

## REHOBOTH ART LEAGUE (RAL) COTTAGE TOUR 2020

Dates: Tuesday, July 7 and Wednesday, July 8

### Request for 2020 Co-chairs by *November 30*

Questions? Happy to meet to go over details.

Linda Fischer                      302-423-2121

Fran Wimbush      302-245-1364

### Duties of the Rehoboth Art League (RAL) Cottage Tour Chair/s:

AAUW Policy and Procedures Document: Reworked October 2019 Linda Fischer and Fran Wimbush

1. Contact the RAL in the new year to confirm that AAUW will continue as docents. Give RAL the AAUW chair(s) contact information.
2. Attend each meeting scheduled by the RAL.
3. For the purpose of attracting volunteer docents, prepare written/mailed notices about the Tour to appear in the March and May Branch Calendars (To be sent to Branch President by the 20<sup>th</sup> of preceding month).
4. Pass a docent sign-up sheet at the spring branch meetings through June. The sign-up sheet should ask the docent to indicate a Tuesday or Wednesday shift and whether they want the morning (9:30am –12:30pm) or afternoon shift (12:15pm – 3:15pm) along with emails and phone numbers.
5. In late spring, the RAL will assign the home. You will tour the home and meet your owners in May or early June. A RAL employee will also attend this introductory meeting.  
The tour “flow” through the home will be determined by RAL and will help you determine the number of docents needed per shift. (6 to 8 docents are needed per shift for the smaller homes which AAUW is usually assigned).
6. Ask the owner about unlocking/accessing the home on the tour mornings at 9:30am. Share your contact information.
7. Inform docents of the late June Cocktail Party (no guests) and get a timely RSVP count to the RAL by deadline.
8. Collect the tour “bag” and signs from the RAL on the Monday before the tour. Sign out money/change envelope as all homes sell tour booklet which is the ticket.
9. On Tour days, set up the check-in at the home entrance, and place any signs (do not move signs placed by the RAL). Place indoor signage as needed or directed by owner. Supervise and orient the docent volunteers in the home. Follow procedures as asked by RAL.
10. Tuesday, the home should be left neat and signage collected. Wednesday, remove all inside signage and outdoor signs and return to RAL along with the money and Cottage Tour materials.
11. Thank the owner and the docents with a written or emailed note.
12. Attend wrap-up meeting in mid-July.