Volunteer Recruiting Timeline

December 2025

* All TB Captains identified
* Distribute TB2025 SignUp to Captains for updates/ changes (slots ID’d, descriptions, times, # of volunteers wanted)
* Request changes returned to Connie by 1/6/2026

January 2026

* Upgrade the SignUp Genius app (pay for Silver on a month-to-month basis)
* Create TB2026 SignUp incorporating changes from captains
* 1/10 send TB2026 SignUp to Captains for Final Review
* Send names/emails of TB2025 volunteers to Captains (for recruiting)
* Meet with TB Director to review volunteers requested
* 1/15 TB2026 SignUp sent to elist

Feb-April 2026

* Distribute reports to Captains as requested
* Send emails to elist identifying volunteers needed
* Maintain TB2026 SignUp (make changes as requested)

May 2026

* Cancel SignUp Genius Silver
* Create copy of TB2026 (saving data)

**Volunteer Picnic**

December 2025

* Select date for picnic (Saturday, May2?)
* Work with TB Director to determine type of picnic (catered, pizza, burgers, themed, etc) and budget

January 2026

* Reserve location for picnic (typically a SJ Park)
* Populate TB2026 SignUp Genius with picnic volunteers needed (will be dependent on type of picnic)

Feb- March

* Depending on picnic type selected, research caterers and/or plan menu

April 2026

* 4/15 send email to volunteers asking them to rsvp if they plan to attend the volunteer picnic
* Pickup TB leftovers (bars/cookies/sodas/fruit, etc) on April 26
* Go to TB shed (day after TB when shed is being restocked) to pick up what’s needed for picnic (April 27)
* Shop for needed non-perishable products (sodas, paper goods, etc)

May

* Depending on picnic type, buy food
* Setup picnic site
* Return ACTC material to shed