



COMMUNITY GROUP BRIEF AND JOBS LIST

Welcome to Bellinghen Community Markets (BCM). Thanks for volunteering to be part of the BCM set up and pack down. Volunteering is vital to the life and dynamics of an active and healthy community and we thank you for your support of the BCM. Our aim is to continue to return positive cultural, commercial, social and financial benefits to the people in our shire.

As designated by the BCM group your organisation is offered the following:

- Have one free market site (up to 3m) on agreed market day. Your stall can sell raffle tickets and goods as discussed and approved by BCM Manager.
- Your members (adult) can be stationed at each entrance grate (Church St, Park St, Ford St) with a collection bucket to collect donations from market visitors from 9am – 2pm on market day. Please ensure your bucket collection is not promoted as being any form of entry fee to BCM, is not aggressive or harassing but is welcoming, polite and respectful.
- Please ensure you are identifiable to the public by wearing your organisations uniform where applicable and by supply volunteers with name tags identifying your organisation (logo etc)
- Please observe safe OH&S practises in accordance with the Act and BCM OH&S guidelines (copies at BCM info tent)
- In return for the above we need at least 6 adults from your group to help with the market set up early on market day at 6am and to also help with closing up market at 2.30pm.

DUTIES @ 6am

- Place bin liners into red bins and position bins as per attached map
- Place signage as directed to all gates and perimeters (found under grandstand)
- Erect boundary ropes (along east side of Church St and corner of Park St) using pigtail spikes, traffic cones
- Erect electrical pole to side toilets in A Section and erect Bali flags at section gates.
- Rake up leaves in stall areas and ensure grounds are clean, tidy and safe
- Other duties as asked by the Manager

DUTIES @ 2.30PM

- Remove signs and ropes from gates and perimeters (place back under grandstand)
- Removal of garbage bins from sections, empty into compactus bins in C section
- Place empty bins outside BCM area for BCM to store in room, collect Bali flags – store under grandstand
- Ensure grounds are clean and tidy (pick up rubbish etc)
- Other duties as asked by Community Group Coordinator

We encourage your group to use this opportunity to maximise fundraising opportunities. 'Bucket collection' by Community Groups often yield good returns. It is an effective form of fundraising and emphasises community ties. We encourage you to have a free stall, hold raffles and alike as the site gives you access to thousands of people. It's a great opportunity to display prizes and give your organisation public visibility while raising needed funds. It's your mission, should you accept it to help our BCM keep our visitors walking away thinking....

Bellinghen Community Markets...not just a marketplace but a great place to be.

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