

The Office of Indian Education

# Planning Groups

## SEEKING VOLUNTEERS TO ASSIST WITH FWS OIE CULTURAL EVENTS.

*We're excited to have you involved!  
Please send us an email to let us know  
if you'd like to help with Planning  
Group 1 or Group 2. Thank you!*

**svaldez@fortwashakieschool.com**  
**rnagitsy@fortwashakieschool.com**

The Office of Indian Education Staff:

Randy Nagitsy (Indian Education Shoshone Coordinator)

Chaske Valdez (Indian Education Northern Arapaho Coordinator)



## WE NEED HELP WITH :

### Group 1: Program / Logistics / Communications

#### ***Program & Guest Speaker***

- Develops the event agenda and schedule
- Coordinates speakers, performers, or special guests
- Organizes workshops, sessions, and entertainment
- Ensures all program elements align with event goals

#### ***Logistics & Operations***

- Secures FWS space and manages site logistics
- Coordinates parking instructions
- Arranges equipment, signage, and supplies if needed
- Oversees setup and teardown

#### ***Communications***

- Creates promotional materials (*flyers, FB social media posts, Doya Natsu newsletter, Newe News, etc...*)
- Handles media outreach and public relations (*tribal programs/collaborations*)
- Identifies potential collaborations
- Taking pictures during cultural night events

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## WE NEED HELP WITH:

### Group 2: Volunteer / Guest Services / Evaluation & Feedback

#### ***Volunteer Coordination / Tasks (JOM Parent Group / OIE Parent Group)***

- Recruits, assists, and schedules volunteers
- Assigns volunteer roles and responsibilities
- Provides support and recognition for volunteers

#### ***Guest Services (FWS: Grandparents/Mentor/Student Clubs)***

- Manages guest registration and check-in
- Coordinates students/volunteers in serving the guests
- Arranges accommodations for elders (*seating, etc.*)
- Handles attendee inquiries and support (*will relay comments, questions, or concerns*).

#### ***Evaluation & Feedback***

- Provides feedback forms and surveys
- Collects and analyzes attendee feedback
- Prepares a post-event report with recommendations