



## Expand your network while supporting a great cause— Volunteer with Women Employed!

### **Who?**

We believe that all working people deserve fair pay, respectful working conditions, and opportunities to advance. Since 1973, Women Employed has been leading the fight to make work *work* by mobilizing people and organizations to expand employment and educational opportunities for ALL working women.

### **What?**

Our upcoming annual fundraising gala, *The Working Lunch*, brings together over a thousand supporters, advocates, business leaders, and public officials with one common cause: to improve the lives of working women.

We're building our network of volunteers to help support this important event—which provides Women Employed with the critical funds that advance our work—and we would love for you to join us!



**“It was a great opportunity to learn more  
about Women Employed and witness an amazing panel!  
- Rachel, 2018 Volunteer**

### **When & Where?**

*The Working Lunch*  
May 9, 2019

*Varying shifts, ranging from 8 – 9 a.m. start and 12 - 2 p.m. end times*  
*Hyatt Regency Chicago: 151 E. Upper Wacker Dr., Chicago, IL., 60601*

Our goal is to make this opportunity meaningful and manageable for all of our volunteers. There are variety of roles available throughout the day, and varying shift start times and durations.

Volunteer training will happen over email and on the day of the event. Please wear business attire. A light lunch will be provided.

**Please contact Amanda Collins for more information and to RSVP by May 3rd.**  
**Email: [acollins@womenemployed.org](mailto:acollins@womenemployed.org)**  
**Phone: 312-782-3902 x223**

**This packet is also available online at [womenemployed.org/working-lunch](http://womenemployed.org/working-lunch)**





# VOLUNTEER ROLES

To RSVP to volunteer for *The Working Lunch*, please email your completed registration form to Amanda at [acollins@womenemployed](mailto:acollins@womenemployed) no later than Friday, May 3, 2018.

## REGISTRATION:

Volunteers will assist attendees with check in, nametag distribution and answering basic questions.

- ✓ **Importance:** We expect about 1,000 guests to attend *The Working Lunch*, and our registration volunteers help make a great first impression by warmly greeting guests, facilitating an easy and efficient check in, and directing guests to the event reception space.
- ✓ **Desired Skills:** Volunteers in this position should be comfortable working in a fast paced environment, interacting with guests, and able to politely pass any issues that may arise to the appropriate staff person.

## GREETER:

Volunteers will be stationed at strategic points to greet guests and direct them to the proper location.

- ✓ **Importance:** The Hyatt is a large event space, and volunteer greeters help make sure that our guests are warmly welcomed and know where to go.
- ✓ **Desired Skills:** Volunteers in this position should be friendly and helpful to guests as they arrive.

## BALLROOM SET UP:

Volunteers will stuff inserts into program books, place them on the ballroom chairs, and distribute the other WE materials on each table. When the ballroom opens, volunteers will be strategically stationed with floor plans and should actively assist people as they look for their table numbers.

- ✓ **Importance:** The ballroom is the main event space for *The Working Lunch*. Volunteers in this role help set up the space and make sure that everything is setup and ready in a timely fashion for the event
- ✓ **Desired Skills:** Volunteers will need to be thorough and double check all material placements as they go. Volunteers in this position should be friendly and helpful to guests as they arrive.

## RAFFLE SALES:

Volunteers will mingle with guests and encourage them to purchase raffle tickets in the networking reception area and at assigned tables in the dining room. Volunteers will talk with guests to make sales, make change and/or take credit card information, and will be expected to be familiar with the raffle packages, pricing and sales process.

- ✓ **Importance:** A significant portion of the funds we raise from *The Working Lunch* come from raffle sales, and so the raffle selling volunteers are paramount to the success of our efforts. As a fun perk, the top raffle seller volunteer will win a prize!
- ✓ **Desired Skills:** Volunteers in this position should have a good understanding of the raffle concept, be efficient at going around to assigned tables and be outgoing and willing to actively engage attendees in a raffle dialogue.

## RAFFLE TICKET PROCESSING:

Volunteers will complete the individual name tickets that will be placed in the drum for the actual raffle drawing. Ticket sellers will turn in their sales to this table, and volunteers will be responsible for filling out name tickets for each raffle ticket purchased (often multiple raffle tickets are purchased as a package).

- ✓ **Importance:** At the end of the event we will draw for raffle prize winners, and raffle processing volunteers help to make sure that all of the raffle tickets are received and processed in time for the drawing.
- ✓ **Desired Skills:** Neat handwriting is a plus!



# 2019 Volunteer Registration Form

Thank you for your commitment to volunteer at the *The Working Lunch* on Thursday, May 9<sup>th</sup> at the Hyatt Regency Chicago, 151 E. Upper Wacker Dr. **Please return your completed form by Friday, May 3<sup>rd</sup>** to Amanda Collins via email at [acollins@womenemployed.org](mailto:acollins@womenemployed.org), Fax: (312) 782-5249, or mail to Women Employed: 65 E. Wacker Place, Suite 1500, Chicago, 60601. Questions? Call Amanda at (312) 782-3902 X 223.

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Company/School: \_\_\_\_\_

Title/Program: \_\_\_\_\_

Phone: \_\_\_\_\_

Volunteer areas of preference (please rate level of interest, with 1 being highest level of interest and 5 being lowest level of interest):

Greeter    Registration    Ballroom Set Up    Raffle Sales    Raffle Processing

Physical limitations we should be aware of: \_\_\_\_\_

Dietary Restrictions (a light volunteer lunch will be provided): \_\_\_\_\_

How did you learn about this volunteer opportunity? \_\_\_\_\_

Name of group or individual(s) you are volunteering with:  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

