

Milledgeville Cares, Inc.

Volunteer Activities Needed – May, 2011

Office

Give three hours or more on Tuesdays (greeters, office phone, etc.)

Donate, organize and/or distribute coupons

Collect (and bring to office) calendars, note cards, note pads, etc.

Distribute packets of materials (directory, business card, Ways to Save, etc.)

Design posters displaying grocery specials, clothing sales, etc.

Telephone Tree connections - (Call a few people when there is a need.)

Publicity/Correspondence

Memos to businesses and individuals for tax-deductible contributions

Thank-you notes

Media releases

Facebook/Twitter announcements

Web site updating through Goebel Media

Historical Data Collection

Minutes, newspaper articles, directories, publicity releases, etc. for inclusion in scrapbooks

Update and distribute directories

Finance/Fundraising Committee

Keep receipts, memos, checkbook, bank statements, IRS tax information.

Research grant opportunities and provide fundraising activities