

Volunteer Task Force

Objectives:

To cater for the following responsibilities:

1. Poster pasting
2. Attending calls to the 1 8000 ISLAM Toll Free number
3. City Hall lecture
4. Griffith University lecture
5. Masajid lectures
6. Dawah workshop

Volunteers needed:

1. Poster pasting – 20 volunteers [only male] (date: 10th and 11th MAY 08)
2. Attending 1 8000 ISLAM Toll Free calls – 10 volunteers
3. City Hall lecture – 20 Volunteers [2 or 3 females inclusive] (event date: 22 June 2008)
4. Griffith University lecture – 10 volunteers [2 females inclusive]
5. Masajid lectures: 10 volunteers/per masjid [2 females inclusive]
NB: We plan to have talks at 2 or 3 masajid in Brisbane
6. Dawah workshop – 10 volunteers [3 females inclusive] (event date: 21 June 2008)

Total volunteers needed: 100 volunteers

Kindly note that even though we need 100 volunteers, this does not necessarily mean we need 100 people. If the same person would be able to volunteer for more than 1 responsibility, obviously we would not require 100 but 99 people and so on and so forth. However, let us aim for 100 volunteers

With regards to the responsibilities, the **probable proposed** work schedule is as follows:

1. Poster pasting – we should receive the posters by the 9th of May (Friday). Therefore, 10th and 11th we all could get together and paste the posters across Brisbane. Each volunteer will be allocated certain suburbs and locations. This allocation will take place insha Allah within the first few days of May. Therefore recruiting 20 volunteers for poster pasting is URGENT! Please aim to have recruited 20 volunteers in two weeks i.e. by the 3rd of May (Friday), so that we can organise a meeting of the volunteers on the 4th or the 5th (weekend) of May.
2. 1 8000 ISLAM: We need 10 volunteers who would ideally have access to a computer nearby their landline residential phone. However, someone not having a computer would not necessarily be a hurdle. The role of these volunteers is to receive calls from the general public (people will be calling after seeing the posters/newspaper ads/bus ads etc for the City Hall event), and posting out the tickets for those that wish to come to the lecture. The dates for this volunteering is from the 10th or 11th of May till the 22nd of June. However, in this time period, the intensity of the campaign will be from the end of May onwards. Therefore, basically for a full month. We do not necessarily need volunteers to be locked to the phone for a full month (and that is also not realistic to expect either). However, we would need to work out a roster by

means of which at least 10 people are available per day to attend to the phone. (Note: We are expecting that the total call volume to be 2000-3000 calls, if at all! However, since this is a first for a toll free number campaign for Islam, we do not really know. Based on the 2000-3000 call volume, each volunteer will handle 200-300 calls in the full month. Therefore, roughly 8-10 calls per day. But this is only a guestimate and the figures could vary tremendously in either direction).

3. City Hall – 20 volunteers. We would need volunteers for the Reception Table, usherers to guide patrons to their respective seats, to collect question sheets etc. They will be required 22nd of June from 11 noon till 5pm and for a second shift from 5pm till 10 pm for the farewell dinner thereafter.
4. Griffith Lecture – 10 volunteers to assist in guiding people to their seats and other relevant responsibilities. If food is served to help in serving it.
5. Masajid lectures – 10 volunteers. To help in carrying out responsibilities that will be delegated to them on the evening eg: handling the microphone, guiding the sisters to the women's area (female volunteer), if food is served to help serving it. Timings would be from around 5pm till 30 mins after end of lecture
6. Dawah workshop – 10 volunteers. 21st June al yaum al sabt (Saturday only). 9am-evening. Assist as required. If food is served, to assist in serving it.