



BREAST **CANCER**
EDUCATION
ASSOCIATION
ENCOURAGE. ENGAGE. EMPOWER.

VOLUNTEER PACKET

OUR MISSION

“To serve women and men in the community by providing easy access to support and information about breast cancer and to enhance the quality of life for survivors, family and friends.”

BREAST CANCER

EDUCATION ASSOCIATION

Web: www.BreastCancerEducation.org

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BREAST CANCER EDUCATION ASSOCIATION VOLUNTEER PACKET

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Welcome to the BCEA!

On behalf of the Breast Cancer Education Association (BCEA), thank you for your interest in becoming a volunteer. The BCEA is a grass roots organization dependent upon volunteers like you to enable us to make a difference in the lives of people impacted with breast cancer. Our organization meets the first Tuesday of every month. Meeting agendas primarily cover planning for our educational and fundraising efforts. Our focus on educational opportunities is to bring renowned experts and resources on the latest in breast cancer research, nutrition, care and prevention, to our community. In order to execute on our educational mission we need to fundraise and seek sponsorships, as those proceeds support the educational goals of the organization. In addition to our own events we are invited throughout the year by other local breast cancer organizations to promote the BCEA. Some of these include the Susan G. Komen Race for the Cure, Breast Fest, etc.

The educational opportunities, community outreach, and fundraising, would not be possible without the dedication and contribution of time and talents from our volunteers. They really are the heart and soul of this organization and will enable us to continue to encourage, engage and empower those affected by breast cancer for generations to come.

As a volunteer with the BCEA, there are a few guidelines we ask that you follow:

- First and foremost have fun!
- Participate actively in all meetings and conference calls when possible.
- Be courteous and respectful to others during meetings and events.
- Be honest. It is ok to say no when approached to volunteer for a specific event or committee.
- Keep your commitments. If you volunteer, make sure you keep that commitment as others are counting on you.
- When volunteering at an event outside of the BCEA, remember you are an ambassador of the BCEA and should conduct yourself professionally at all times.
- Do not use any of our volunteer contact information for solicitation purposes.
- Step down considerately. If you decide to leave our organization, make sure you contact the volunteer committee chair to let them know you are no longer interested in volunteering with our organization.

Again, we want to thank you for your interest in volunteering for the BCEA and look forward to your partnership in serving our community.

Sincerely,

Barbara Kayati

Volunteer Committee Chair



Our Mission

To serve women and men in the community by providing easy access to support and information about breast cancer and to enhance the quality of life for survivors, family and friends.

Our Inspiration

Co-founders Lois Joseph and Ann Harris are great examples of the reasons to get involved. Ann, wife, RN and mother of two, was diagnosed with breast cancer at the age of 39. Ann was Lois's nurse when she was diagnosed three months later. This year over thousands of women will find themselves in the same situation as Ann and Lois; stunned, confused and frightened. In response to their experiences as survivors, Ann and Lois created the BCEA Annual Conference because education is desired by a growing number of people as breast cancer touches more and more lives.



Our Commitment

Survivors, families and friends are learning to live as fully as possible with this disease as they bravely explore treatment options, incorporate emotional and lifestyle changes and try to prevent the disease. This conference was designed to fulfill a desperate need for breast health information in a supportive, inspiring and non-threatening environment. Our conference brings the best medical and therapeutic breast health experts together with anyone concerned about breast cancer for a day of learning on how to live as fully as possible when breast cancer touches your life. More and more women and men too, at a younger and younger age are diagnosed annually with breast cancer. Through education one can not only survive this disease but also live courageously, creatively and with grace. Our program crosses all boundaries and supports a broad range of healing philosophies and possibilities. We want to open doors and make access to knowledge easy for you.



Get Involved.

Volunteer.

Do you want to **MAKE A DIFFERENCE** in the lives of people who have been impacted by breast cancer? Would you like to **MAKE DIRECT CONNECTIONS** with others who are passionate about breast cancer education? Or, would you like to be one of the **FIRST TO KNOW** about cutting-edge breast cancer treatments and news? When you become a volunteer for the Breast Cancer Education Association, you'll get all of this and more!

CASUAL BUT CRITICAL - 10 HRS/YR

Can't attend regular meetings, but I am willing to work events, etc.

