



Vallejo Community Organizations Recycling, Inc.

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Recycling Event Assignment Policy Events with more than 45 days notice

- As soon as an event has been identified & scheduled, VALCORE staff will notify the Member Groups via email about the opportunity and include the deadline for responding to the announcement. The deadline to respond will be a reasonable amount of time 4 weeks (if possible) based upon the time available prior to the upcoming event
- The opportunity announcement will include, the name of event, the date, the time frame, the location, the amount of money a group will earn if they work the event, and other event specific information such as required staffing & job description.
- Please discuss each event with your organization to determine which events your group would like to host.
- By the specific event deadline, Member Groups shall inform VALCORE staff if their organization is available to host the event. VALCORE staff will acknowledge receipt of your availability.
- Within a week after the deadline has passed, VALCORE staff will assign the event & notify via email or phone all groups that had volunteered for the event about which group has been assigned to work the event. If you find that your group can not work an event that you were assigned to do, please contact VALCORE's manager ASAP so that different arrangements can be made.
- Events will be assigned as equitably as possible based upon the money earned per group by staffing events during the current fiscal year.
- After the initial deadline has passed, if no Member Group signed up to work the event, the Account Groups will be sent the event notification along with the new deadline for response. Member Groups will also receive the same email so that they will know the event is still available.
- If no group responds by the second deadline, VALCORE staff may make other arrangements for the event staffing
- All event work assignments will be reflected on the VALCORE Calendar of Events and distributed at the next board meeting.

Short Notification Events Policy Events with less than 30 days notice

- VALCORE's manager will contact the Executive Board for approval of late notification events (events that give us less than 30 days notice).
- Due to the short time frame, the initial event announcement will be emailed to both Member Groups and Account Groups. The announcement shall include the same information as listed above in the Recycling Events Assignment Policy along with a deadline date for responding.
- Equitability based upon money a group has earned by staffing events shall be considered when making work assignments for short notice events.