

# Lake Hopatcong Foundation Inaugural Volunteer Orientation March 13<sup>th</sup> and March 14<sup>th</sup> 2020



# Lake Hopatcong Foundation Staff



**Jessica Murphy, Executive Director, Board Member.** Jess manages and oversees all aspects of the Foundation ensuring we are exactly where we need to be!



**Donna Macalle-Holly, Grants and Program Director.** Donna handles grant writing along with managing our recreational trail, water scouts, floating classroom, programs and clean-ups.



**Holly Odgers, Communications Director.** Holly is our Communications Director and oversees our LHF newsletter, press releases, media relations, website and supports the backend of each department.



**Roberta Schmidt, Development Director.** Roberta Schmidt is our Development Director working to further develop our volunteer and donor base along with creating long term sponsors and networking groups. She also oversees our annual LHF Gala



**Caitlin Doran, Deputy Development Director.** Caitlin comes on as a support to our Development Director furthering our donor database, managing volunteers, and assisting in all fundraising and community outreach initiatives.



# Lake Hopatcong Foundation Board of Trustees



Thomas Flinn



Sharon Gruber



Robert Hamburger



Martin Kane  
(Board Chairman)



Linda Karpiak



John Yingling



Sheri Salamanca



Jimmy Leffler



Richard Romeo



Bela Szigethy  
(Trustee Emeritus)

# Mission and Vision

Vision: Fostering a vibrant and healthy Lake Hopatcong and its surrounding community.

Mission: The Lake Hopatcong Foundation dedicates itself to protecting the lake environment and enhancing the lake experience, bringing together public and private resources to encourage a culture of sustainability and stewardship on and around New Jersey's largest lake, for this and future generations.





## Values:

**Collaboration:** bringing people together throughout the community.

**Action:** We are committed to our mission, moving quickly to take on projects that have an impact on and around the lake.

**Sustainability:** forward-thinking when making decisions, taking future generations into account when considering projects and initiatives.

**Warmth:** a friendly face to the community, showing the best of ourselves and bringing out the best in the people of Lake Hopatcong.



# Volunteer Opportunities:



**Water Scouts:** Help prevent the spread of invasive species on Lake Hopatcong by paddling the shorelines in specific areas assigned to you and reporting back any observations of invasive aquatic species, particularly the water chestnut plant. Scouts are expected to survey assigned area at least once a week during the early summer season! **Leader:** Donna Macalle-Holly





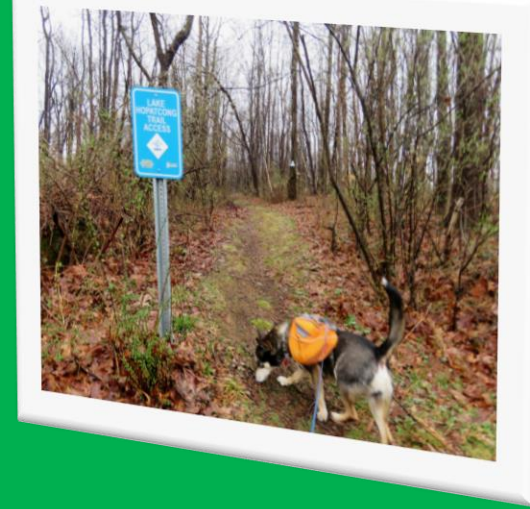
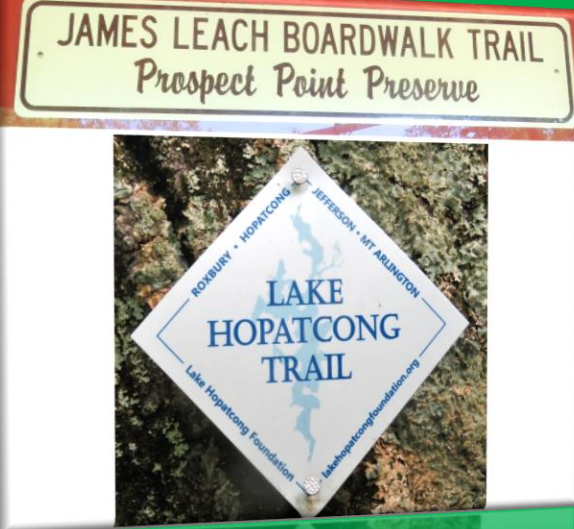


**Field Trip/Floating Classroom:**  
Join local 4<sup>th</sup> and 5<sup>th</sup> grade students through a series of activities at Hopatcong State Park to learn about watersheds, lake ecology through stations that include river sampling, and Environscape watershed model, a nature hike, and a trip on “Study Hull”, our floating classroom, to do experiments with the lake water.

**Leader:** Donna Macalle-Holly







**Recreational Trail:** The beginnings of the Lake Hopatcong Trail, which we hope will someday encircle the entire lake, currently run through Hopatcong and Jefferson. Our trail maintainers keep a check on segments of the trail and its spurs to make sure they're clearly marked and to notify us about any issues (downed trees, etc.). Volunteers receive a trail maintenance guide and complete trail maintenance forms twice a year (spring and fall recommended). Please request a training session if you are inexperienced with trails. **Leader:** Donna Macalle-Holly







## Lake Hopatcong Environmental & Cultural Center Volunteer

The Lake Hopatcong Foundation regularly hosts programming out of our building. Volunteers can help us check in attendees, set up and break down the room layout, assist with any food preparation, and other such tasks. We also have opportunities to be part of landscaping, which oversees the Mass Planting and Specimen Gardens, as well as the exterior of the property to include seasonal clean-ups, plantings, weeding, flower boxes and general maintenance. In the future, we will be looking for volunteers to assist with staffing the center.

