

Service Hour Schedule

Please Note: Awarded Coordinator service hours may be increased or decreased based upon performance and event complexity at the discretion of the Board of Directors. Additional jobs may be added as needed. A list of hourly volunteer opportunities can also be found below.

	Activity	Number of Positions/Comments	Service Hours	Award Month
Board of Directors	Elected Board Members	President, VP Administration, VP Ways & Means, VP Membership, VP Operations, Treasurer, Secretary, At Large, At Large Finance	6.25/mo	Monthly
Activities Below Fall Under VP Administration				
	Oasis Coordinator	1	1/mo	Monthly
	Robinson Athletic Booster Rep	1	1.5/mo	Monthly
Carpool	Carpool Coordinator	1	14/mo	Mar, Apr, May
	Carpool Driver	2 service hour per trip	2/trip	Monthly
	Pictures - Individual	1	TBD	Event
	Pictures - Regatta/Practices	1	5/mo	Mar, Apr, May
	End of Season Video	1	10	Event
Regattas	Home Regatta Food Coordinator	1	6/regatta	Monthly
	Home Regatta Food Asst Coordinator	1	2/regatta	Monthly
Social	Chili Cook-Off	1	10	Event
	Kick Off Pasta Party	1	10	Event
	Spring Break Coord	1	30	Event
	Class Day / Alumni Row	1	5	Event
	End of Season Picnic	1	10	Event
	Crew Awards Banquet Coord	1	10	Event
Community	Iron Oar Coord	1	TBD	Event
Activities Below Fall Under VP Membership				
	Novice Liaison	1	2.5/mo	Monthly
	Service Hour Coordinator	1	2.5/mo	Monthly
	Uniforms/ Spirit wear	1	2/mo	Monthly
	Swim Test Coordinator	1	10	Event
Activities Fall Under At - Large				

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	Webmaster	1	3.5/mo	Monthly
	Public Relations	1	3/mo	Monthly
Activities Fall Under At - Large Finance				
	Away Regatta Coordinator	1	20/event	Event
	Away Regatta Asst Coordinator	1	8/event	Event
	Away Regatta Food Coordinator	2	15/event each	Event
Scrip	On Hand Scrip	1	2/mo	Monthly
	Online Scrip	1	2/mo	Monthly
Activities Below Fall Under VP Ways and Means				
	Bridal Show (2 Dates)	1	10/event	Event
	Marketplace Coord	1	5	Event
	Letter Writing Coord	1	30	Event
	Letter Writing Assistant	1	10	Event
	Magnet Sales	1	5	Sep
	Restaurant Night Coord	1	1	Monthly
Plant Sale	Plant Sale Coord.	1	10	Event
Round Robinson 5K	Round Robinson 5K Coord.	1	40	End of Event
	Round Robinson 5K Asst	1	20	
	RR5K Event Day Job Point of Contact	5	7 ea	
TAG Day (2 days)	TAG Day Coord.	1	40	End of Event
	TAG Day Head Cashier	1	15	
	TAG Day Driver/Rower/Routes Coord	1	15	
	TAG Day Food	1 per day	5/day	
Below Activities Fall Under VP Operations				
	Regatta Staff (OLOC Coord)	2 or 3 per season depending on team size	Varies per job	Mar - May or monthly
	Regatta Volunteer Coord	1	9/mo	Feb, Mar, Apr, May
	VASRA Representative	1	2/mo	Monthly

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	Safety Coordinator	1	1.5/mo	Monthly
Below Activities Fall Under the Secretary				
	Bylaw Chairman	1	10	Event
	Bylaw Committee	2	5 ea	Event
	Nominating Committee	3	5 ea	Event
Below Activities Fall Under the President and will be delegated as necessary				
	Payroll/Tax Coord	1	2/mo	Monthly
	Audit Committee Chairman	1	10	Event
	Audit Committee Member	2	2 ea	Event
	Alumni Outreach Coord	1	1/mo	Monthly
	Shadowing Board members (new incoming only)	as needed	5	May and June
<p>Please Note: Awarded Coordinator service hours may be increased or decreased based upon performance and event complexity at the discretion of the Board of Directors. Additional jobs may be added as needed. A list of hourly volunteer opportunities can also be found below. Please note that events are added from time to time and the below list is far from complete.</p>				
Hourly Volunteer Opportunities				
Unless notated service hours are awarded on an hourly basis.				
Month	Activity / Event	Job		
January	TAG DAY	Driver		
		Cashier		
		Pamphlet Folding		
		Food Donation		
	Bridal Show	Load and Unload for Vendors		
	Swim Test	Monitor Rowers during the Test		
	Letter Writing	Send out Donation Request Letters 1/letter over mandatory 10 for Novices		
February	Carpool	Drive Rowers to the river		
March	Carpool	Drive Rowers to the River		
	Home Regattas	Monitor Food Tent		
		Set Up and or Take Down Food Tent		
		Support VASRA at Regattas - Variety of Jobs		
Kick-Off Pasta Party	Set Up and or Clean Up			
April	Carpool	Drive Rowers to the River		
	Home Regattas	Monitor Food Tent		
		Set Up and or Take Down Food Tent		
		Support VASRA at Regattas - Variety of Jobs		
Plant Sale	Sell gift cards			
May	Carpool	Drive Rowers to the River		
		Monitor Food Tent		

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May	Home Regattas	Set Up and or Take Down Food Tent	
		Support VASRA at Regattas - Variety of Jobs	
June	Awards Banquet	Set Up and or Clean Up	
	Middle School Interest Mtg	about crew.	
	End of Season Picnic	Set Up and or Clean Up	
July			
August	Locker Days	Recruit Students to Join the Team	
		Sell Magnets	
	Ram Rally	Recruit Students to Join the Team	
		Sell Magnets	
September	Bridal Show	Load and Unload for Vendors	
	Crew Interest Meeting	Speak with Interested Recruits	
	Intro to Crew Day	Assist Interested Recruits at Sandy Run	
Interested Recruits at Sandy Run			
October	General Membership Meeting	Check Registration Paperwork	
	Sandy Run Clean Up Days	Remove boats from water, genal clean up	
	Round Robinson 5K	Get Sponsors	
		Put Together Race Packets	
		Hand Out Race Packets	
		Set Up or Take Down Course	
		Monitor Racers During the Race	
		Monitor the Food/Drink Table	
	Marketplace	Monitor Table	
	Chili Cook-Off	Set Up and or Clean Up	
Any Time	Oasis	Sell snacks at Robinson Events	
	Away Regattas	Monitor Food Tent	
	Purchase Scrip either online or from on hand stock.		
	Sandy Run Clean Up Days		

Service Hour Schedule

Will propose by-law ammendment for 2nd VP Ops (discussed at Feb 2017 BOD meeting)		
Effective Februrary 2017 per BOD		
This event did not happen in 2016/2017		
Move to Membership effective 2/16/17		

