

# Basalt Chamber of Commerce Volunteer Interest Form



Lions Park next to Town Hall ♦ 970.927.4031

We invite you to join us and your business community. Make new contacts, network with other professionals and business owners, and develop your leadership skills. Simply have a GREAT time! Volunteer!

- ① Send an email with the following information to [info@basaltchamber.com](mailto:info@basaltchamber.com)
- ② Or complete the following and fax to 970.927.2833 or mail to: PO Box 514, Basalt CO 81621
- ③ Or bring this completed form to the Chamber Office in the Caboose in Lions Park

Your Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Your Contact #: \_\_\_\_\_  Cell #  Office  Home

Your Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I would like to volunteer in the following events, activities, opportunities or working groups:

*Please check all that apply.*

### Communications & Marketing

- Image Development
- Basalt Community Guide & Brochures
- Update Media Contact Lists
- Press Releases/PSAs
- Website Development/Maintenance
- Social Media
- Sponsorships

### Events

- Planning
- Promotions
- Event Set-Up (tables, tents, decorations)
- Food & Refreshments
- Sponsorships
- New Event Planning

### Economic Vitality & Enhancement

- Downtown Revitalization
- Economic Planning & Development
- New Business Outreach
- Trends - Research & Writing
- Grants Research
- Grant Writing
- Area-wide Collaboration

### Membership Support & Development

- New Member Welcome
- Benefits Development & Communication to Members
- Education & Training
- Phone Outreach (i.e. member enrollment and renewals)
- Member Website Assistance

### Caboose "Office" Support

- Visitor Welcome & Information
- List Development
- Phone Outreach
- Mailings

### Miscellaneous (see attached)

- School-to-Office Program
- Chamber Connection
- Volunteer Development & Coordination
- Legal Assistance
- "Operation Appreciation"
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Special Interests/Skills: \_\_\_\_\_

*See attached descriptions. We look forward to working with you!*

# VOLUNTEER & PARTICIPATION OPPORTUNITIES

## Working Groups, Committees, Activities, Opportunities – *Join Us!*

Network with other professions, build contacts and leaderships skills, and help your Chamber to fulfill its mission to enhance business vitality and quality of life in our community.

### **Business Development Group**

Provides education and training opportunities to Chamber members to assist in their growth and success. People who like to network, plan events, coordinate trainings or have skills in business development will enjoy this activity. Programs include: *Lunch & Learn* series, *Business After Hours* & additional training programs as developed.

### **Community Planning & Economic Vitality**

All of our working groups are important, but this one is perhaps the most timely and pivotal to our business vitality and community livability. We're looking for visionaries and seasoned professionals in development, real estate, architecture, engineering, town planning, hospitality, corporate management and related fields to join our core group of dedicated volunteers. Contact Robin Waters at 927-4031 or send in the attached form.

### **Chamber Connection**

This is a new networking and peer-support program designed for high-energy, creative business owners and professionals. Members have an opportunity to exchange ideas, products and services and business information, forge collaborations and seek input on prospective innovations. If there is sufficient interest, the Chamber Connection group will meet monthly and will be responsible for planning and scheduling each meet. The Chamber will help promote the program and encourage participation. A dynamic coordinator is needed.

### **Marketing Support Group**

Volunteers with a background in marketing, sales and public relations assist the Chamber director and staff in creating new membership programs, promoting activities and events, advancing the Chamber's mission, and developing new ideas to support business members. Participants may also be involved in the annual Basalt Community Guide & Business Directory and developing new informational packets, posters and flyers as needed.

### **"Operation Appreciation"**

Just once a year in the Spring, volunteers are asked to help deliver the Chamber's Community Guide & Business Directory to businesses in appreciation of their membership and participation. Time commitment varies.

### **Membership Development & Retention**

Volunteers assist the Chamber's efforts to engage members in activities and benefits that support and enhance their business development. Studies show that active members derive the greatest advantage from their local chambers of commerce programs and are most likely to maintain their memberships and contribute to a lively business community. Activities might include building member benefits and calling members to share Chamber news, information about upcoming events and new benefits. Those interested in being a key player in the Chamber's unique and vital contribution will especially enjoy this group's activities.

### **School-to-Office Program**

Volunteers will work with area schools to develop programs that link students with professionals in mutually beneficial ways. Linkages might include internships, specific projects, mentorships, or short-term engagements that allow students to enhance their resumes, college applications and skillsets. The program is also designed to better prepare upper-class students to make strategic college curriculum choices by exposing them to diverse career opportunities.

### **Events Strategy & Development**

Event volunteers assist with aspects of planning, promotions, set-up, sponsorships and ticket sales where applicable. The Chamber currently puts on the *Live After Five* Summer Concert Series and various other events, and will collaborate with other local business associations to enhance the vitality of our downtown and other commercial centers. Additional events might include: a *Technology & Education Conference* or a *Meet Basalt Businesses & Entertainment Fair*. If you love to entertain and enjoy creating synergistic connections, this is the group for you.

### **Office Support in the Caboose**

Chamber staff needs help in various ways: phone outreach, list development (cross-checking and updating lists), mailings and general in-office support. We'd also love to have a weekend tourism outreach coordinator and ambassador. Call us if you'd like to join a happy team, hang out in a historic Colorado Southern caboose and meet great people.

**If any of these activities tweak your imagination, let us know and we'll find a perfect fit for you.**

*Volunteers are encouraged to become involved in ways that best contribute to your own personal and professional goals. We welcome and appreciate whatever level of participation you choose.*

