

VIPS GUIDELINES – REQUESTING VOLUNTEERS

Volunteer requests are sent through Sign-Up Genius (SUG) to anyone who has provided their email address via the Volunteer Interest Form.

VIPS Co-Chairs are Kathryn Knezovic and Jessie Speer

How to Request Volunteers:

1. Requests should be submitted to vipsbmspto@gmail.com
2. A Sign-Up Genius should be published and emailed out **3 weeks** prior to your event or need.
3. Requests for a SUG must be submitted at least **5 days** prior to the date you want it sent out.
4. Requests should include:
 - Name of event
 - Date(s)
 - Time(s)
 - Location(s)
 - Contact name/email address
 - Volunteer slot descriptions/number of volunteers needed
 - Any other relevant details

Please note VIPs will create and send out the Signup Genius, but it is not the responsibility of VIPS to secure requested volunteer spots

