

Volunteer Assignments

A Lend A Hand Up Planning Document

Use the Volunteer Assignment Tracker to organize everyone helping with your benefit. The tracker allows you to assign volunteers to specific tasks, such as decorating, delivering materials, preparing or serving food, selling tickets, collecting donations, providing entertainment or cleaning up. It also helps you record when and where each person should report and who they should contact with questions. Once assignments are complete, use the tracker to confirm every task is covered and send volunteers a reminder two to three days before the event.



Benefit Fund Name:

Lead Volunteer Name & Contact Info:

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