

Volunteers Needed for Preparations	
PSA/Posters/Signs	Posters @ libraries, museums and airports in Boulder County and surrounding communities, Fort Collins, Greeley, Broomfield, etc.
Donations: Water & snacks	Arrange and collect donations of bottled water and snacks for 5 pilots and 30-90 swag bags
Flight Plan	Create flight plan for LMO to share with pilot volunteers
Forms: <ul style="list-style-type: none"> • Extra Liability forms • Friends of 99s Forms • 99s Registration forms • 99s Info brochures 	Print extra forms for day-of
Secure donation of t-shirts or vests	Arrange and collect donation of t-shirts for 20 volunteers
Secure Passports & Certificates & stickers/stamps	Arrange and collect donation of 30-90 printed passports, certificates and stickers or stamps
HQ Liaison	Complete the insurance application process, network with HQ for registration and log books
Clipboards, Nametags & Pens	Arrange and collect donations of several clipboards, 120 nametags & box of Pens
Swag Bags	Arrange, collect, assemble donated gifts for 30-90 participants' swag bags.
Table cloths	Arrange and collect donation of three table cloths
Number of volunteers needed for preparations ~ 12	

Volunteers Needed for Day-of Event	
Pilots (5)	Volunteer flights, airplane and gas
Ground Crew (5)	Check passports, safely escort participants to and from airplanes
Parking	Help participants with parking
Floater (2)	Provide water, snacks, support as needed
Registration (2)	Registration, liability, passport
Safety & Preflight (2)	Safety and preflight talks with participants
Post Flight CFIs (2)	Certificate, logbook, register as student/99, goodie bag
Photographer	Photography
Number of volunteers needed for day-of event ~19	

Volunteers Needed for Post- Event	
Thank yous	Make sure follow-up email is sent to pilots and all volunteers and donors
Data	Ensure all necessary information is submitted to HQ
Newsletter	Write and submit article and photos to Margot, Lydia (for international?), and Pike's Peak chapter.
Number of volunteers needed for day-of event ~3	