



Town of Fort Myers Beach

Memorandum

To: Terry Stewart
From: Michelle Mayher 
Date: August 18, 2010
Re: Annual Volunteer Appreciation Dinner

The 2010 Volunteer Appreciation Dinner is scheduled for Thursday, October 21, 2010. In preparation for this year's event, staff is asking for guidance on how to proceed. Below outlines what we did last year.

GUEST LIST

2009 VAD had 98 attendees: 50 volunteers, 22 guests, 9 Town Council and guests, and 17 staff members.

Invitations were sent to the following for ***volunteer and guest***:

- ❖ Anchorage Advisory Committee
- ❖ Bay Oaks Advisory Committee
- ❖ Cultural & Environmental Learning Center Advisory Board
- ❖ Local Planning Agency
- ❖ Historic Advisory Committee
- ❖ Marine Resources Task Force

- ❖ Ad Hoc Committees (8 Members)

- ❖ Community Organizations
 - Friends of Mound House (12 Members)
 - Ministers (5 Members)

- ❖ Town Council
- ❖ Staff
 - Committee liaisons, department heads, town manager and town attorney

VENUE

2009 VAD was held at DiamondHead Beach Resort. Dinner for 98 cost \$4462.68

GIFTS

2009 VAD volunteers received a green aluminum water bottle with Town logo, a Town pin and a Certificate of Appreciation with their name and the Mayor's signature.

PROGRAM

2009 VAD program began at 6:30 PM with a reception with cash bar, 6:50 PM Welcome and call to Order by Vice Mayor Acken; 6:55 PM Invocation – Reverend Jeanne Davis; Pledge of Allegiance; 7:00 PM Dinner served; 7:45 PM - Opening Ceremonies (Vice Mayor introduced Mayor Kiker); Mayor Kiker recognized DiamondHead staff, Community Organizations, Ministerial Association, advisory committees and staff liaison(s); Mound House and Newton Park volunteers; Town Ad Hoc Committees. With each advisory committee announcement, the council liaison spoke, certificates and gifts presented and photos taken.

Staff prepared a printed program guide, name badges and invitations. Staff also recruited a volunteer to check guests in at the entrance and act as photographer during the event.

BUDGET

2009 VAD cost a total of \$5362.38. Finance indicated funds came from General Services and Special Events.