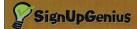
Kansas City: Volunteer Recruitment Sign-up Sheet Example



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)	Name: Benita Jones	Email: bjones2020@gmail.com	Phone: xxx-xxx-xxxx
Check-in attendees, distribute surveys,			
collect surveys and distribute gift cards at			
check-out			
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)			1
Works with DataKC to group themes from		1	
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)			