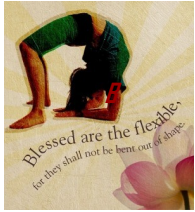


# Flexibility is KEY!

Working with youth offers some challenges. Be ready to change course at the spur of the moment. If Plan A doesn't seem to be working, switch to Plan B!



REMEMBER: We are a volunteer organization, so things come up and volunteers' schedules change. Sometimes events that we've planned for get cancelled. WE ADAPT!

*"Blessed are the flexible for they shall not be bent out of shape."*

## Volunteer Areas Volunteer Areas

We realize not everyone is comfortable working directly with children or cut out to be an instructor. SWAT is always looking for volunteers who can help in other areas. Some of those areas include:

- \* Administration
- \* Inventory
- \* Technology
- \* Photography/Videography
- \* Promotion
- \* Volunteer Recruitment
- \* JMG & JMN Summer Camps
- \* DISD School Days at Clear Creek
- \* Hospitality



# Resources & Links

Volunteers can access SWAT's online resources, which include: Events Calendar, Inventory Calendar, Curriculum Kit Request Form, list of activities and demos, and all event reporting forms, by going to the [SWAt Volunteers Only](https://dcmga.com/all-about-dcmga/resources-for-swat-volunteers/) link:

<https://dcmga.com/all-about-dcmga/resources-for-swat-volunteers/>

## SWAt Contacts:

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Erin Tran, JMN Camp

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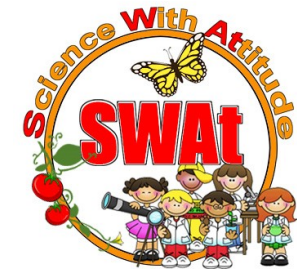
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**You're a SWAt volunteer...**



A collaborative project of

TEXAS A&M  
AGRI LIFE  
EXTENSION



TEXAS  
MASTER GARDENER  
TEXAS A&M AGRILIFE EXTENSION  
Denton County



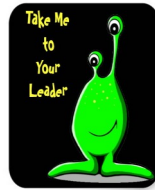


## How it works

SWAt receives requests from teachers, home schoolers and community event organizers. These requests come to us through our online request link which can be accessed on the DCMGA and EFCTMN websites. We sometimes get referrals from the Speakers' Bureau if the request is youth-oriented.

## What happens next?

- The Volunteer Scheduling Coordinator is the first point of contact with the teacher or event organizer. At that time, a copy of the event *Demographic Information* reporting form is forwarded to the teacher for them to fill out and return either online or given to the Lead at the end of the presentation. Any special needs or concerns as well as presentation goals are discussed..
- Call goes out to the SWAt volunteer team via email and during our monthly planning meetings
- Lead Volunteer and Assistants sign on to work the event. This is coordinated through the Volunteer Scheduling Coordinator.
- At the end of each month, the Volunteer Scheduling Coordinator sends out a monthly calendar to all events' volunteers for the following month to confirm their participation. The email will have contact information for the teacher/event organizer, the Lead and Assistant Volunteers.



## The LEAD...what does it mean?

The LEAD volunteer is an experienced SWAt volunteer who is familiar with the activity or demo and is comfortable giving the presentation in the classroom or other community venue, i.e., public libraries, fairs, etc.

### The steps below outline the LEAD'S responsibilities:

1. **CONTACT THE TEACHER OR EVENT ORGANIZER** . As soon as he/she takes the Lead position, contact should be made between the Lead and teacher or event organizer to confirm the activity/demo, work out the details and discuss any setup needs.
2. **RESERVE ACTIVITY KIT OR DEMO VIA SWAT'S ONLINE SYSTEM.** This will ensure that the kit or demo will be available and stocked for your event.
3. **CONTACT THE EVENT VOLUNTEER TEAM.** This contact information will be sent to you by the Volunteer Scheduling Coordinator. This is a good time to answer any questions the team may have about the activity or demo and discuss logistics. It's also a good way to divide up some of the responsibilities for the event.
4. **MAKE SURE ALL REPORTING FORMS ARE SUBMITTED ONLINE IMMEDIATELY AFTER THE EVENT.**

## Assistant Volunteers...what's your role?

The one or more volunteers who are assisting at the event will be responsible for providing support to the Lead. This might include:



- Picking up and/or returning kit or demo to the Resource Room
- Assistance with setting up/taking down the presentation area
- Assistance with the presentation or demo if familiar with the activity
- Hands-on help with the students as needed
- Keeping reporting records for the event

**THESE RESPONSIBILITIES CAN BE DIVIDED AMONG THE VOLUNTEER TEAM DEPENDING ON NEED. THE LEAD WOULD BE RESPONSIBLE FOR DELEGATING THOSE AREAS OF RESPONSIBILITY AND FOLLOWING UP WITH HIS/HER TEAM TO ENSURE THAT ALL BASES ARE COVERED.**