

Library Flowers

Purpose -- To provide a floral arrangement for the Stonington Free Library circulation desk during the summer months.

Time Line -- Set up in April or May to begin in June, when gardens begin to have flowers. 2016 year's request ran through the end of September.

How to set up -- This year for the first time we used "Sign-up Genius." (Previously a clip board had been passed around in the spring, but the new method was very effective.) The email invitation, sent to the entire Active membership, provided the following information: *We asked volunteers to sign up for one arrangement, brought to the library on a Monday morning. Containers should be marked with the person's name and picked up the following week. Arrangements need not be elaborate. The idea is just to provide something from our own gardens.*

I never had used the program before, but it was very easy to learn. I input the email addresses of all Active members because it seemed easier. But it also could have been done through the Secretary's list. As volunteers were signing up, the program sent me periodic emails announcing that fact, and at any time I could print out a complete list of the persons who had signed up, date they would provide an arrangement, and email address. When all the "slots" were filled (which happened in one day) the program sent me a list of additional people who wanted to be on the wait list. Pretty cool. Then the program REMINDED the person a day before their scheduled day.

Follow up at end of the season with a "Thank you" to everyone who has contributed during the summer and invite them to do it again next year.

This is what the signup genius looks like.

Contact Joyce Pandolfi if you are going to head up this committee she will provide the password for this website.



Group Organizing Made Easy!

Dear Joyce Pandolfi

This email is to inform you that the message you sent via SignUpGenius has been processed.

Status: Successful

Total Email(s) Sent: 13

Related Sign Up(s):

[Flowers for the Library](#)

The message you sent contained the following message:

Dear Flower Arrangers,

Thanks so much for signing up to provide an arrangement for the Stonington Free Library. Everyone who visits the library and those who work there appreciate the flowers from our gardens.

Please mark your calendars for the Monday you have signed up, and you will also receive a reminder from "Sign Up Genius." If for some reason you CANNOT do it please let me know so that I can find someone else.

And please pick up your container the following week.

Again, many thanks,
Joyce