

GROUP INFORMATION SHEET

The following information should answer many of your questions, but please feel free to call Volunteer Services at any time with additional concerns you may have.



Contact:

Volunteer Services Manager, Qiana M. Brown, CVM

Phone 404.685.2587

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E-Mail volunteer@gpb.org

Mail Georgia Public Broadcasting
260 14th Street NW
Atlanta, GA 30318

Membership Campaign Dates/Times:

Television Membership Campaigns take place in March, June, August and December. The Radio Membership Campaign occur in the Spring and Fall. The exact dates and times are established 4-6 weeks in advance. During a regular campaign, we schedule groups Monday-Thursday evenings from approximately 6:30-11:30pm. On the weekends we have shifts approximately 8am-1pm, 2-7pm and 7-11pm. Please note that these are approximations and that the actual schedule depends on the pledge programming.

Reserving A Shift:

Once the actual Membership Campaign is scheduled, groups will receive a sign-up list of dates and shifts times. If a group has previously volunteered for a non-live shift, then they are put on a priority list for a live shift during the next campaign. We encourage new groups to volunteer for a non-live shift first so that their chances are greater receiving a live shift! Please note that groups choose their openings on a **first-come, first-served basis**.

Volunteer Requirements and Information:

A Membership Campaign group consists of between 12-25 volunteers. A large group may comprise one whole shift or two smaller groups may share a time slot. Groups can wear business casual attire. We do encourage groups to wear the same color or matching logo shirts.

All volunteers receive a complementary lunch or dinner provided by Carole Parks Catering Company and beverages provided by The Atlanta Coca-Cola Bottling Company. Please keep in mind that if someone in your group has special dietary requirements you should make other arrangements (although there is usually a vegetarian alternative available). Volunteers are expected to stay for the entire shift. Free parking is available.

Training:

Volunteers are asked to arrive 10-15 minutes prior to their shift. Once all group members arrive, the group is escorted downstairs to the training room. The training will consist of an hour including time to eat.

NEXT STEPS.....

- ✓ Mail, fax, or e-mail us your GROUP INFORMATION SHEET to be placed on our early notification list.
- ✓ Select a date and time once you receive the shift schedule. Please provide an alternative shift. Volunteer Services will work to place you in your desired shift and will coordinate with you regarding any scheduling details.
- ✓ When your shift is confirmed, submit a camera-ready company logo (jpg.) for us to use for your on-screen recognition.
- ✓ After your shift is confirmed, submit a list of the individual volunteers who will attend at least 2 weeks prior to your scheduled shift.

