











2019 DOWNEAST RALLY

VOLUNTEER JOBS AVAILABLE

Job	Volunteer	Action, Time, etc.
Rally Chair		Organize and acquire volunteers, set up agreement with Hermit Island, Prepare and/or update necessary documents, receive applications, deposit fees in club account, etc. TIME: 2-6 hours per week.
Co-Rally Chair		Share the Rally Chairs task.
Write and Distribute Rally Ads		BMWMOA, BMWRA, NE and Eastern Canadian clubs
BMWMOA		Two to four hours
BMWRA		Two to four hours
BMW Clubs		Eight to Twelve hours
BMW Motorcycle Magazine		Two to four hours
Door Prize Lead		Prepare letters/emails to many vendors and follow up on the correspondence. Store door prizes and bring to rally. Approximately 40 hours +/-.
Door Prize Numbering, Chart & Dispensation		Number all door prizes, prepare charts with list of prizes by number, match with ticket numbers and dispense at rally Saturday evening. Total Time 6-8 hours.
Food & Supplies Purchasing Leaders	Sharon Collin	At least one working meeting, maintain or develop list of required products, purchase of the products and insure it is all delivered to the rally site. Total time 20 hours +/-.
Awards Lead		Work with club officers to identify awards and determine winners. MC award presentation or gain a volunteer MC Saturday after lobster dinner. Four to eight hours.
Rally Insurance		Call or write insurance company through the BMWMOA and prepare payment. Generally part of club treasurers duties.
Rally Swap & Sell		Clean the garage and bring it to Hermit Island. Set up swap and shop area, collect produce from the willing. Hold down sales chair for 6-8 hours.
Rally Ride(s) Lead		Prepare rides routes, acquire volunteers to lead, guide or be sweepers. 6-8 hours preparation; plus, one ride from 4 to 6 hours.
Prepare & Identify Rides		Ditto
Ride Guides & Leaders		Assist lead as assigned.
Saturday Evening Lobster Cooking Lead		Gain lobster count from registration. Pick up lobsters from Hermit Island. Organize cooking and prepare prior to Saturday evening lobsters. 4-5 hours
Lobster Cook Helper		Assist lead as assigned.
Hats, Pins, Shirts, etc. Lead	Ed Perry	Work with club to design pins, shirts, caps and gain agreement on numbers. Total Time 10-20 Hours.
Design & Present for Approval	Ed Perry	Ditto
Gain Pricing for Vendors		Ditto
Acquire (store) and bring to Rally		Ditto
Sales Lead		Being available Friday evening through Saturday evening.
Sales Helpers		Assist lead as assigned.
Registration Desk Lead	Leah Mahoney	Collect and prepare rally packs and bring to rally. Involves making copies, acquiring brochures, inserting rally pins, etc.
Registration Desk Assistants	Patrick / Ulla Zrioka	Being available to registrar guests from Friday through Saturday
Thursday Prep. (Slice & dice) Lead		Lead the unleadable helpers and miraculously prepare the chili and chowder. Most of day Thursday and Friday evening serve the finish product.

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Job	Volunteer	Action, Time, etc.
 Slice Crew Member		Clean up Kelp Shed and kitchen. Slice and dice and help master chef Jeff.
Thursday/Friday Chef		Four to six hours chowder & chili preparation and assist in delivery. Prepare lunch for self and helpers Thursday..
Friday Evening Dinner Meal Lead		Organize and acquire volunteers, prepare for and serving of evening meal TIME: 2-4 hours
 Friday Evening Dinner Crew		Assist lead as assigned. TIME : 2 hours
Friday Evening Dinner Clean-up Lead		Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
 Friday Evening Dinner Clean-up Crew		Assist lead as assigned. TIME : 2 hours
Saturday Breakfast Lead		Organize and acquire volunteers, prepare for and serving of morning meal TIME: 2-4 hours
 Saturday Breakfast Crew		Assist lead as assigned. TIME : 2 hours
Saturday Breakfast Clean-up Lead		Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
 Saturday Breakfast Clean-up Crew		Assist lead as assigned. TIME : 2 hours
Saturday Evening Lobster Dinner Lead		Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
 Saturday Evening Lobster Dinner Crew		Assist lead as assigned. TIME : 2 hours
Saturday Evening Lobster Dinner Clean-up Lead		Organize and acquire volunteers, prepare for and serving of evening meal TIME: 2-4 hours
 Saturday Evening Clean-up Crew		Assist lead as assigned. TIME : 2 hours
Sunday Breakfast Lead		Organize and acquire volunteers, prepare for and serving of morning meal TIME: 2-4 hours
 Sunday Breakfast Crew		Assist lead as assigned. TIME : 2 hours
Sunday Breakfast Clean-up Lead		Organize and acquire volunteers, pick up trash, clean up eating area, kitchen and wash necessary cookware. TIME: 2 hours
 Sunday Breakfast Clean-up Crew		Assist lead as assigned. TIME : 2 hours
Sunday - Final Clean-up Crew Lead		Organize and acquire volunteers, Final clean up of Kelp Shed TIME: 2-4 hours
 Sunday - Final Clean-up Helpers		Assist lead as assigned. TIME : 2 hours