

Workshop Protocol

Part of the KCFA `s mission to provide support for Kona Coffee Farmers includes offering and organizing periodic Workshops highlighting educational subjects important and beneficial to our membership. Aside from the educational intent, workshops provide an excellent tool to attract new members by offering the workshop fee to be included with new member dues.

The following offers a guideline on what may be logistically necessary to organize such workshops, aside from the actual educational presentation. Generally the Education Committee chair would be the lead person.

1. It is important to timely communicate pertinent information to the membership and general farming community. For example:
 - E-mail to Members
 - KCFA Newsletter
 - Announcement in “About Town” section of WHT.
2. Historically it has been beneficial to have at least 3 volunteers available for greeting and helping with signing-up new and current members.
3. One volunteer responsible for membership information
 - Provide Sign-up sheet with clipboard
 - Membership forms
 - Other general membership information
4. One volunteer responsible for cash and credit card transactions
 - Provide cash box with Petty Cash
 - Credit Card reader
 - Receipt Books
 - Pens, Staplers, etc.
5. One Volunteer responsible for bringing Table(s) and chairs if needed and “Sandwich Boards” including Markers to provide directional signage.
6. If Beverages and/ or Snacks are part of the program, an additional volunteer may be needed to manage and organize this part of the set-up.

It is advisable that volunteers meet at the Workshop location at least 30 – 45 minutes prior to the announced starting time of the workshop.

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