



Marshalltown Central Business District, a Main Street Community

MCBD Volunteer Opportunities

Volunteerism has been and remains at the heart of the MAIN STREET IOWA downtown development movement.

Don't be afraid - You don't have to save Marshalltown single-handedly. But if you've got a few hours...working at a downtown festival, helping to maintain the flower berms, organizing a fund raiser or just stuffing some envelopes for a MCBD mailing can be great for your Marshalltown - and for you.

Name _____ Business/occupation _____

Address _____ City _____ Zip Code _____

Phone _____ cell _____ work _____

Email _____

Volunteer Opportunities - Check all that interest you

Promotions Committee(downtown events & marketing)

___ Join the committee for monthly meetings (2nd Tuesday of the month at 7:30 a.m.)

___ Assistance with events: ___ Meet short-term only with Sub-Committee

___ **Garden Extravaganza** ___ Organize ___ Publicity ___ Contact Sponsors/Vendors ___ Set-Up Vendors

___ **Thanks With Franks** ___ Organize ___ Publicity ___ Contact Sponsors/Vendors

___ Set-Up/Take Down Barricades ___ Sell Pop/ Water ___ Clean-up

___ **Main Street Market Daze** ___ Organize ___ Publicity ___ Contact Sponsors/Vendors ___ Set-Up

___ **Chocolate Walk for Charity** ___ Organize ___ Publicity ___ Contact Sponsors/Vendors ___ Set-Up

___ **Extreme Weekends** ___ Organize ___ Publicity ___ Contact Sponsors/Vendors ___ Set-Up

___ **Holiday Stroll** ___ Organize ___ Publicity ___ Contact Sponsors/Vendors ___ Set-Up Parade Procession

___ Set-Up/Take Down Barricades ___ Manage Courthouse Activities ___ Clean-up

___ **Adopt A Veteran** ___ Organize ___ Publicity ___ Contacts for Tree Sponsors ___ Manage Gifts

___ **Image Campaign** ___ Organize ___ Manage Ads/Proof/Timing

Design Committee (improving physical appearance of the downtown appearance)

___ Join the committee for monthly meetings (2nd Friday of the month at 8:00 a.m.)

___ Assistance with special projects: ___ Meet short-term only with Sub-Committee

Banners: ___ Help City hang banners ___ Organize banners to hang by business

___ Develop banner program for side streets ___ Order replacement banners

Christmas Decorations on Light Poles: ____ Drive truck to transport to downtown

____ Help load & unload decorations when put up or taken down

Berms: ____ Spring - clean out & new mulch ____ Summer – plant, weed, water

Benches: ____ Oversee project ____ Raise funds ____ Order new benches

Trash Receptacles: ____ Oversee project ____ Raise funds ____ Order new trash receptacles

Hanging Baskets ____ Help hang in the spring ____ Help take down in fall

Beautification: ____ Organize Clean-up efforts ____ Improve Parking Lots w/RDG plan

____ Identify sidewalks that need to be replaced ____ Pick-up downtown trash

____ Work to develop plan for streetscape improvements w/City

Fund Raising: ____ **Keep Iowa Beautiful Grant** ____ Plan Projects ____ Write Grant ____ Oversee Projects

____ **Christmas Ornament Project** ____ Plan/Design ____ Set-up distribution sites

Business Improvement Committee (improving the economic climate of the downtown)

____ Join the committee for monthly meetings (3rd Tuesday of the month at 8:00 a.m.)

____ Assistance with events: ____ Meet short-term only with Sub-Committee

RDG/City Center Plan: ____ funding/grant writing ____ work with implementation of specific projects

Building Inventory: ____ gather data ____ enter data into database ____ update data

Business Visitation Program(retention): ____ form sub-committee ____ plan program ____ recruit visitation team

____ train visitation team ____ conduct visits ____ compile responses

Educational Business Workshops ____ Plan ____ Publicity ____ Contact Sponsor/Participants ____ Host Event

Organization Committee: (to build a strong, self-supporting, cohesive organization)

____ Join the committee for quarterly meetings (4th Wednesday of the month at 8:30 a.m.)

____ Assistance with special project: ____ Meet short-term only with Sub-Committee

Volunteers: ____ recruitment/contacts/follow-up ____ (develop volunteer handbook) ____ orientation/training

Membership ____ recruitment/contacts/follow-up ____ retention ____ orientation/training

Fund raising: ____ pledge campaign ____ special project funding ____ grant writing

Communication: ____ web site updates ____ develop newsletter ____ write articles

Keeper Awards Banquet: ____ plan ____ order awards ____ decorations/food

Return form to: Marshalltown Central Business District, a Main Street Community
PO Box 159, 216 East Main St., Marshalltown, IA 50158 (641)844-2001