- Opportunities include: work at registration table, distribute conference brochures, make informal calls to partner organizations and volunteers.

OCCASIONAL - 15+ HRS/YR

Can't attend most regular meetings, but commits to a committee and takes responsibility and assignments.

- Opportunities include: non-profit resource center coordinator, distribute conference brochures, solicit silent auction items for fundraiser.

FOOT SOLDIER - 25+ HRS/YR

I can attend most regular meetings, I am not interested in chairing a position, but willing do what needs to be done.

- Opportunities include: new volunteer outreach, education conference, decorations, awards committee, marketing committee member, coordination of annual model party.

COMMITTED TO THE CAUSE - 35+ HRS/YR

I can attend most meetings, I am willing to chair a committee, work events, etc.

- Opportunities include: conference co-chair, conference brochure distribution chair, Sense of Style chair, Breast Party In Town chair, marketing chair, conference gift center coordinator, BCEA Board member.

FOR MORE INFORMATION, PLEASE CONTACT:

Barbara Kayati

P) 612-859-2907

E) bkayati@gmail.com



BCEA Committees

Conference (Co) Chair (**tentative*)

Responsible for making decisions and providing leadership to other committee chairs. Represent BCEA on stage the day of conference – welcoming and introducing all participants.

- Responsible to attend all meetings
- Communicate upcoming meetings to other chairs
- Follow up with pending items in a timely fashion
- Help recruit other committee members

Education Chair

Secure 5-10 workshop speakers and Keynote Speaker for the conference. Follow up with speakers to confirm presentation times and AV needs. The day of the event, check them into the conference and escort to their seminar rooms. Make sure AV is available and working. *Except for committee meetings and day of event, majority of work can be done from your home.*

- Work with committee to brainstorm most important topics, best speakers
- Find quality speakers that will donate their time for the event. Radiologists, surgeons, oncologists, support group leaders, survivors
- Collect all speakers contact information, presentation outline and objectives.
- Collect all logistical needs and AV requirements
- Thank you gifts
- CEU forms (BCEA)

Resource Center Chair

Identify potential “inter-active” and “non-profit” exhibitors. Communicate move-in, logistics and set-up guidelines to each exhibitor. Greet exhibitors upon conference check-in and make sure they have everything that is needed. Follow with exhibitors for exit surveys. *Except for committee meetings and day of event, majority of work can be done from your home.*

- How many exhibits can we have?
- Keep updated excel list of exhibitors
- Identify exhibitors
- Track exhibitor logistical needs
- Update Exhibitor Form
- Manage exhibitor & vendor contracts
- Manage Exhibitor Passes



Marketing, Publicity and Media Chair

Identify opportunities to obtain publicity for event. Write and distribute press releases and make media connections. Work with volunteer PR firm. Strong writing skills and PR experience. *Except for committee meetings and day of event, majority of work can be done from your home.*

- Identify what newspaper, magazine, radio and television media connections do we need to make?
- Do we want a local media celebrity to be master of ceremony of the event?
- Do we have someone who can prepare press releases about this event?
- What group should know about event?
- breast care centers, breast cancer support groups and organizations
- business and social organizations, churches, schools, etc.
- Where information should be placed to reach the people who need it most?

Volunteer Chair

Work with Executive committee to identify volunteer needs and duties leading up to and the day of the event. Recruit and coordinate volunteers. *Except for committee meetings and day of event, majority of work can be done from your home.*

- Recruit and coordinate volunteers for all committee needs
- Identify volunteer needs (seminar room monitors, distribution)
- Write volunteer job descriptions
- Seminar room monitors to assist with seating, lights, handouts
- Communicate with volunteers about their assignments
- Keep database on volunteer contact information
- Solicit volunteer in-kind forms
- Create day of time table for the volunteers
- Set up volunteer training
- Volunteer thanks you's

Attendee Bag & Decorations Chair

Solicit in-kind donations for decorations and attendee goodie bags. *Except for committee meetings and day of event, majority of work can be done from your home.*

- What are the room colors? Linen colors?
- Shall we have table centerpieces; can we get them donated?
- Should we have stage decorations?
- Do we want to have goodie bags for attendees?



Brochure Distributors (Coordinator to recruit these people)

You will need a vehicle and will need to work during business hours.

