

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Holiday Bazaar Leaders and Coordinators

Service Opportunity Brief Description:

The Holiday Bazaar is made up of several fundraising activities that are held at various times in November and December. The activities yield approximately \$4,000 that is used to support the Albany UU General Fund.

Service Opportunity Detailed Description:

Activities of the Holiday Bazaar are held in November and December. There are four sales activities that include selling soup, pies, crafts and vendor items. These activities are coordinated by activity leaders/coordinators. One person coordinates publicity for the event. Each Activity leader/coordinator coordinates the required actions as described below. There is also one Overall Bazaar Coordinator, who ties all the events together.

Overall Bazaar Leader: In September, the Bazaar Leader holds a planning meeting with the activity leaders and coordinators. From there, the specific activity coordinators plan and carry out their events as described below. At the end of the bazaar, the Overall Bazaar Coordinator writes a report for the AAU Annual Report that includes thanks to significant contributors and financial results. The Bazaar Leader also makes sure that bazaar dates are added to the Church Major Events Calendar each year.

Soup Sales Leader: The leader enlists volunteers who are willing to make a minimum of 4 quarts of homemade soup. The leader selects a wide variety of recipes to include various dietary needs and assigns them to volunteers. This ensures consistency each year for the soups that are offered for sale. The leader provides each volunteer with enough pint and quart plastic re-usable containers/lids for their contribution. Volunteers make the soup and bring it in, either fresh or frozen. Soup Leader creates and prints labels to describe the contents of soups. GF, Vege, Vegan, ND, etc. descriptors are used to help buyers with special dietary needs. In addition, posters and signs are made to advertise the sale ahead of time and on selling days. Change and supplies (ie. bags, office needs, cash boxes, etc) are gathered for use during the sale. Soups are sold in Channing Hall during coffee hour, typically on the Sunday before Thanksgiving and two weeks later. The leader enlists volunteers to staff the soup sales table. These volunteers receive, label, and organize the soups as they arrive, collect cash or checks. Monies are tabulated by Soup Leader and given to the Treasurer at the end of the sale.

Pies Sales Leader: The leader is responsible for overseeing the production of apple, pumpkin, and gluten free pies. The leader coordinates volunteers who:

- Procure aluminum pie pans and boxes for approximately 80 pies, which need to be available prior to Election Day.
- Make crusts for approximately 80 pies prior to Election Day.
- Come to the church on Election Day to peel apples and assemble pies. Pies are then boxed and frozen in preparation for sales that begin the Sunday before Thanksgiving and continue each Sunday until all pies are sold.
- Staff the pie sales tables in Channing Hall.
- Collect cash or checks and turn them over to Treasurer at the end of the day.

Crafts Sales Leader: The leader is responsible to recruit crafters and coordinate the sale of crafts. Crafts are sold in Channing Hall on the first two Sundays of December. Specific Leader responsibilities are:

- Solicit volunteers to donate their craft handiwork to sell at the bazaar. The leader maintains a list of volunteers who have made crafts in previous years, adding any new people who sign up. In October, an email is sent to request craft items. The leader keeps track of craft items that have been offered.
- Provide a place for crafters to drop off their craft items.
- Solicit volunteers who will assist with setup, staffing and clean up of the sales tables at the bazaar.
- On the Saturdays before the bazaar, the leader supervises volunteers in setting up Channing Hall:

- Create pricing and mark the craft items
 - Set up the sales tables
- On the day of the Bazaar, the leader supervises volunteers who staff the sales tables and collect cash or checks and turn them over to Treasurer at the end of the day.
- Host craft evening, some time in November, which is an optional activity.

Vendor Coordinator: In addition to volunteer crafts, vendors are invited to sell their crafts directly at the Bazaar. Vendors are AUU members who donate at least 10% of what they earn to the Bazaar proceeds. The vendor coordinator contacts those who have sold in previous years, and recruits new ones. The vendor coordinator works with the Craft Leader to ensure sales tables for the vendors are included in Bazaar set up. Vendors give 10% of their sales to the church at the end of the day of the bazaar. Vendors only sell their wares on the day of the bazaar.

Publicity Coordinator: The publicity coordinator is essential to the success of the Bazaar. Already composed paragraphs, that promote participation in the Bazaar, are put in Windows Weekly and in the Order of Service starting in October. On one Sunday, the Bazaar is Committee of the Week, and a person volunteers to be the announcer and to talk about the Bazaar.

Length of Service Commitment: less than 3 months

This opportunity will enable participants to find fellowship and have fun; feel a sense of accomplishment for a successful event; know they have contributed to the financial health of the church; feel the satisfaction of teamwork as they revel in "We did it!"

Skills Needed: a variety of different skills are needed from a variety of people

Training, assistance, and safety requirements: On the job training.

Number of positions available: 4 Leadership and 2 Coordinator positions, plus volunteers for crafting, soup making and pie making.

Key words: art, design, cook, bake, crafting, crafts, work at home