



# Action Plan      2018/19 – 2020/21

**CRITICAL ISSUE:** Lack of committed members & volunteers.

**GOAL:** Increase the number of Volunteers at the BCC.

**INTENDED OUTCOMES / RESULTS:** Establish a working, simple and effective volunteer network within the Brant Curling Club. Create a Calendar of Events so that members can easily select when they wish to donate their time effectively. Create a simple method of tracking hours for board and members to be able to monitor their volunteer time. Rebuild the cohesiveness that the club once had in its volunteer network to spread the workload across board, committee and members alike.

ACTIVITY & DESCRIPTION	ACTION STEPS	PEOPLE (Lead, Supports, Involved)	TIMELINES (Start / End)	RESOURCES (add in Spring annually)		STATUS / PROGRESS TOWARDS RESULTS
				Financial	Other	
Determine the What - Establish list of volunteer opportunities at BCC	<ul style="list-style-type: none"><li>Brainstorm with board where volunteer work is required. This should involve all required efforts in general labour, committee and league needs at the club</li><li>Finalize list and release to membership</li><li>Monitor, review and amend list as needed</li></ul>	LEAD: Mike Alford  MEMBERS: Deb Brown  INVOLVED (& in what way, for what):	YEAR: 2018  START: April 2018  END: NA			<ul style="list-style-type: none"><li>Committee requirements identified and documented at Strategic Planning meeting April 2018</li><li>List of volunteer opportunities created, documented released to membership.</li></ul>

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Determine who is willing to volunteer and Where their services can be best utilized	<ul style="list-style-type: none"> <li>Create, release and review results of general Volunteer Survey sent to Membership. The survey will determine expertise, requested opportunity and time of volunteer work and who is willing to volunteer</li> <li>Establish Volunteer Registration Form</li> <li>Establish Online Registration</li> </ul>	<p>LEAD: Mike Alford</p> <p>SUPPORTED (Committee): Deb Brown</p> <p>INVOLVED (&amp; in what way, for what):</p>	<p>YEAR: 2018</p> <p>START: April 2018</p> <p>END: NA</p>		<ul style="list-style-type: none"> <li>IT Specialist, Online software</li> </ul>	<ul style="list-style-type: none"> <li>Survey released to membership</li> <li>Online &amp; Paper Registration form created</li> <li>Online registration available under Volunteer menu on Curling Manager</li> <li>Paper Copies available behind bar. Bartender is to accept copies, submit to manager who will give to Mike Alford (Volunteer Lead) for processing on webpage</li> </ul>
Establish Volunteer Committee	<ul style="list-style-type: none"> <li>Release need to membership</li> </ul>	<p>LEAD: Mike Alford</p> <p>MEMBERS: Deb Brown, Denise Pritchard, Marg England, Bill Calverly (Tech &amp; Communication)</p> <p>INVOLVED (&amp; in what way, for what):</p>	<p>YEAR: 2018</p> <p>START: 2018</p> <p>END: 2020</p>			<ul style="list-style-type: none"> <li>Committee established – Mike Alford (Lead). Deb Brown, Denise Pritchard, Marg England, Bill Calverly (Tech &amp; Communication)</li> </ul>



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<b>Volunteer Registration</b> - Establish online tool for effective management of the Who, What, Where and When requirements for volunteer efforts	<ul style="list-style-type: none"> <li>Online - Establish email address for Volunteer Committee so that a direct line to the committee is available for general communication purposes</li> <li>Hard Copy - Create standard Online &amp; Papercopy Registration Form so that members can print and sign up for volunteer service</li> <li>Created standardized waiver for membership to protect BCC against injury claim.</li> <li></li> </ul>	<p>LEAD: Mike Alford</p> <p>MEMBERS: Deb Brown, Denise Pritchard, Marg England</p> <p>INVOLVED (&amp; in what way, for what):</p>	<p>YEAR: 2018 - Perpetual</p> <p>START: April 2018</p> <p>END:</p>	<ul style="list-style-type: none"> <li>Financial resources TBD to add email address to current BCC email domain</li> </ul>	<ul style="list-style-type: none"> <li>IT committee / specialist</li> <li>Online registration software</li> </ul>	<ul style="list-style-type: none"> <li>Utilize Microsoft forms to create&amp; maintain online registration</li> <li><a href="mailto:Volunteer@brantcurlingclub.ca">Volunteer@brantcurlingclub.ca</a> established using current club host Zoho Mail.</li> </ul>
<b>Establish &amp; Maintain Calendar of Events</b>	<ul style="list-style-type: none"> <li>Create standardized electronic process for Action Leads to post volunteer required actions &amp; events</li> <li></li> </ul>	<p>LEAD: Mike Alford</p> <p>MEMBERS:</p> <p>INVOLVED (&amp; in what way, for what): Bill Calverly – website maintenance</p>	<p>YEAR:2018</p> <p>START:2018</p> <p>END:2020</p>		<p>BCC Webpage</p> <p>Calendar App (Outlook, Office 365)</p>	