

NMSEA Volunteer Projects

Italicized items are particularly helpful at this time. Check our website regularly for changes, additions, etc.

Year-round Opportunities

- ❖ *Handle literature for Albuquerque or other chapters*
 - Take to meetings and other events and setup
 - Re-box and store between meetings
 - Acquire extra copies of literature from office
- ❖ *Set up a table at various events*
 - Organize a membership committee; set up and maintain a presence at events
 - Earth Day, Taos Solar Music Festival, events at museums and places like Wild Oats and La Montanita, etc.
 - Give out literature, encourage people to join, gather e-mail addresses of folks who want to know about events.
 - Handle sales of Kill-a-Watt meters, Solar Professional Directories, T-shirts, etc.
- ❖ *Website updates*
 - *Event Calendar*: Events from chapters, other groups, activities such as the above
 - Solar Fiesta updates
 - Voting Board, Advisory Board and Chapter Leader updates
- ❖ *Database entry*
 - Membership, volunteer and other database updates in Access
- ❖ *Various mailings*
 - *For new memberships, renewals and/or donations, print membership cards as needed, envelopes and letters. Stuff envelopes, seal, stamp and mail.*
 - Bi-monthly bulkmail processing of SunPaper (NMSEA's newsletter).
 - Mailings for Solar Fiesta, Solar Professionals directory, fund-raising, etc.
- ❖ *SunPaper editing*
 - Gather articles and ads, compile bi-monthly
 - Edit before publication
- ❖ *Phone calling*
 - Schedule volunteers for various events and projects
 - Follow-up calls to Solar Fiesta exhibitors and speakers
 - Follow-up calls for various issues
- ❖ *Set up a library system for our books, CDs, videos and other items*
 - Set up library system
 - Print labels for items
 - Attach library card sleeves items; attach labels to card; insert card in sleeve
 - Organize the items for easy location

Solar Fiesta Opportunities

- ❖ **Solar Fiesta Prep**
 - Assist one or more coordinators: Volunteers, Exhibits, Workshop speakers, Kid's Booth, PR
 - Kids' booth - Coordinate activities
 - Prepare signs for booths and workshop rooms
 - Make name tags for sponsors, exhibitors, staff, volunteers, workshop speakers
 - Mail packets

- ❖ **Solar Fiesta assistance, September 22-24**
 - **Set up**
 - Friday, Sept 22, approx 3pm-7pm - help get things from storage unit, set up tents/signs, ...
 - **Take down**
 - Sunday, Sept 24, 4pm-7pm - take down tents, signs, etc., return them to storage unit
 - **Gates**
 - Admission gates - collect entrance fees and workshop tickets, give out programs
 - **Stage**
 - Assist with DJing for the event, play music and make announcements
 - **Kids Booth**
 - Hand out scavenger hunt forms and give prizes
 - Coordinate building solar cars
 - Coordinate races
 - **Workshops**
 - Assist with workshop AV
 - Workshop proctor
 - Take tickets and head count
 - Keep speaker apprised of time
 - **Solar Oven** - bake chocolate chip cookies
 - **NMSEA Booth**
 - Sell T-shirts and other items
 - Hand-out general information
 - Manage the raffle: take tickets, select winners, take winning tickets to stage for announcement
 - **Silent Auction**
 - Obtain items from Sponsor Manager
 - Make up tracking forms for bidders
 - Set up area on Saturday morning and monitor all who enter it
 - Call the cutoff time on Sunday
 - If the winning bidders are there, accept payments and distribute the items
 - Call absent bidders to arrange payment and pickup or delivery
 - **General**
 - Exhibit monitor and roving security - watch over exhibits
 - Volunteer Area - Staff volunteer area - keep drinks and snack items available
 - General gofer

Future Projects

- ❖ **Solar survey**
 - Assist with survey to document sizes of solar electric, hot air, hot water, wind and other systems on residences and commercial buildings throughout the state
- ❖ **Organize a Speakers Bureau**
 - Find speakers and document their interests
 - Promote the bureau
 - Organize presentations