



Meeting Date: 3/10/2025

To: Mayor Kudron & Town Trustees

From: Sarah Weekes, Event Manager

ITEM:

Staff and Board of Trustees Participation in Volunteering for Events

BACKGROUND:

Volunteering not only benefits the community but also enhances our organization's reputation and encourages employee comradery. Participation in events allows staff to connect with one another outside of the usual work environment and promotes a culture of collaboration and support.

Importance of Volunteering:

1. Community Impact-Volunteering provides essential support to our community and the town's initiatives.
2. Team Building-Working together on community projects strengthens relationships among staff members.
3. Skill Development- Employees can develop new skills and gain insights that are transferable to their roles.
4. Employee Engagement-Volunteering can increase an employee's engagement with other team members and departments and build team morale.
5. Flexible Scheduling-Allows for staff to adjust their schedules to accommodate volunteering hours.
6. Recognition-Create a program to acknowledge volunteers in communications and consider awards for outstanding contributions.

My proposal is that each town staff member and trustee sign up to volunteer for at least one town ran event a year. This would provide roughly four volunteers per event and would greatly help event staff. Should overtime be approved, the staff member would clock in for the duration of the hours they are assisting with the event following normal requirements such as clocking out for a lunch break. Should overtime not be approved, their manager should then plan a different day off within the work week. For the trustees this would be time volunteered. I also propose that Town



Clean Up/Arbor Day be mandatory for all town staff to participate in, in addition to the event they sign up for. Town ran events are as follows:

1. Winter Carnival – Second Saturday in February
2. Town Clean Up/Arbor Day – Third Saturday in May
3. Memorial Day Celebration – Fourth Monday in May
4. Ghosts and Gourds Gathering – Fourth Saturday in October
5. Annual Tree Lighting– Fourth Friday in November (always the day after Thanksgiving)