

Host A BBQ in Support of Guelph-Wellington Women in Crisis!



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Why host a charity BBQ for WIC?

Charity BBQ's are mutually beneficial to the beneficiaries of the donations (WIC) but also to the communities in which they are held. Events such as this can serve as a unique opportunity to spread awareness of important social issues, and provides a platform for community members to gain a greater understanding of the current social climate regarding the various forms of abuse which are affecting women and children. WIC's programs and services are essential to improving the lives of women and children in our communities and could not operate to the degree and success they do without fundraising activities from our corporate allies. What can *you* gain from being a charity BBQ co-ordinator!? Plenty! You would be provided with the unique opportunity to meet new people in the community, gain leadership and organizational skills and be able to contribute your part to the national/global initiative of eradicating violence against women and children.

Let's start planning! Get Excited!

Role of Charity BBQ Co-ordinator

Your responsibilities include...

- Acting as the main liaison of contact between our organization and the external sponsor
- Recruit and schedule volunteers needed to assist with BBQ preparation, execution and events
- Help onsite on day of charity BBQ
- Promoting the charity BBQ by creating and distributing promotional materials to ensure the event is well advertised and hopefully widely attended
- Ticket or sponsorship sales
- Utilize social media outreach and personal networking connections to spread the word of the event
- Insurance and liability coverage

How much time will you be committing to the BBQ?

Timeline	Commitment
Initial planning: 16-12 weeks prior to BBQ event	Roughly 2-4 hours a week (depending how many employees are assisting)
Day of BBQ	Full day onsite- approx.. 8 hours (If coordinator cannot attend the BBQ they must appoint an appropriate/qualified representative on event day)
After the BBQ	Periodic visits, follow-ups, thank you cards/ posters

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What Can We Do to Help You?

- Third party BBQ volunteer/planning guide
- Promote your event on GW-WIC's website, and/or newsletters, and/or social media sites
- Consultation on fundraisers and events
- Provide a letter of authenticity of the event and its organizers
- Provide our tax ID number for direct donation purposes only
- Provide and approve use of our logo, when appropriate

Tips for getting started

1. Form a planning committee

- It is very important to the success of your event that those who help you organize it are enthusiastic and dedicated. Committees should have enough members so work tasks are equitably distributed.

2. Establish goals

- Have a measurable and viable financial goal- ensure you have the means to achieve this goal.

3. Evaluate the nature of the event

- Consider whether the proposed event fits the size, interest, ability, goals and availability of your group. Does this event make sense to support GW-WIC?

4. Identify your demographic of attendees

- Who is most likely to attend and support the event? Why would this demographic wish to support GW-WIC?

5. Develop a budget

- Identify possible sources of income as well as estimated expenses – will you be seeking other sponsors to help out with event costs?

Tips for Recruiting BBQ Volunteers

- Contact volunteers who have assisted in charity events in the past.
- Ask volunteers if they know anyone else who would be interested in helping out.
- Advertise for volunteers via e-mail or including it in a newsletter.
- Post a volunteer signup sheet at a commonly visited work location (i.e. break room/staff lounge).
- If difficult to find internal volunteers, reach out via public service announcement (PSA) on the local radio and/or television station or printed in popular local publications to advertise for volunteers.
- Place ads seeking volunteers at local educational institutes, volunteer centre, community centre, libraries, local businesses, churches and other relevant places to advertise.
- Get in touch with local community groups and service clubs (sports teams, boy/girl scouts, social groups etc.) for potential volunteers.

Volunteer Requirements and Responsibilities

- Commitment is necessary for a well-executed event, should volunteers discover they are unavailable to assist with the BBQ, coordinator must be notified as soon as possible so an adequate replacement(s) can be found to cover their expected duties.
- Volunteers must arrive promptly at scheduled time and remain for their expected volunteer hours as arranged prior to the event.
- Volunteers must be flexible and willing to help out with a variety of tasks during the BBQ.
- Encouraging their peers and family to attend the BBQ or offer assistance as a volunteer!

Volunteer duties to be confirmed 1-2 weeks into planning

- Confirm length of volunteer shifts and the number of volunteers needed per shift. Ensure there is enough volunteer coverage for the entire duration of the event.
- Discuss and confirm agreeable arrival and departure times for each volunteer shift.
- Designate person(s) responsible for setting up, cleaning and dismantling the BBQ
- Designate person(s) to set up tables, chairs, signs, canopies/tents
- Discuss and confirm what volunteers will be wearing on the day of BBQ and who will be providing t-shirts/hats/buttons etc.

Volunteer Responsibilities Checklist (to be reviewed 1 week prior to BBQ)

- Confirm verbal or written commitment to attend the BBQ
- Confirm they are aware of their onsite duties and the length of their volunteer shift.
- Ask if they can be at the event 15 minutes prior to their scheduled arrival time.
- Remind them to wear discussed volunteer apparel.
- Create and send a volunteer package to volunteers including a brief job description/expectations as well as health and safety tips.

Volunteer Scheduling Tips

- Overlap volunteer shifts to provide time for training.
- Schedule more volunteers during peak hours (typically between 11am-230pm) to manage the demand.
- Establish when event take down will begin.
- Ensure volunteers are scheduled to set up the BBQ prior to the event as well as clean up the site after the event has finished.