- Distribute brochures to locations identified on the distribution list.
- This will include introducing yourself and spending a couple minutes at each location describing the conference

Gift Center Chair

Except for committee meetings and day of event, majority of work can be done from your home.

- Identify and order items to sell on-site at event
- Work with committee to develop contact list and ordering information
- Create an Excel spreadsheet of items to be sold.
- Order and inventory items to be sold.
- Coordinate getting products delivered to event.
- Work with committee to establish pricing for items.
- Provide signage coordinator with a list of signs needed for day of event

Raffle Basket & Silent Auction Chair

Collect and manage in-kind donation items for the fundraising live auction and conference raffle.
Except for committee meetings and day of event, majority of work can be done from your home..

- Responsible for collecting items
- Keep record of donations and in-kind forms
- Determine cost of basket
- Work with BCEA leadership for Raffle tickets
- Schedule delivery to venue and set up
- Raffle Report

Website Chair

- Update Web site and keep info current
- Include sponsor names, PDF forms, etc. as soon as they are available.



Special Projects Volunteer Opportunities

Race for the Cure

- Recruit walkers to join the BCEA Team
- Recruit staff for tent
- Determine collateral materials for distribution day of race

Photographer

- Available for photo ops – check presentations, etc
- Schedule time with committee for promotional and cover shots
- Available to take photos at Race for the Cure, Fundraisers, and Conference
- Willing to be on call for unscheduled opportunities (rare occasions)

Graphic Designer – Event Brochure, Program Information, and Fundraiser invitation/s

Work with Committee to create printed material promoting events. Edit all printed materials and coordinate with printer.

Graphic Designer – BCEA Ads

Work with Committee to create BCEA ads for fundraisers and conference.

Graphic Designer – Event signage

Create and deliver signage prior to event. Work with BCEA leadership on logistical placements at events.

Video Producer/Editor – fundraiser/s and conference



BCEA VOLUNTEER COMMITTEE

Sign-up Form

Name: _____

Address:

Home Phone (including area code): _____

Work Phone (including area code): _____

Cell Phone (including area code): _____

Email address: _____

Interest (please check all committee that you are interested in)

Decorations & Attendee Bag Committee

Interest _____

Raffle & Auction Committee

Interest _____

Education Committee

Interest _____

Resource Center Committee

Interest _____

Fundraiser Committee

Interest _____

Scholarship Committee

Interest _____

Program Info & Website Committee

Interest _____

Signage Committee

Interest _____

Publicity and Media Committee

Interest _____

Volunteer Committee

Interest _____

***Please submit to BCEA representative or mail to:
BCEA, 1027 W. Roselawn Avenue, Roseville, MN 55113
(651) 487-3578 Phone, info@breastcancereducation.org***

THANK YOU FOR YOUR SUPPORT!



VOLUNTEER COMMITMENT

Every individual serving as a volunteer must sign this form.

As a volunteer with the BCEA we ask that you take your commitment seriously so that we can accomplish our goals and objectives and make a difference in the lives of those who have been impacted by breast cancer.

As a volunteer with the BCEA, there are a few guidelines that we ask you to follow:

- First and foremost have fun!
- Participate actively in all meetings and conference calls when possible.
- Be courteous and respectful to others during meetings and events.
- Be honest. It is ok to say no when approached to volunteer for a specific event or committee.
- Keep your commitments. If you volunteer, make sure you keep that commitment as others are counting on you.
- When volunteering at an event outside of the BCEA, remember you are an ambassador of the BCEA and should conduct yourself professionally at all times.
- Do not use any of our volunteer contact information for solicitation purposes.
- Step down considerately. If you decide to leave our organization, make sure you contact the volunteer committee chair to let them know you are no longer interested in volunteering with our organization.

I _____ understand and will abide by the BCEA volunteer guidelines stated above.

