



# Event Volunteer Training

# Hello!

I'm Miranda! I am the Event Coordinator at LHS! Here are some facts about me:

- ▶ I have a Bachelor's in Travel, Hospitality, and Event Management from Bowling Green State University
- ▶ I have spent the past 7 years working in corporate and non-profit events
- ▶ Working at LHS is my dream job, being able to create events while also helping animals in need
- ▶ I have two Golden Retrievers, whom I love very much



# Main Goals at Events



Represent LHS in a positive, professional manner



Promote LHS and the programs/services we provide



Encourage people to adopt, donate, volunteer, & support LHS



Promote our upcoming events



Serve as a resource to the community by answering questions



Help animals and people and have FUN while doing so!



Raise funds for the animals of LHS!

# Characteristics of Great Event Volunteers

A Great Event Volunteer is...

- ▶ Outgoing
- ▶ Friendly
- ▶ Patient
- ▶ Informative
- ▶ Customer Service Oriented
- ▶ Organized
- ▶ Positive



# Responsibilities of Event Volunteers

Event volunteers play a key role in representing Lake Humane Society and ensuring each event runs smoothly. Responsibilities include:

- ▶ Picking up and dropping off event supplies
- ▶ Assisting with event setup and tear down
- ▶ Representing LHS in a professional, friendly, and informative manner
- ▶ Communicating with the Events and Volunteer Coordinators as needed
- ▶ Following all instructions and remaining accountable for assigned tasks

# Types of Event Volunteer Opportunities



**Outreach Events**




**Special Events**



**Offsite Adoption  
Events**

# Outreach Events

These are events organized by other businesses or groups that Lake Humane Society is invited to attend. **Most referred to as info tabling or info booth!**



Our goal at these events is to maintain a positive presence in the community, build relationships with local partners, and educate the public about our mission and services.



Volunteers help by representing LHS, answering questions, sharing information, and engaging with attendees to spread awareness and support for our cause.

# Outreach Set Up & Clean Up

Setting up and tearing down the LHS info booth is simple with the tools provided in the **Info Tote**. Inside, you'll find:

- ▶ A **Setup Guide** with a checklist, quick talking points, current focus areas, and helpful volunteer reminders
- ▶ **Photos** on the back of the guide show how the info table should be arranged
- ▶ A **Lake Humane FAQ** covering common questions about our services, programs, and adoption process

Please review these materials when setting up and be sure everything is packed neatly back into the tote after the event. This helps keep things organized and ready for the next volunteer!

# Special Events

- ▶ These major fundraising events are vital to supporting LHS programs and animal care.
- ▶ Each one brings the community together while raising critical funds, and they rely on large groups of volunteers to succeed.
- ▶ Help is needed not only on event day but also with prep during the week leading up.

# RESCUE ROCK OFF



*Benefitting Lake Humane Society*

## Special Events: Rescue Rock Off

A ticketed event featuring a lively afternoon of live music, raffles, and food and drink specials.

- ▶ The event is typically held at the beginning of March
- ▶ Volunteers assist with: registration, 50/50 ticket sales, and raffle baskets.



# Special Events: Pup Crawl

A ticketed dog-friendly bar crawl in Downtown Willoughby, raising funds while showcasing adoptable puppies at different preset locations.

- ▶ This event is typically held on the last Saturday in May
- ▶ Volunteers assist with: Early event pick up, event set up, registration, info table, merchandise sales, 50/50 ticket selling, raffle baskets, photography, and puppy handling.

# Special Events: Mutt Strut



This is our largest event, featuring a self-guided one-mile walk, vendors, food trucks, and activities for dogs and families.

- ▶ This event is typically held on a Sunday at the end of August.
- ▶ Volunteers assist with: Early pick up, event set up, greeting/line control, registration, prize claim, info table, merch sales, 50/50 raffle ticket sales, Mutt Strut ticket sales, raffle baskets, photography, dog handling, and activities help!

# Special Events: Black Cat Bash



A ticketed Halloween-themed evening with dinner, drinks, music, silent auctions, raffle baskets, and spooky fun.

- ▶ This event is typically held on the closest Saturday to Halloween.
- ▶ Volunteers assist with: Event set up, greeters, registration, 52 card raffle, wine pull, silent auction, costume contest, and photography!

# Special Events: Santa Paws



LAKE HUMANE SOCIETY  
**SANTA PAWS**

Bring the family out for a special holiday photo session!  
All proceeds benefit injured, abused  
and abandoned animals at Lake Humane Society.

*Two Days ~ Space Limited!*

**Sunday, December 3 & 10, 2023**  
**10am - 3pm**

Photo Sessions Start at \$30

**MUST BOOK ONLINE IN ADVANCE!**

For details visit [lakehumane.org](http://lakehumane.org)

*Presented by*



**Ken Ganley**  
SUBARU WICKLIFFE

28840 Euclid Ave,  
Wickliffe, OH 44092

*Proceeds Benefit*

  
**Lake Humane Society**  
*& Adoption Center*



- ▶ This event allows the public to purchase a time slot and have their pets get their photo with Santa.
- ▶ This event is typically held on the first two Saturdays in December.
- ▶ Volunteers assist with: Info booth, bake sale, merch sales, appointment liaison, photo runner, photographer assistant, and photography!

