

Friends of the SLU Liver Center Volunteer Opportunities

DAILY OPPORTUNITIES:

Data Base Entry – A general knowledge of the computer and typing skills are helpful. There is still a lot of maintenance that can be done on data entry.

Clerical Help – A general knowledge of word and excel would be helpful. Currently we need help with preparing mailing for our events and other general mailings.

Creative Work – We prepare a newsletter twice a year and this would require someone to be familiar with Publisher. Writing and editing skills are a plus. Our current timeline for the newsletter is Jan – Feb and October – November.

In Kind Item Solicitation – Preparing mailings to local businesses to recruit auction items

Sponsor Solicitation – Prepare sponsorship mailings – this is done through the year. Some mailings use our data base information and others can be prepared by a volunteer who may have ties within the community. This can be done in the office and can be done at home.

EVENT OPPORTUNITIES:

Volunteer Committee Leader – recruit a group of volunteers to staff all the volunteer positions for an upcoming event.

In Kind Donation Solicitation Committee – same as line item above, but dedicated to a particular event. People in this group could work together with other friends to form a large mailing as a committee.

Sponsorship Recruitment Committee – same as line item above, but dedicated to a particular event and this person may be the liaison between a select few companies, so having a few people working on this committee would be beneficial.

Decoration Committee – This committee could help with event theme or could go as far as take on the decoration planning and preparation and recruiting of volunteers to help with this project. Depending on size of event and area to decorate this would determine the number of volunteers.

Set Up – Usually arrive early in the day to set up tables, auction items, paperwork and any other on site details for the event. We usually need 10-15 people for setup, depending on event size and location.

Raffle Committee Leader – Organize a group of 6-8 friends to sell raffle tickets at the event.

Registration/Checkout – This is the backbone for the accounting aspects of the evening, registering people, maintaining silent, live and big board auction information, as well as preparing paperwork for checkout. An accounting or banking background is helpful. We usually need 6-8 people in this area and in the past have found that bank tellers or accounting reps have made great volunteers in this area.

Photo Attendant – Works with the photographer capturing names of those in the pictures. If we set up a photo booth, then we need someone who will take pictures and one person to write the log of who is in the pictures. These are two different volunteer opportunities.

Silent / Live Auction Volunteers – Volunteers are needed to be at all the auction tables, some to walk around live auction items, and some to be runners for both the Silent and Live auction forms which are completed. This takes approximately 20-30 people for D&D.

Tear Down/Clean Up – End of the evening clean up crew. We try and pull some of the volunteers from other volunteer areas for tear down/cleanup. The tasks are different depending on the venue, but it is an overall packing up of all Friends materials and storing items for transportation back to office. We can manage on having 4-6 people help in this area.

AT HOME VOLUNTEER OPPORTUNITIES:

At this point, there are opportunities of which a person can do from home, it would depend on whether they want to raise funds themselves of which they can do a third party fundraising event, a letter writing campaign or tell their story online and solicit their friends and family to make a donation. If they prefer to not contribute financially but want to help with recruiting others to participate, they can work on one of the solicitation lists above (in kind or sponsor solicitation) and the Grateful Patient area will soon have other opportunities to volunteer.

Many other volunteer roles could be added to this list, as someone may have a special skill they would like to contribute, such as a writer, an artist, musician etc. We welcome all volunteers!!