Signature

Date

2018 Calendar of Events

2018 BCEA Committee Meeting Schedule – meetings are the last Tuesday of the month
(locations subject to change)

2018 BCEA Conference – October 6, 2018, TIES Conference Center, St. Paul, MN



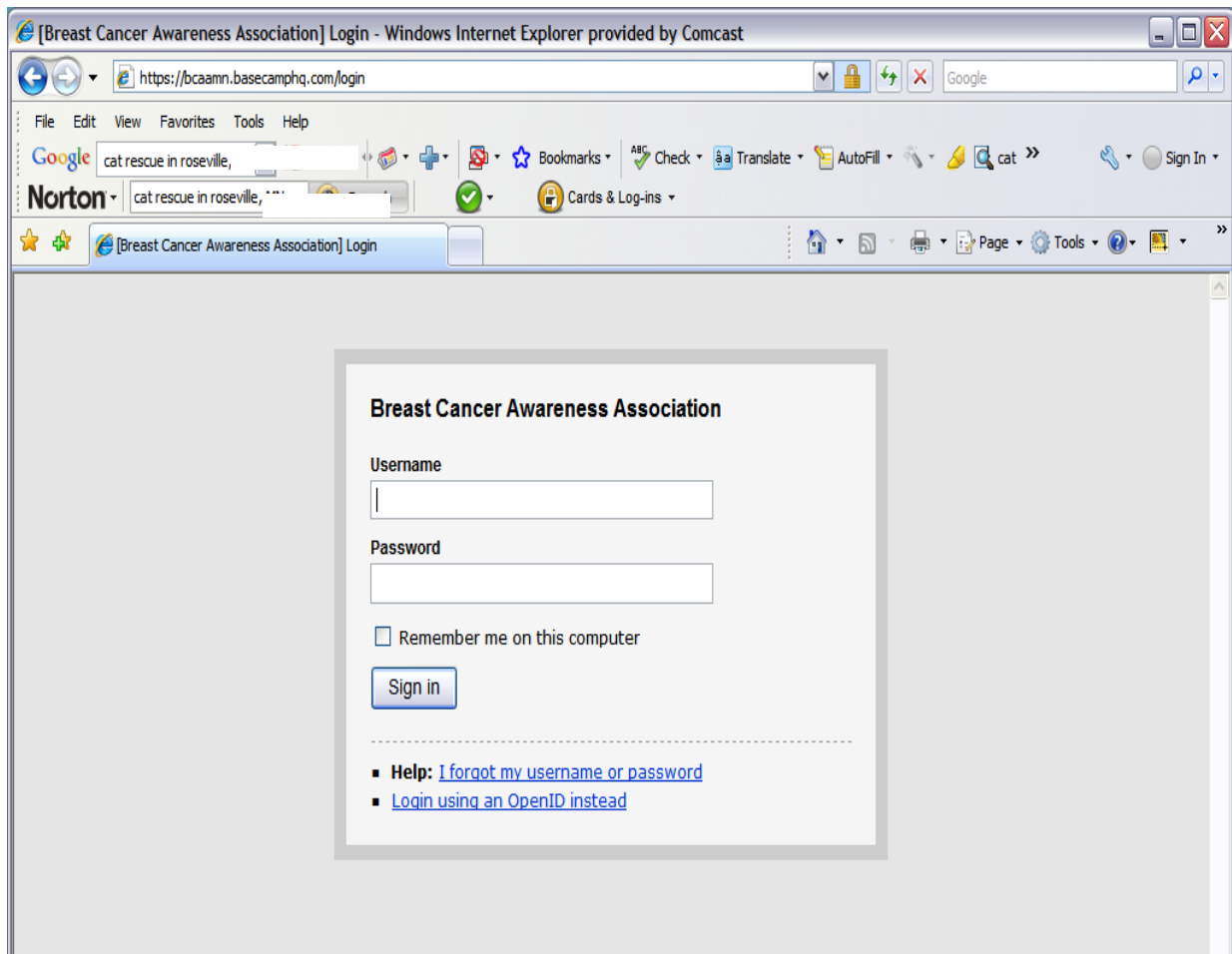
BASECAMP BASICS

BCEA hopes to use Basecamp to maximize board work and streamline communication and file sharing. We hope the following instructions will help you easily navigate this system:

Logging In:

To log into Basecamp, go to: <https://BCAAmn.basecamphq.com/login>

Once on the log in page, enter your username and password (will be sent to you via email). If you do not remember your log in or password, simply click the [I forgot my password/username](#) link and your information will be emailed to the address we have on file for you.