# Adoption Events

- ▶ Off-site adoption events are hosted by local businesses or organizations to help promote our adoptable animals and find them loving homes. These events give us a chance to reach new audiences outside of the shelter.
- ▶ There are two types of off-site adoptions:
- ▶ **Same Day Adoptions:** Adoption counselors attend, and approved adopters can take animals home the same day.
- ▶ **Follow-Up Adoptions:** Guests can meet animals, then apply and complete the adoption process later at LHS.



# Benefit Events

- ▶ These are events that a company holds on LHS's behalf for a set period, and a portion of the proceeds goes to benefit LHS.
- ▶ Examples are:
  - ▶ Restaurant Fundraisers
  - ▶ Paddle for Paws
  - ▶ Woof Wag and Wine
  - ▶ Mulch for Mutts

These types of events do not always need volunteers to attend to represent LHS, more so, we encourage you to participate and spread the word to friends and family!



**HELP HOMELESS PETS**  
**MULCH** *for* **MUTTS**  
**ENTIRE MONTH OF MAY!**

**MULCH MADNESS**  
May 1st through May 31st

*This event benefits Lake Humane Society*

**MRLM**  
Landscape Materials  
Serving Lake County and Cuyahoga Counties

**25% OFF**  
ANY MRLM  
**MULCH**  
PRODUCT!

ORDER ONLINE:  
**MRLMLLC.COM**  
ENTER CODE: **LHS25**  
or by phone/text: 440.357.6756

\*Special customers only, being given special consideration area, and delivery fee not included. Not valid on other or other products. Cannot be combined with other offers.

WHOLESALE SUPPLY CENTER • OPEN TO PUBLIC  
MRLM 6011 HESLEY ROAD, MENTOR

  
Lake Humane Society  
Celebrating 25 Years  
lakehumane.org

# How to Sign Up for Events



**Log In** to your VolunteerHub account at [lakehumane.volunteerhub.com](https://lakehumane.volunteerhub.com).



**Browse Events** - Scroll through the calendar or list to find upcoming volunteer opportunities.



**Select an Event** - Click on the event you're interested in to view the details, time, location, and any specific notes.



**Sign Up** - Click the “**Sign Up**” button on the event page. You’ll receive a confirmation email once you're registered.



**Check Back Often** - New events are added regularly, so keep an eye out for more ways to get involved!



If you have any issues logging in or questions about an event, please reach out to the Volunteer Coordinator for assistance.

# What happens after I sign up for an event?

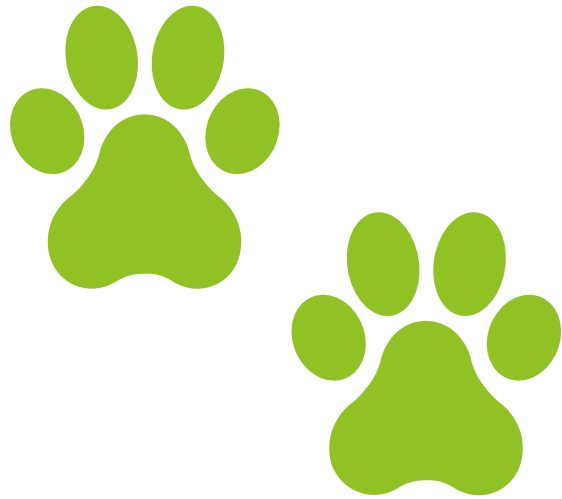
- ▶ You'll receive a confirmation message and a reminder message through VolunteerHub to help you keep track of your commitment.
- ▶ The Event Coordinator will email you at least 2 days before the event with important details like parking, supplies, setup instructions, and location info.
- ▶ If you need to cancel, please remove yourself from the schedule in VolunteerHub and notify the Event or Volunteer Coordinator. If possible, give at least 72 hours' notice.
- ▶ If you have any questions before the event or an urgent issue on the day of, contact the Event Coordinator using the event cell phone number. (Please only use this for time-sensitive needs.)

# Next Steps

- ▶ **Explore VolunteerHub**  
Log in at [lakehumane.volunteerhub.com](https://lakehumane.volunteerhub.com)  
Browse upcoming events and sign up for shifts that interest you.
- ▶ **Review Key Resources**
  - ▶ Info Table Setup Guide
  - ▶ Volunteer FAQ Sheet
  - ▶ Event Expectations & Responsibilities
- ▶ **Stay Connected**  
Watch your email for event confirmations, logistics, and updates from the LHS team.
- ▶ **Start Volunteering!**  
You're now ready to represent Lake Humane Society at community and special events—thank you for being a part of our mission!

# Questions?

Please reach out via  
email to Miranda at  
[Mrusso@lakehumane.org](mailto:Mrusso@lakehumane.org)



# Thank You!

- ▶ We appreciate your willingness to help us at our events. By volunteering at events, not only will you be helping LHS and our pets in need, but you'll also be helping the community.
- ▶ **We look forward to having your help!!!**