



KDEA 2018-2019 Volunteer System - Check-list for Members



For the greater good of the club and to qualify for Year-end awards, members will need to complete 5 tasks to be eligible for awards. Even if you aren't trying for awards, it would be great if you would document your hours so we can recognize those who help and serve our organization.

You may complete the task more than once to earn your total of 5 tasks, (exceptions are noted beside task), i.e: Scribed for the whole show/full day = 4 tasks. "Other" tasks are at the discretion of event/show coordinator on how many tasks they represent.

Please have one of the following people date and sign your form once the task is completed at show/event.

Show manager/secretary
Event coordinator

Committee chairman
Volunteer coordinator

Member Name: _____ . Phone # _____

Tasks:	Date:	Initials:	Date:	Initials:
Attend meeting (1) limit of 2	_____	_____	_____	_____
Write article for newsletter (1) limit 2	_____	_____	_____	_____
Runner ½ day (1)	_____	_____	_____	_____
In-gate ½ day (1)	_____	_____	_____	_____
Other (1): _____	_____	_____	_____	_____
Other (1): _____	_____	_____	_____	_____
Scribe ½ day (2)	_____	_____	_____	_____
Calling 4 sponsors (2)	_____	_____	_____	_____
Committee Member (2)	_____	_____	_____	_____
Board Member (2)	_____	_____	_____	_____
Set-up raffle/silent auction (2)	_____	_____	_____	_____
Other (2): _____	_____	_____	_____	_____
Other (2): _____	_____	_____	_____	_____
Officer (3)	_____	_____	_____	_____
Committee Chairman (3)	_____	_____	_____	_____
Set-up/tear-down show (3)	_____	_____	_____	_____
Other (3): _____	_____	_____	_____	_____
Show Manager/Secretary (5)	_____	_____	_____	_____
Host show/clinic (5)	_____	_____	_____	_____

The member is responsible for turning in this sheet to the volunteer coordinator, Sherry Engel, either by email elkhnters@gmail.com or by mail at 14628 SW Hunter Road, Augusta, KS 67010