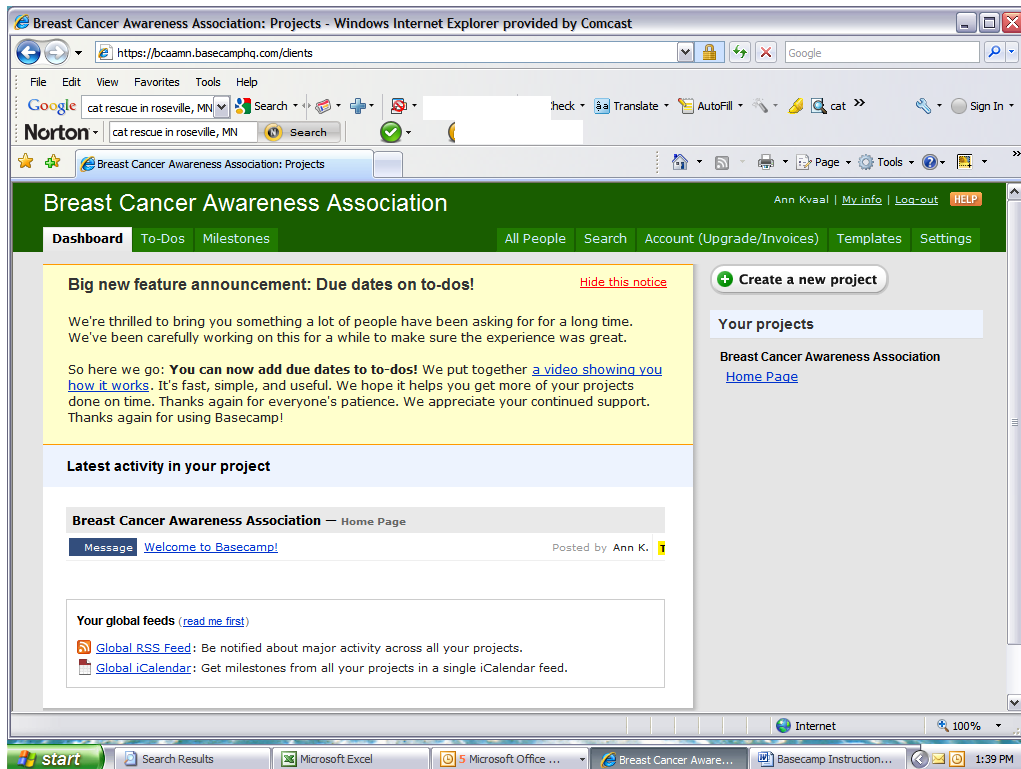
The screenshot shows a Windows Internet Explorer browser window titled "[Breast Cancer Awareness Association] Login - Windows Internet Explorer provided by Comcast". The address bar shows the URL "https://bcaamn.basecamphq.com/login". The page content includes a login form with the following elements:

- Breast Cancer Awareness Association** (header)
- Username** (text label above a text input field)
- Password** (text label above a password input field)
- Remember me on this computer
- Sign in** (button)
- Help links:
 - Help: [I forgot my username or password](#)
 - [Login using an OpenID instead](#)



Accessing Information:

Once logged in, you will see the projects you have access to on the right hand side of the page under "Your Projects". Simply click on the particular project (board or committee) name that you would like to access. Once you click on the project name, you will be taken to that project's main page.



The screenshot displays a Windows Internet Explorer browser window with the URL <https://bcaamn.basecampq.com/clients>. The page title is "Breast Cancer Awareness Association: Projects". The interface features a green navigation bar with the following menu items: Dashboard, To-Dos, Milestones, All People, Search, Account (Upgrade/Invoices), Templates, and Settings. The user is identified as "Ann Kvaal" with links for "My info" and "Log-out", and a "HELP" button.

A prominent yellow announcement box states: "Big new feature announcement: Due dates on to-dos!" with a "Hide this notice" link. The text below reads: "We're thrilled to bring you something a lot of people have been asking for for a long time. We've been carefully working on this for a while to make sure the experience was great. So here we go: **You can now add due dates to to-dos!** We put together [a video showing you how it works](#). It's fast, simple, and useful. We hope it helps you get more of your projects done on time. Thanks again for everyone's patience. We appreciate your continued support. Thanks again for using Basecamp!"

