

## 2019 Skate A Thon - Event Coordinators volunteer hours

Date	Hours		Activity
Oct 25th	6.00	2 pm - 8 pm	Prep and stuff pledge form baggies (approx 675 bags)
various dates	1.50		Shop for baggies, volunteer food, ink, staplers, stamps, etc
Nov 26th	9.00	3pm - 12:30 am	Set up, put up signage, run event, make up 3 deposits
Nov 27th	0.50	30 minutes	Do bank deposit (3 deposits)
Nov 27th	8.00	4 pm - 12:30 am	Run event, finish up 3 deposits. Match deposit totals to form totals
Nov 28th	1.00	230 pm - 330 pm	Do bank deposit (3 deposits)
Nov 29th	1.00	1 hour	Hockey office - process late sheets, and create deposit and data entry
Dec 1st	1.00	1 hour	Pick up Gift Certificates for volunteers, write thank yous and mail them
Dec 2nd	1.00	1 hour	Write receipts
Dec 3rd	0.50	30 minutes	Write receipts
Dec 5th	5.00	5 hours	Write receipts, print and apply return address labels. Seal envelopes, add stamps and mail.
Dec 5th	0.50	30 minutes	Hockey office - process late sheets, and create deposit and data entry
Dec 6th	3.50	3 hrs 30 minutes	Data entry of all pledge sheets
Dec 9th	0.50	30 minutes	Hockey office - process late sheets, and create deposit
Dec 9th	1.00	1 hour	Data entry of late sheets and create "naughty list" to send to Audrey
Dec 11th	1.50	1 hr 30 min	Determine top collectors for each division, copy confirmation of their pledge sheets for records, create list and send to Audrey
Dec 13th	1.00	1 hour	Hockey office - process late sheets, and create deposit, data entry, update "naughty list" for Audrey
Dec 13th	0.50	30 minutes	Update division spreadsheets and combine to create one master one for Audrey so she can create the team payout lists
Dec 16th	1.00	1 hour	Hockey office - process late sheets, and create deposit, data entry, update "naughty list" for Audrey
Jan 5th	1.00	1 hour	Hockey office - process late sheets, and create deposit, data entry, update "naughty list" for Audrey
Jan 18th	0.75	45 minutes	Create final event report. Email report to Minor Hockey.
various	1.00		Multiple emails sent and received between volunteers, hockey office etc
event end	1.00	1 hour	Do any final updates and print copies of all documentation needed for storage records. Combine all these with the pledge forms, receipts etc. Box all these up and label them for storage office.
<b>Total Ever</b>	<b>47.75</b>		