

Deliverables of FTS Coordinator

Does not include responsibilities days of event (Friday through Saturday)

What	Category	Others to include	When	Hours
Secure wagons from AgriLife Ext in Fort Bend, Montgomery, Harris, Mercer, others?	Coordinator Support	Contact info from Libby	Sep-17	2
Confirm wagon pick up and drop off with volunteers	Coordinator Support	Contact info from Libby	Sep-17	0.5
Review Website	Website	Review with Libby	Oct-17	2
Contact Starbucks for coffee donation for Volunteers	Volunteer Support	Libby	Oct-17	0.5
Order portapotties, storage unit, other equipment as needed	Logisitics	Libby	Oct-17	2
Coffee sales for customers	Logisitics	Libby	Oct-17	2
Site Visit	Logisitics	with Libby, Brian, Betty, Heather, Suzy	Oct-17	3
Request volunteers needs: number and skills, if applicable	Coordinator Support	Coordinators	Oct-17	1
Post volunteer listings on volunteer sites, i.e. Volunteer Match, Volunteer Houston	Volunteer Support	Scott	Oct-17	2
Create Pre-Order Site	Website	Review with Amy	Nov-17	5
Create Outreach Flyer	Marketing	Libby	Nov-17	2
Ensure timely communications with volunteers at scheduled times	Volunteer Support	Scott and Lilly	Nov-17	2
Contract Security: Friday at 6PM to Saturday at 2PM	Logisitics	Contact info from Juli	Nov-17	0.5
Citrusfest	Marketing	Tyler, Bob, Lilly	Dec-17	10

Review inventory of supplies, determine items that need to be ordered	Logistics	Amy	Dec-17	6
Process Pre-Orders	Volunteer Support	Amy	Jan-18	15
Order lunch for Friday volunteers	Volunteer Support	Libby	Jan-18	0.5
Purchase volunteer food and drink (not including Saturday lunch donation)	Volunteer Support	Libby	Jan-18	2
Prepare for the Fruit Tree Sale classes, includes: assembling materials in office, bringing materials to class, class set up and presence at class.	Marketing	Lilly and Nancy	Jan-18	8
Maintain notes of coordinator meetings to track action items and decisions	Coordinator Support	Libby, Brian, Betty	Ongoing	10
Update Website, includes: 1 major update in November followed 3 to 4 minor updates.	Website	Libby	Ongoing	4
Communication between stakeholders to realize marketing plan.	Marketing	Libby, Sandy, CKP	Ongoing	20
Manage volunteer database	Volunteer Support	Scott and Lilly	Ongoing	6

Thursday, 1/11/18 5
Friday, 1/12/18 8
Saturday, 1/13/18 10

Approximate total hours: 129