

The following is a partial list of the tasks that need to take place to keep the Branch functioning. Currently these tasks are being carried by a very small group of volunteers. In some cases important tasks are being cared for inadequately or being left undone due to a shortage of manpower. Please look over the list and see if there isn't some task or tasks, which you would like to help carry out either by doing them yourself or paying someone else to do them. To discuss donating your services or financial support please contact the Branch Council: by email at rudolfsteinerbranch@yahoo.com, by phone message at (773) 755-0596, or by US post at 4249 N. Lincoln Ave., Chicago, IL 60618.

Thank you.

Bookstore Operations

Update business license
Order books, Hauschka, & True Botanica products
Record new store items in the inventory system
Conduct year-end store inventory

Communications

Layout, edit & proofread calendar & other notices
Print mailing contents & address labels
Maintain members & friends mailing lists
Fold, stuff, stamp, & mail materials
Maintain email lists
Email calendar and other notices

Public Services

Keep the Branch open on regular hours
Answer questions from visitors about Anthroposophy
Take applications & deposits for new library users
Assist library patrons in locating & taking out books
Handle sales of store merchandise
Record email &/or snail-mail addresses from those wishing to receive mailings

General Office Operations

Schedule room rentals, collect, & record rent
Retrieve voicemail, follow up, & return calls
Record monthly events on outgoing message
Post calendar on bulletin board & in the window
Place copies of all mailings on file
Write & mail thank you notes to donors, speakers, etc.
Post thank you notes to Branch on bulletin board
Replenish office supplies
Order drinking water
Fill fountain & water plants

Library Work

Process returned books back into the library
Prepare & send overdue notices & follow up by phone
Order library supplies
Prepare new & donated books for circulation

Program & Festival Committees

Clean Branch building before & after program
Purchase, prepare &/or setup flowers & refreshments
Provide transportation to & from airport for out-of-town speakers

Building Operations

Keep entryways and roofs clear of snow
Sweep back roof from door to drain
Clean front roof drain & path to it
Empty bucket under leak above hot water tank (once every 3 weeks)
Take hose to drain in back of basement & fill until pump kicks in (twice a year)
Replace furnace filters (2-3 times a year)
Defrost refrigerator (twice a year)
Wash windows (5 times a year)
Wash curtains (once a year)
Replace smoke & carbon monoxide alarm batteries (twice a year)
Charge fire extinguishers when necessary
Do guest room strip down, laundry, & setup
Set guest rooms up as couches when not rented & beds when rented
Clean bathrooms
Dust track of chair lift & lube chain
Wash table clothes
Maintain control & record of building keys
Maintain toilet paper, paper towels, & cleaning supplies