



WE NEED YOU!

Without dependable volunteers this will be the **final** exchange. This is the 9th Plant Exchange and it has grown so large that I can't continue without your help.

I need 5 lieutenants who can be available for the March and October events. Systems are in place for all jobs.

It is easy, fast and fun. It's a great way to meet people and give back to the community!

DONATION TRANSPORTER

Getting donations from ACE Hardware and Garden center. Pickup truck or van required. **Time:** one hour a week for 4 weeks.

VOLUNTEER COORDINATOR

On the day of the event check in volunteers. Give them their assignments, answer questions. **Time:** 5 hours.

EMAIL & PR PERSON

Respond to emails, update the mailing list and correspond with the press. **Time:** 1 hour a week for 8 weeks before the event.

SET-UP AND TEAR DOWN COORDINATOR

On day of event manage the setup process, (then you can leave,) return for the tear down. **Time:** 3 hours am, 2 hours pm.

STAGING COORDINATOR

Contact volunteers to help move stored items i.e. tables, chairs, signs etc. into the driveway "staging" area. **Time:** 2 hours 1 week before event.

DONATIONS RE-POTTER

Repot donated plants. **Time:** 3 hours the week before the eve

If you enjoy the Plant Exchange and want to help, please contact:

Odette Pollar

email: plantexchange510@gmail.com

Phone: (510) 866-8482

web: <http://plantexchange.wordpress.com/>

Thank you so much and let's keep this great event in our community!