

Fun Volunteer Program



“Farragut’s Unsung Navy”



Fun Volunteer Program Handbook

Table of Contents

- Welcome Letter
- General Information
- Purpose and Benefits
- Volunteer Ranks and Steps to Become a FUN Volunteer
- Helpful Hints & Town of Farragut Responsibilities
- Potential Volunteer Tasks Checklist
- Parks & Recreation Staff and BOMA



Hello!

Welcome to the FUN (Farragut's Unsung Navy) Volunteer Program. We hope you are looking forward to working together over the coming year as much as we are.

Your FUN Volunteer experience will be both fun and fulfilling. You will receive a quarterly newsletter that will keep you informed about upcoming volunteer opportunities. A letter verifying the number of FUN volunteer hours that you have accumulated from the day you began the program to present will accompany the newsletter. I look forward to working with you in the future.

Sincerely,

Brittany Spencer

General Information

Volunteer Stations

Farragut Museum

Volunteers are needed to serve as docents, gift shop attendants and at Museum events.

Events and Special Programs

Volunteers are needed to assist in the implementation of many Town events such as, Freaky Friday Fright Nite, Shamrock Ball and Bob Watt Fishing Rodeo among others. If a Fun Volunteer has a special talent, then they may be invited to share their knowledge with the community by teaching a class or giving a presentation. Some examples have been a genealogy presentation and a creative writing class.

Special Needs

The Volunteer Income Tax Assistance (VITA) has been a long-standing program provided by volunteers who have since become FUN Volunteers. Occasionally a need for help in the Town of Farragut office will arise.

Other

The Town of Farragut FUN Volunteer Program is continually expanding the use of volunteers in many different areas. If you have a skill or interest that is not defined in one of the other volunteer positions, please contact Brittany Spencer, Special Event and Program Coordinator, 966-7057.

Types of Volunteer Assignments

1. Ongoing with a regular assignment
2. Short term or on an on-call basis.

Current FUN Volunteer Assisted Events/Programs

Volunteer Income Tax Assistants

Shamrock Ball – A Father-Daughter Dance

Farragut Quilt Show (every three years)

Bob Watt Youth Fishing Rodeo

Book Fest

Fun with Farragut's Fleet

Freaky Friday Fright Nite

Celebrate the Season

Contact Information

Farragut Town Hall

11408 Municipal Center Dr.

Farragut, TN 37934

(865) 966-7057

Fax (865) 675-2096

bspencer@townoffarragut.org

www.townoffarragut.org

FUN VOLUNTEER PROGRAM

PURPOSE

The FUN (Farragut's Unsung Navy) Volunteer Program began in January 1992 to enhance the quality of life in the Town of Farragut through the use of citizen participation. To expand and supplement Town services and staff by promoting voluntary citizen involvement. To improve citizen understanding of the functions, issues and programs of the Town of Farragut.

BENEFITS OF THE VOLUNTEER PROGRAM

1. Receive personal satisfaction in knowing that your contribution helps both you and others in the community through expanded Town of Farragut services and programs.
2. Share your time, talents and abilities with the community.
3. Increase your knowledge of the Town of Farragut and the municipal system
4. Increase your knowledge and experience in specific Town programs (i.e., Folklife Museum, Recreation Programs).
5. Achieve new skills.
6. Make new friendships.
7. Recognition of your community service.
8. The Internal Revenue Code provides several tax benefits for volunteers.

Please contact the IRS for Publication #526, "Tax Information on Charitable Contributions" for more information

Volunteer Ranks

The FUN Volunteer program began in 1992. Currently there are over 100 volunteers active in the Farragut Museum and Gift Shop, special events, engineering staff support and the Volunteer Income Tax Assistance program. Fun Volunteers accumulate hours throughout the year. The hours are totaled on a monthly basis and added to their cumulative total and then assigned the corresponding ranks:

Hours	Rank
1 – 99	Ensign
100 – 299	Lieutenant
300 – 499	Commander
500 – 999	Captain
1000 – 1999	Commodore
2000 – 2999	Rear Admiral
3000 – and over	Admiral

Criteria for Naval Ranks

1. There will be no limit to the number of hours that can be accumulated.
2. Awards are based on accumulated hours from inception into program through the end of a calendar year.
3. Hours will be carried over from year to year. For example, if a volunteer accumulated 50 hours in 2010 and 70 hours in 2011 the total hours would be 120.

How Do I Become A FUN Volunteer?

1. Return a completed FUN Volunteer registration and liability form to the Town Hall. Forms are available at the Town Hall and on the Town's website www.townoffarragut.org or by calling 966-7057.

2. Farragut Museum and Gift Shop volunteers will be trained by Museum and Parks & Leisure Services staff.
3. All other volunteers will be trained by appropriate Town of Farragut staff.
4. The Special Events and Program Coordinator will keep track of volunteer hours. Each volunteer will receive a letter verifying their accumulated hours on a yearly basis.

Helpful Hints for FUN Volunteers

1. Enthusiasm is important! If you are excited about your volunteer position, others around you will also become excited.
2. Be on time. Please let your supervisor know in advance, if possible, if you cannot honor your schedule.
3. It is important to dress and act in an appropriate manner according to your volunteer assignment.
4. The Town of Farragut is a smoke-free environment. This includes all town buildings, property and vehicles.
6. Refer questions from the public to the Town staff unless you are certain that you know the answer.
7. Do not be afraid to ask your supervisor questions about your assignment. The Leisure Services Coordinator and your supervisor are both there to help you.
8. Call the Leisure Services Coordinator at 966-7057 if you need assistance, have comments, compliments, complaints, etc.
9. Before you leave your assignment each day, record your hours in the volunteer record book. These records are important for Town reports and for determination of volunteer awards.
10. **REMEMBER THAT YOU ARE A VALUABLE RESOURCE TO THE TOWN OF FARRAGUT AND THAT YOUR TIME AND TALENTS ARE APPRECIATED.**

Responsibilities of the Town of Farragut FUN Volunteer Program

1. Provide meaningful assignments that are fun, challenging and worthwhile.
2. Provide orientation, job description and training when necessary.
3. Provide comfortable work space and appropriate equipment.
4. Evaluate your work and provide honest, helpful suggestions.
5. Appreciate your time and talents.
6. Involve you in planning and decision making.
7. Listen to your suggestions, complaints and compliments.

**Town of Farragut
Parks and Leisure Services Staff
& Board of Mayor and Aldermen**

Mayor	Ron Willaims
Vice Mayor	Louise Povlin
Aldermen	Ron Pinchok
	Scott Meyer
	Drew Burnette
Parks & Leisure Services Director	Sue Stuhl
Special Event and Program Coordinator & Volunteer Coordinator	Brittany Spencer
Historic Resources Coordinator	Julia Barham
Parks & Athletics Coordinator	Lauren Cox
Park Operator	Ryan Rhodus
Public Relations & Marketing Coordinator	Wendy Smith
Administrative Assistant	Arleen Higginbotham
Administrative Assistant	