



Volunteer Expression of Interest

Concord Coalition to End Homelessness relies on volunteers to achieve our mission. There are many ways to get involved: short-term projects or ongoing roles; direct assistance to our clients, or “behind the scenes” jobs.

Please place a check mark by any of the below volunteer positions that you are interested in helping with, or would like to learn more about.

- **New Event 9/2019--Talent Show!**
 1. **Contestant Dynamics:** Develop rules for applying; pre-screening, types of talent, recruitment, prizes; event judging criteria, judges; potential elimination events, logistics with performers and tech needs.
 2. **Additional Fundraisers at Event:** Develop theme; solicit items for silent and live auctions and track donations, develop supplemental fundraising opportunities (photo booth, 50/50 raffle).
 3. **Sponsorships:** Develop list of businesses to solicit and create solicitation plan (mail, phone, email, meetings), collect sponsor logos, develop sponsorship package, solicit businesses, stewardship at event.
 4. **Logistics Committee:** Budget; ticket sales (process/management) prior to and at event; identifying and managing volunteers leading up to and at event; take photos of event; clean-up/wrap; poster development and distribution.

- **Fundraising, SouperFest:** Recruit local businesses to sponsor our annual signature event.
- **Event-day Assistance, SouperFest:** Many ways to help (set up, clean up, food areas, parking)
- **Soup Chef, Souperfest:** Make and serve approximately three gallons of soup for March 30, 2019 event.

- **Communications:** Create public awareness about CCEH through professional, cohesive and creative messaging. Maintain CCEH’s presence on social media, update website and coordinate media outreach.
- **Resource Center:** Attend to check-in desk, make coffee, and put out snacks, sort in-kind donations.
- **Emergency Winter Shelter:** Assist the shelter staff with an evening, morning, or overnight shift.
- **Housing First Concord:** Provide transportation to medical appointments, grocery shopping, or other errands for clients who are permanently housed but lack transportation.

- **Donor Management:** Maintain our donor database and generate acknowledgements to donors.
- **Office Administration:** File, data entry, and clerical work.
- **Information Technology (IT):** Assist with hardware and software maintenance and technical website issues.
- **CCEH Finance Committee:** Oversight of CCEH’s financial management.
- **CCEH Advocacy Committee:** Help shape CCEH’s response to issues that affect people experiencing homelessness.

Name _____ Email _____ Phone _____

(If mailing this form, please send to CCEH, 3933 Concord NH 03302, Attn. Kathy)

More information about CCEH is available on our website: www.concordhomeless.org.