

Kansas City: Volunteer Recruitment Sign-up Sheet Example



Community Conversations With Municipal Court

Municipal Court Community Engagement Volunteers

Location: (Event Time Noon-3 p.m.) Gregg / Klice Community Center, 1600 John Buck O’Neil Way. Kansas City, MO 64108

Date: 11/12/2019 (Tuesday, 11:00 AM – 3:00 PM CST)

Created by: Benita Jones

Check-in / Check-out Table (3) Check-in attendees, distribute surveys, collect surveys and distribute gift cards at check-out	Name: Benita Jones	Email: bjones2020@gmail.com	Phone: xxx-xxx-xxxx
Meals Table (3) Help guests with breakfast / lunch / dinner buffet			
Table Facilitators (8) Lead table discussions (script provided) take notes as needed			
Table Facilitators – Bilingual (Spanish – English) (2) Lead table discussions (script provided) take notes as needed where Spanish – English translation needed			
Table Note Takers (8) Take notes on table discussions			
Table Note Takers – Bilingual (Spanish – English) (2) Take notes on table discussions where Spanish – English translation needed			

Theme Team (4) Works with DataKC to group themes from table discussions			
Resource Table (3) Give information on Municipal Court and other resources			
Front of Room Co-Facilitators (2) Lead the overall discussion			
Judges (as available) (9)			