



36th ANNUAL BED & BREAD RADIOTHON

Hosted by 760 WJR

Presented by Ford Motor Company Fund

Thursday, February 23 - Virtual

Time: 4 p.m. to 6 a.m.

Friday, 24 February - Live On-Air

Time: 6 a.m. – 7 p.m.

Location: The Salvation Army Great Lakes Division Headquarters
16120 Northland Drive, Southfield, MI 48075

Volunteer Job Descriptions

Friday, February 24

Volunteer and Guest Check-In

Greeter will greet volunteers and guests and guide them to the Volunteer Check-In Room, Media Room or Chapel.

- 1 person: 5:00 am – 8:30 a.m.
- 1 person: 8:30 a.m.- 12:30 p.m.
- 1 person: 12:30 p.m. – 3:30 p.m.
- 1 person: 3:30 p.m. – 5:00 p.m.

Volunteer Training and Coat Check / Chapel Reception Area Hospitality

Greet phone bank volunteers, give shirt, and name tag, instruct phone bank volunteers to await their Lingo Bullseye Phone Bank training which will take place in Room D.

After the phone bank volunteers have been greeted, trained and begin their shift, these volunteers will then work together to keep Room D, Chapel and Chapel reception area tidy. Keep coffee/water stations free from trash, cups and wrappers. Keep chairs in order. Write checks for photo ops if needed. Support on-air speakers, Lingo Bullseye and Finance table with waters, snacks or anything else they might need.

Train the next shift of volunteers on this job.

- 2 people: 5:00 a.m. – 8:30 a.m.
- 2 people: 8:30 a.m. - 12:30 p.m.
- 2 people: 12:30 p.m. – 3:30 p.m.

- 2 people: 3:30 – 7:00 p.m.

Phone Bank Runners

Pick up pledge sheets from the phone tables and give to Finance Table located in Chapel Lobby. Train the next shift of volunteers on this job.

- 1 person: 5:00 a.m. – 8:30 a.m.
- 1 person: 8:30 a.m. - 12:30 p.m.
- 1 person: 12:30 p.m. – 3:30 p.m.
- 1 person: 3:30 – 7:00 p.m.

Phone Bank Volunteer

Receive training from Lingo Bullseye in Room D before shift begins. Answer phones, take donor pledges, fill out pledge form. Plan to arrive for volunteer shift 30 minutes early for check-in and training.

- 10 people: 6:00 a.m. – 9:00 a.m.
- 12 people: 9:00 a.m. - 1:00 p.m.
- 12 people: 1:00 p.m. - 4:00 p.m.
- 12 people: 4:00 p.m. - 7:00 p.m.

Hourly Phone Bank Incentives

Stay informed all day of all the hourly incentives throughout the day. Post incentives on white boards; two by phone bank and one by John Hale.

- 6:00 a.m. – 9:00 p.m.

Thank you!