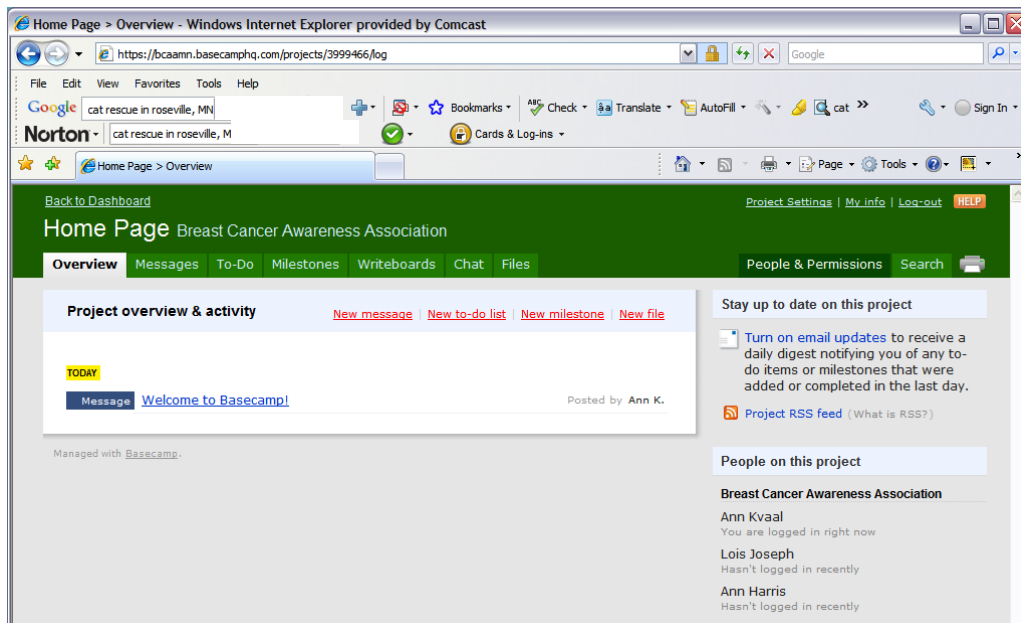
On the right side, there is a "Create a new project" button and a "Your projects" section. Under "Your projects", the "Breast Cancer Awareness Association" project is listed with a "Home Page" link.

The "Latest activity in your project" section shows a message titled "Welcome to Basecamp!" posted by "Ann K.". Below this, there is a "Your global feeds" section with links for "Global RSS Feed" and "Global iCalendar".

The Windows taskbar at the bottom shows the Start button, Search Results, Microsoft Excel, Microsoft Office, and the current browser window. The system clock indicates 1:39 PM.



Once on a project's main page, you will see a number of tabs directly under the project name: Overview, Messages, . . . Files. The overview page only gives you a snapshot of recent postings of messages and files. In order to see a complete list of either messages or files, you must click on the Messages or Files tabs. **Important note:** In the Messages or Files area, items are listed by the date they are posted (most recent first). To find older items, look on the bottom of the page and click on additional pages to find what you are looking for.



Posting a Document:

- 1) Go to the project where you want the file posted.
- 2) Click the Files tab on the far right.
- 3) Click on the "Upload File" button in the upper right hand column.
- 4) Browse to and select the file you would like to upload. Then scroll to the bottom of the page and click on the "Upload the File" button.
- 5) Your file should now appear at the top of the Files page.

Important notes on posting files:

- **Please be sure to post your file to the correct project.**
- If you post something to the wrong project, please be sure to delete that file and repost to the correct project (see directions below for deleting a file).
- When posting documents, please do not send a notice to everyone. Only send a notice if you have posted something when you need immediate action taken or it is time sensitive.

