



The Planetary Society Guidelines for Volunteers

POLICY:

The Planetary Society encourages and supports any local member who wishes to make arrangements for a display, meeting, etc. as long as:

1. The information dispersed includes only that mentioned in Society literature and does not misrepresent the Society's goal or positions and
2. Any expenses are approved in advance.

VOLUNTEERS:

The Planetary Society initiated the use of local volunteer organizers to facilitate the operation of the Volunteer Network. Volunteer activities are open to anyone who wishes to contribute to further the Society's mission, and participation on an individual basis is welcome. The regional coordinator receives authorization from the Global Volunteer Leader, to make arrangements on the behalf of the Society. Volunteers without a coordinator must obtain approval directly from the Global Volunteer Leader, who may refer to The Planetary Society.

SUPPLIES:

Regional Coordinators will be given certain supplies to be used for displays and events. Additional supplies may be purchased from The Planetary Society at a 25% discount for Society related activities.

EXPENSES:

Reimbursement will be made on a case, by case basis, where prior approval has been given.

EVENTS:

The Society encourages all volunteers to work with their regional coordinators or the Global Volunteer Leader in planning, organizing, advertising and implementing local events. These events can be lectures, panel discussions, science fairs, etc.

DISPLAYS & OTHER ACTIVITIES:

The Society is often invited to participate at other organization's events with a display table. Examples of possible display themes include current events, SETI, Mars, NEOs, anniversaries of space events, planetary encounters by spacecraft. Materials available might include brochures, *The Planetary Report*, posters, bookmarks, etc. All material used must be produced by The Planetary Society and be tastefully displayed. Laminating or mounting a poster on a stiff backing, both prolongs its life and increases its use. (This can be done for less than \$15). Other activities might include Mars Watch parties, circulating declarations, and generally promoting the Society's mission. If something is occurring in your local area where the Society might become involved, let the GVL know so the Society may consider participating.

BRINGING IN NEW MEMBERS:

Nearly all The Planetary Society's income comes from membership dues and donations. The best way to help in the realization of our goals is to help make our membership grow.