GIRLS INCORPORATED OF GREATER ATLANTA
VOLUNTEER OPPORTUNITIES

1100 Spring Street Suite 700 **Atlanta, Georgia 30309**
(678) 686-1740

x	**D**	Day
x	**E**	Evening
x	**W**	Weekend
x	**C**	Concentrated
	S	Summer
x	**DOE**	Day of Event

GIRLS SUMMIT PLANNING COMMITTEE

CATEGORY: ■ SPECIAL EVENT ☐ DIRECT PROGRAM ☐ BOARD LEVEL

LOCATION: 1100 Spring Street, N.E. – Suite 700, Atlanta Georgia 30309

STAFF CONTACT: Janet Street
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Fax: (678) 686-1759

PURPOSE: To assist staff with the planning of this daylong event for adults and girls at Agnes Scott College, **October 18, 2007**.

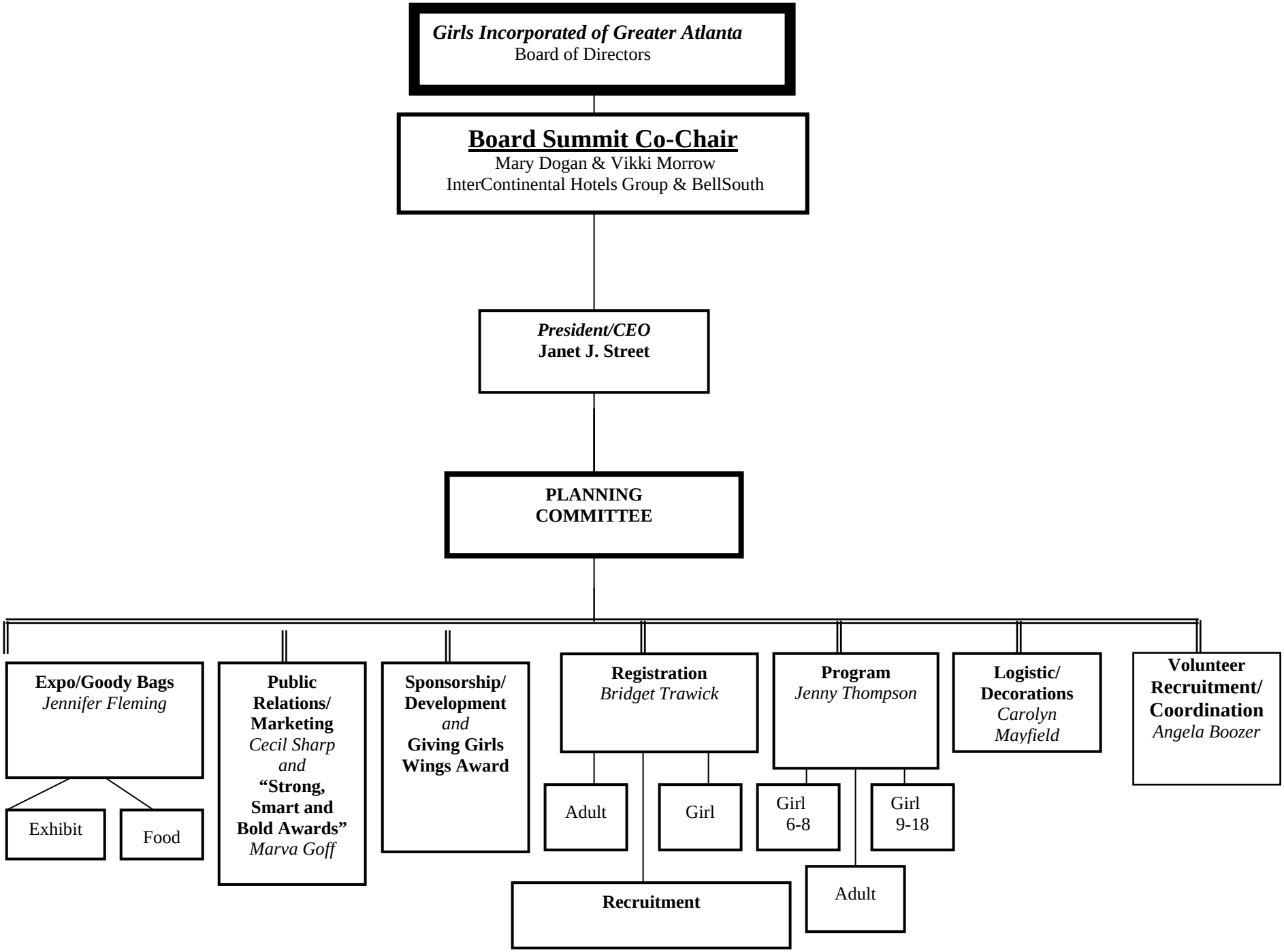
JOB DESCRIPTION: A number of volunteer opportunities are available in the following areas:

1. **Technology/Product Expo Committee** – this committee is responsible for securing vendors for the Girls Expo. The committee will coordinate set up/tear down and troubleshooting.
2. **Public Relations/Marketing** – this committee is responsible for design, printing of materials, signage, scripting and media relations.
3. **Sponsorship Committee** – This committee is responsible for all aspects of securing sponsors for the event.
4. **Registration committee** – This committee is responsible for the overall planning and execution of pre and on site registration.
5. **Program Committee** – This committee is responsible for the overall coordination of the Girls Summit programming including securing speakers, workshop facilitators, and panelists.
6. **Logistics/Decoration** – This committee is responsible for the creation of the overall "look" as well as the coordination with Agnes Scott College on the logistics of the overall day.
7. **Volunteer Recruitment** – This committee is responsible for securing and overseeing the day of event volunteers.

SCHEDULE: Day meetings and one monthly meeting for planning committee; sub-committee meetings are as needed.

TRAINING: N/A

COMMENTS: 1.
2.

IMPACT/OUTCOME: To produce a 1st class event that will help adults understand the needs of girls and help put girls on the right path toward their futures.

2007 Girls Summit Organizational Chart