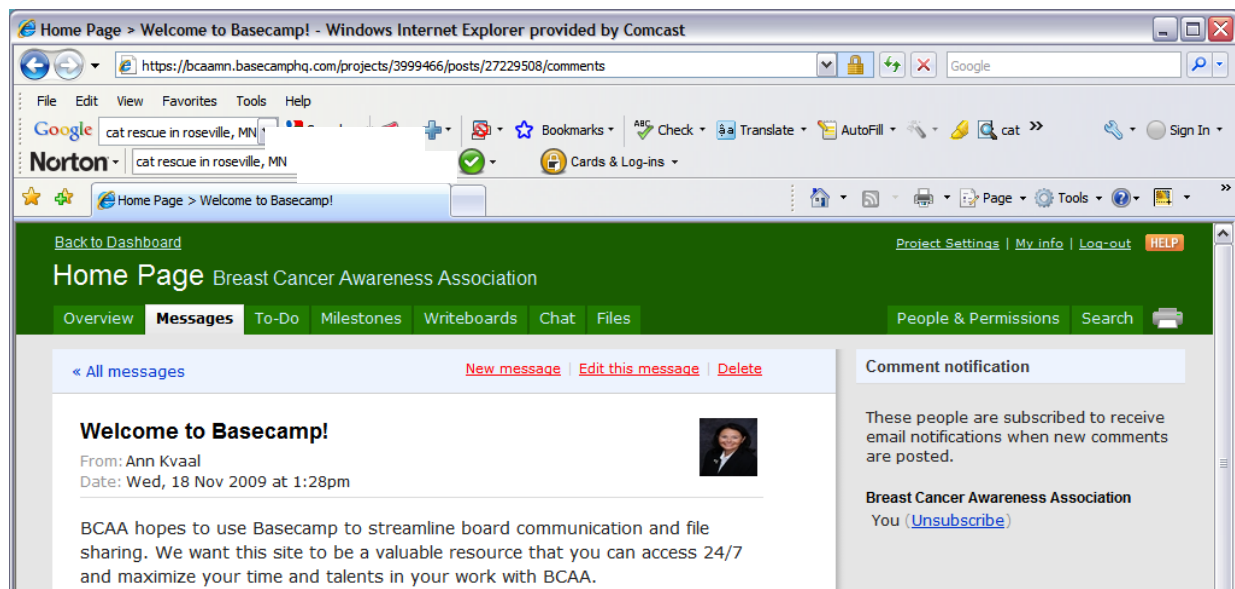


Deleting a Document:

- 1) Go to the project where the file is posted.
- 2) Click the Files tab on the far right.
- 3) Find the file you want to delete.
- 4) Under the name of the file you want to delete, click on the trash can icon on the right hand side of the text. And click "OK" when you are asked "Are you sure you want to delete this file?"
- 5) Your file should now be deleted.

Posting a Message:

- 1) Go to the project you want the message posted.
- 2) Click the Message tab (second tab from the left).
- 3) Click on the "Post a New Message" button in the upper right hand column.
- 4) Type your subject line and message and add a file if you desire. (To add a file, browse to and select the file you would like to upload.)
- 5) Under Send This Message To, choose who you would like to send the message to by checking the boxes by the appropriate names. Or you can choose the entire group by choosing the "All of BCEA" box.
- 6) Click "Post This Message".



The screenshot shows a Windows Internet Explorer browser window displaying a Basecamp message. The address bar shows the URL: <https://bcaamn.basecampHQ.com/projects/3999466/posts/27229508/comments>. The browser's search bar contains the text "cat rescue in roseville, MN". The Basecamp interface includes a navigation bar with tabs for "Overview", "Messages", "To-Do", "Milestones", "Writeboards", "Chat", and "Files". The "Messages" tab is active. The message content is as follows:

Welcome to Basecamp!
From: Ann Kvaal
Date: Wed, 18 Nov 2009 at 1:28pm

BCAA hopes to use Basecamp to streamline board communication and file sharing. We want this site to be a valuable resource that you can access 24/7 and maximize your time and talents in your work with BCAA.

On the right side of the message, there is a "Comment notification" section with the text: "These people are subscribed to receive email notifications when new comments are posted." Below this, it lists "Breast Cancer Awareness Association" and "You (Unsubscribe)".



Replying to a Posted Message:

- 7) Go to the project where the message is posted.
- 8) Click the Message tab (second tab from left). Or you may already be able to see this message on the overview page.
- 9) Click on the title of the message you want to respond to.
- 10) Type your response in the box provided. (To add a file, browse to and select the file you would like to upload.)
- 11) Click "Post This Comment".

IMPORTANT NOTE: Once a message is sent out through the system, that message and all replies will go to all people included in the original message.

