Fundraising Volunteer Role

**Title:** Fundraising Event Support Volunteer

**Responsible to:** Fundraiser

**Accountable to:** Fundraising Manager

**Hours:** Flexible

**Summary of volunteer role:**

Provide on the day event support to the Fundraising Team.

**General responsibilities and duties:**

* Set up, clear away, and man a variety of stalls/activities at fundraising events.
* Bag pack at supermarkets/high street stores.
* Sell raffle tickets.
* Act as an event marshall.
* Supervise car parking.
* Register participants at events.
* Serve refreshments at events.
* Issue receipts for donations/registrations at events.
* Undertake any other reasonable requests as deemed appropriate by the lead Fundraiser.

*For internal use only:*

*The contents of this Role Outline have been discussed and agreed with ……………………………………………………………….*

*Signature of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of responsible staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*