



# Volunteer Opportunities

Revitalize Old Roosevelt is a (nearly) all volunteer force – we’d love to have you join our efforts to transform this building into a vibrant, viable, and meaningful space in Red Lodge. Volunteer once a week, once a month, once a year – however you’d like to participate. There are many ways you can help – check the boxes below to let us know what you’d like to do! For more information on each committee, see descriptions on reverse side. THANK YOU

<p><b>Committee Member</b></p> <ul style="list-style-type: none"> <li>€ Fund Development</li> <li>€ Communications</li> <li>€ Steering</li> <li>€ Facility Design</li> </ul>	<p><b>Special Events</b></p> <ul style="list-style-type: none"> <li>€ Overall Event Coordinator</li> <li>€ Brainstorm potential events</li> <li>€ Capital Fund Campaign</li> <li>€ Volunteer Appreciation</li> <li>€ Grand Opening</li> </ul>	<p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>€ Survey dissemination / collection</li> <li>€ Evaluation analysis</li> <li>€ Develop evaluation tools</li> <li>€ Provide feedback for us 😊</li> </ul>
<p><b>Marketing &amp; Communications</b></p> <ul style="list-style-type: none"> <li>€ Write newsletter articles</li> <li>€ Take pictures</li> <li>€ Gather personal stories</li> <li>€ Social Media support</li> </ul>	<p><b>Recruitment &amp; Outreach</b></p> <ul style="list-style-type: none"> <li>€ Host table at events with info</li> <li>€ All – around cheerleader!</li> <li>€ Develop outreach materials</li> </ul>	<p><b>Volunteer Organizing</b></p> <ul style="list-style-type: none"> <li>€ Coordinate volunteers for special events</li> <li>€ Collect volunteer packets</li> <li>€ Develop volunteer database</li> </ul>
<p><b>Economic Sustainability</b></p> <ul style="list-style-type: none"> <li>€ Grant research / writing</li> <li>€ Tenant Liaison</li> <li>€ Write Thank you cards</li> </ul>	<p><b>Policies &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>€ Identify policies / procedures needed</li> <li>€ Write draft policies / procedures</li> <li>€ Maintain updated policies / procedures “binder”</li> </ul>	<p><b>I can do something else! (write your own volunteer task)</b></p> <ul style="list-style-type: none"> <li>€</li> <li>€</li> </ul>
<p><b>Board Development</b></p> <ul style="list-style-type: none"> <li>€ Identify potential members</li> <li>€ Provide board member training – topic specific</li> <li>€ Write board “job” description</li> </ul>	<p><b>Always Needed</b></p> <ul style="list-style-type: none"> <li>€ Ideas for improvement!</li> <li>€ Office help</li> <li>€ Topic specific training for staff / volunteers</li> </ul>	

**Volunteer Name:**

**Phone number:**

**Address:**

**Email:**

Submit this form by e-mailing [Jenn@rlacf.org](mailto:Jenn@rlacf.org) or return the Red Lodge Area Community Foundation  
122 Hauser Avenue South / PO Box 1871 / Red Lodge / MT / 59068