



LAKES AREA COMMUNITY VOLUNTEER NEEDS

CLERICAL / ADMINISTRATIVE:

- Receptionist & Tourist Information And Maintain Community Calendar
- Procurement (Research Prices For Equipment, Furniture, Etc.)
- Performing Arts Coordinator (Equipment, Etc.)

FUNDRAISING:

- Coordinate Fundraising Activity
- Administrator (Data Entry, Mailings, Etc.)
- Canvassing (In Person And On Phone)
- Grant Writer
- Mailings

FACILITIES:

- Carpentry
- Electrical
- Painting
- Plumbing
- Mechanical
- Hauling (Items Purchased / Donated To LACC)
- Set Up And Take Down Tables & Chairs

EVENTS:

- Host / Hostess (Greet Guests)
- Refreshment Coordinator
- Usher (Hand Out Programs / Seat Guests)
- Design & Print Programs (As Requested)
- Post Event Information In Local Businesses
- Recruit Sponsors For Events
- Provide Flowers / Plants For Decoration
- Provide Technical Help (Digital Projection, Microphones, Etc.)
- Provide Refreshments (Cookies, Etc.)
- Make Coffee (And Set Out Cups, Sugar, Cream, Etc.)
- Help Sanitize Dishes / Clean Counters Tops, Etc.



ORGANIZATIONAL:

- Serve On Committees / Board**

KITCHEN:

- Organize Kitchen / Label Cupboards**
- Assess Kitchen Needs / Establish "Wish List"**

Please let us know if you are willing to volunteer in any of these areas.

Thanks!

Name: _____

Phone Number(s): _____

eMail Address: _____

Please send to:

Lakes Area Community Center (LACC)

P.O. Box 12

Battle Lake, MN 56515

Or

eMail lacc@arvig.net