

PREPARE + PROSPER



Party Host Duties For full-time staff

During the busiest time of the tax season, Prepare + Prosper is excited to hold its third taxathon! It's 24-hours of tax preparation—volunteers will prepare 400+ tax returns for 200+ taxpayers, returning more than \$700,000 in refunds. Throughout the taxathon, there will be color sheets for kids, contest for adults, a live “result board,” balloons, and food!

Popcorn

- **Popcorn, coffee, customer food:** Make sure we always have popcorn, fresh coffee, and treats on the buffet.
 - Instructions on how to make popcorn are on top of the machine
 - Food (from Second Harvest) is in the closet in the corner of the tax room
 - *Coffee donated by Peace Coffee and popcorn Susan with Dakota County - star Claim it! campaign partner!*

People person

- **Greet customers:** As customers enter, greet them, welcome them to the Taxathon, and direct them to intake staff
 - There was a brief note about it in their appointment reminder
 - There are signs around the clinic describing activities
- **Mingle with customers and volunteers**
- **Coloring sheets:** Encourage kids to color the coloring sheets. Help them hang up completed coloring sheets and **take photos of completed sheets** 😊 with your phone and text to Stacy.
 - Extra sheets are at the LL reception desk
- **Visitors:** If you have any visitors stop by with food (like a donor or a partner of P+P) greet them, thank them, have them put food in the break room (if there's a surplus of food, packaged stuff can go out to customers). If they're willing, **take a photo of them with their treat** 😊 with your phone and text to Stacy.

Stacy's Cell Phone Number: 651-329-8227

- If you have scheduled visitor during your shift, Stacy will let you know.

Prizes

- **\$5 for every 25 customer:** Every 25th customer gets \$5! The IM or IS will be tracking it and let you know when we're getting close. Please let the customer know they won and ask if we could **please take a photo of the customer holding a sign that says "I'm the ... customer!"** 😊 (if he/she is willing) with your phone and text to Stacy.
 - See directions sheet for more detail.
 - Customer needs to fill out release form!



- **Volunteer quiz:** For the volunteers during each shift, there will be two quiz questions that they can answer. They will be posted in the break room and you will need to make sure before the huddle the right shift's questions are posted. There will be a box where volunteers can submit their answer.
- **Candy jar guessing game:** Customers can guess how many candy bars are in the jar for a chance to win a prize.

Photos

- **Get photos please!!!** 😊 Use the picture frames to get the photos of customers and volunteers. Feel out the crowd or volunteers on the shift and attempt some of what's below.
 - Get random and fun shots of the taxathon – volunteers in action or posing. Use your phone or P+P camera behind reception desk. Send to Stacy or Taylor. If you post any pictures, mention Prepare + Prosper and use the #Taxathon.

Examples on next page.

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- Try to get a few of volunteers excited or giving “kudos” or a “shout out” (big smile and thumbs-up or whatever. *Stacy wants to be able to use these on social media for other stuff like thanking a funder or volunteers.*



Party favors

- **Balloons:** We have a helium tank and balloons with ribbon. Make sure the space is filled with balloon bouquets and that all kids (who want one) get a balloon. You'll likely need to blow up balloons throughout the shift.

Pristine

- **Tidy up as you are able:** Take garbage out to dumpster. Clean up food table. Throw out old food. Please leaving food/treats in non-disposal-able dish should have their name written on it so we can return it to them.

Press

- **If a reporter or cameraperson shows up:** If a member of the media shows up, greet them, ask them what station they're from, and call Stacy ASAP. Give them a tour of the tax clinic. They will need to wait for a spokesperson to do any interviews. Feel free to tell them that.