

Sample of Group Organizer Responsibilities

The group organizer is ultimately responsible for the attendance and behavior of the members of the group.

- Make a sign up sheet for each day of the event. Include the name of the student responsible for transportation on each day.
 - Have each participant pick dates so that at least ___ members are in attendance each day. Remind them that they should not have anything else planned on that date just in case they have to work late. Also, it may be a good idea to have a captain/officer sign up for each day of the event. Do not let all captains/officers sign-up for the same days.
 - Have a back-up plan if a member cannot attend. For instance, have the student call his/her captain/officer the night before the absence. The students can either trade dates or the captain/officer must work the date that the member is missing. Once the students have figured out the schedule change, they must inform the group organizer immediately so that changes can be made on the master time sheet that you have created.
 - Have a member of the group call each day to confirm the number and names of the participants.
 - Exchange telephone numbers with the Bank Supervisor in charge of your students in case there are any problems.
 - If a student misses the ride to the event, he/she is responsible for finding his/her own transportation (with no mileage reimbursement).
 - Have a master sign-in sheet that is signed by the participating members each day. Put someone responsible in charge of it every day.
 - Remind each member that they must bring their own lunch, snacks, and drinking water each day. Remind them that it may get extremely hot each day, so they may want to pack cooling cloths, water, sunglasses, sun block, etc. Remind them that they may get very few breaks, so be prepared to work long hours.
 - If a member cannot fulfill their required work schedule, they must work extra hours during the season on another project.
 - Remember that this is a very short period of time to raise **a lot** of money, so encourage them to come every day and do their best.
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- Suggestion: At the end of the event, subtract the mileage reimbursement that is to be given to the drivers. Divide the remaining profit into each member's account based on the percentage of the total hours that they worked.