitchers to the beverage table to be refills for empty pitchers at the table. Have a large plastic cooler behind the beverage table so that volunteers can pour leftover beverages from used cups. Empty and clean at the end of the dinner.
i. Have a bottle of soap and dishcloths available for clean-up in the pantry area at the end for washing pitchers and coolers
j. Return the pitchers and coolers to the rental company the next day.

4. Childcare Volunteer

a. Secure appropriate movie and equipment
b. Secure appropriate crafts for sanctuary area