BBQ Volunteer Jobs & Descriptions

General Cleaning (all)

- General cleaning and garbage disposal during the day
- Maintaining safety and hygiene standards
- Keep BBQ tables and seating areas free of waste

Set Up

- Assist with transporting (if necessary), setting up the BBQ, equipment and supplies needed for BBQ
- Organize designated and accessible areas for plates/napkins/cutlery, beverage coolers, condiments

Take Down

- Set designated time for cooking to cease and BBQ to end. Clean up and dismantle BBQ and clean event site at this time.

Donation Collection

- Establish set prices for individual items/ combos/ donation minimums etc.
- Collect orders and money from customers **NOTE:** be clear about minimum donations and that proceeds are going to GW-WIC
- Discuss the importance of GW-WIC's programs, services and community involvement in hopes of getting additional donations
- Thank customers for their contributions and support
- If handling cash, cannot handle food

Hamburgers and Hot/veggie Dogs

- Vegetarian option must be provided
- Fully cook hamburgers, hot dogs and veggie dogs
- Do not directly handle the food with your hands- wear protective non-latex gloves for safety (as these could burn)

Food Preparation/ Distribution

- Place hot dogs, veg. dogs and hamburgers from the warming tray into buns
- Grab customers desired beverage (if any)
- Must be wearing a hat and latex gloves when handling food/drink
- If hair is long, must be tied up and away from the face
- Hand customers desired food and drink ordered and thank them for their support

Volunteer Task Assignments

Duties	Time	Volunteer	Time
General Cleaning			
BBQ set up			
BBQ clean up			
Donation Box			
BBQ Hamburgers			
BBQ Hot Dogs/ Veg Dogs			
Food Preparation			
Beverage Distribution			
Photos			

Timeline

When	Tasks	✓
X month s before	Begin recruiting BBQ volunteers! (refer to page 4) <ul style="list-style-type: none"> • Direct people interested to volunteer sign-up sheet(s) • Set up a planning meeting with volunteers and co-ordinators to define roles and expectations for the day 	

X months before	<p>Think of ideas on how to make the BBQ a fun event for the whole community!</p> <ul style="list-style-type: none"> • Recruit a local celebrity or chef to assist in making the hot dogs and burgers- this will draw a crowd! • Invite local radio station(s) to broadcast live from the event site- this is a great way to advertise on the day of the BBQ as well as raise awareness to the cause supported • Invite the local mayor, police and fire departments as well as local women's organizations to attend • Organize to have music on site! This will keep energy high and positive 	
X months before	Keep in communication with your WIC contact to let us know how the plans are progressing and ask about additional tasks we may need you to do	
X months before	<p>Posters and promotional materials will be approved and ready to be distributed in the community. Suggestions for locations include:</p> <ul style="list-style-type: none"> • Telephone poles/ street light poles on busy high-traffic streets • Neighbouring businesses to the event location • Banks • Libraries • Fitness clubs • Local high schools/ universities/ colleges • Grocery stores • Community centres/ community news boards • Second hand stores • Café's/ bakeries/ restaurants 	
X weeks before	<p>Create a volunteer schedule for the BBQ (refer to pages 7-8)</p> <ul style="list-style-type: none"> • Arrange additional volunteers if needed • Contact event site to confirm event logistics for the BBQ 	
1 week prior	Spread the word! Tell anyone and everyone about the WIC Fundraiser BBQ and encourage them to bring friends and family for support ☺	
	Ensure the third party event co-ordinator will be in attendance for the entire duration of the event.	
	Contact volunteers and send them appropriate materials and information sheets (volunteer schedule, health and safety info., event t-shirt etc.)	
	Purchase or prepare all materials that will be needed onsite for the BBQ (donation box, food and drink supplies, tables, BBQ, tents/canopies etc.)	
	Call event site to confirm details and logistics of the BBQ	
Day of Event!	Make sure to be on site early to greet and assist volunteers as they arrive to set up- ask volunteers to arrive 15 minutes before their scheduled times for a brief orientation – remind them to have fun with it!	

	<p>Orient volunteers to their tasks. Remind them to let customers know:</p> <ul style="list-style-type: none"> • Who the supporting third party is that supplied all products/ is hosting the BBQ • Proceeds are going to Guelph Wellington Women in Crisis Centre • That the minimum donation is \$__ but customers are encouraged to donate more if they wish. • Encourage customers to increase their awareness regarding violence against women 	
	<p>Help out throughout the day as needed (i.e. operate the grill, collect donations, encourage passers-by to attend the BBQ, refill supplies, distribute food & drinks etc.)</p>	
	<p>Ensure that plenty of photos are being taken throughout the day to document the events! If there are adequate volunteers, assign one person to operate the camera.</p>	
1 week post-event	<p>Follow up with WIC contact to inform them of the success of the event- including total funds raised and arrange how funds will be allocated to WIC.</p>	
	<p>Send any photos and stories you have to the WIC contact – these will be used on our website and in possible newsletters</p>	
	<p>Send a thank you e-mail or card to the radio stations, service clubs and local businesses that attended to thank them for their support. If appropriate, inform them of the results of the event.</p>	

Congratulations! You have hosted your first fundraiser BBQ in support of Guelph-Wellington Women in Crisis. We express our deepest gratitude for your assistance in improving the quality of life and safety for women and children in our communities. Your support makes an impactful difference in the lives of those who need it most, and wouldn't find it anywhere else.

Sincerely,

Guelph-Wellington Women in Crisis Centre