**Leader: Marty Kane**







## Lake Hopatcong Block Party Volunteer

The Lake Hopatcong Block Party takes place on the second Saturday of May, and brings together thousands of visitors, along with hundreds of local businesses and organizations, at Hopatcong State Park. Such an undertaking requires a variety of volunteers, who help us by assisting with vendor setup, helping to direct parking lot traffic, selling 50/50 tickets, and more. Every volunteer is guided along by a “VIC” (Volunteer in Charge) of their assigned area, and attends a short training session a few days before the event. **Leaders:** Lee Moreau, Beth BaRoss, Barbara Kraus and Judy Caruso!





## LHF Gala Volunteer

Our annual gala fundraiser is a fun social event, traditionally held at the Lake Hopatcong Yacht Club in July. Our gala committee needs volunteers to help collect prizes and sponsorships, as well as help ensure the night runs smoothly for guests. This year's gala is "Set Sail for Margaritaville" on **Saturday, July 25, 2020!** **Leaders:** Pat Hoferkamp and Lisa Hirschfeld





Sunday , October 11,  
2020

## Hopatcong State Park



### Lake Loop Volunteer

Every October, Hopatcong State Park hosts our annual Lake Loop event, where participants can bike, run, or paddle and help raise money for Lake Hopatcong. We need volunteers who can help sign in and register participants, guide runners on the 5K trail, help paddlers launch from the beach, cover “rest stop” stations along the bike routes, help with setup/break down, and more. **Leaders:** Sharon Gruber and Jess Beckerman







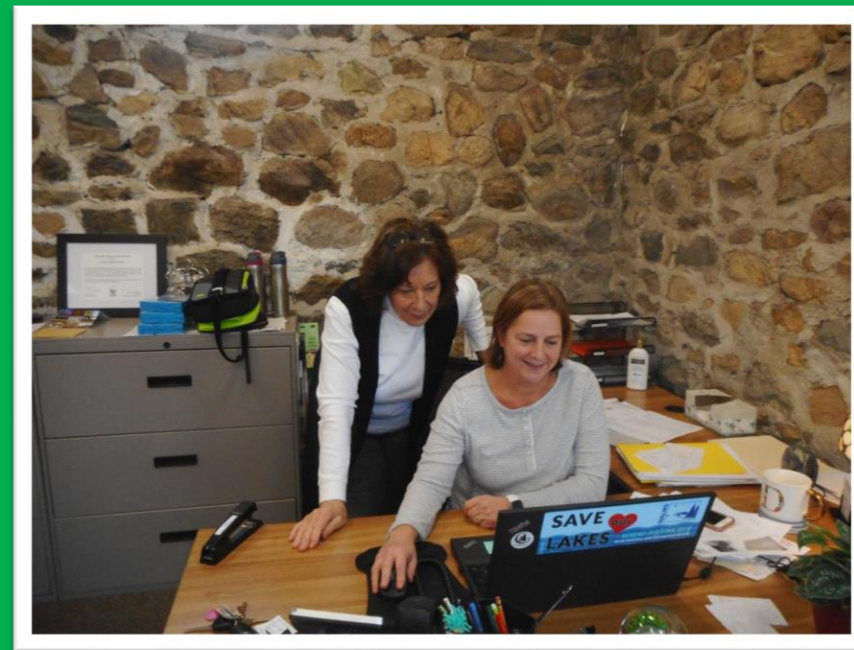
Cleanups! Join us in our efforts to ensure Lake Hopatcong is healthy and clean!





## Administrative Volunteer

We can often use some help stuffing envelopes, assembling programs, and doing other office tasks, and as they say, “many hands make the load light.” (Many people also make it a more enjoyable activity!) **Leader:** Holly Odgers







# How to Sign up to be an LHF Volunteer!

1. Internet Access
2. Email address
3. Register: Become a 2020 volunteer via our Volunteer Orientation Sign-up and fill out a quick survey!
4. Review our Lake Hopatcong Foundation Volunteer Handbook! YOU ARE TODAY!
5. **SignUpGenius**
  - Newly purchased volunteer software for staff, leadership and volunteers

## **Benefits of our SignUpGenius and Volunteer program include:**

- Up-to-date information on volunteers
- Provide a clear route to opportunities in order to give our volunteers a universal system
- Easier access to LHF volunteer possibilities
- Volunteer Hour Tracking
- Organizational Tool for staff to cut down on time and put more time towards programs



Now are YOU ready to become a Genius?  
<https://www.signupgenius.com/register>

### WHAT CAN YOU DO WITH THIS SOFTWARE?

- You can sign-up any time from any device
- Opt in to text messaging when invited by LHF for real time alerts
- Edit and swap functions; it is easy for volunteers to update their info
  - Add items to your digital schedule with calendar syncing
  - Download the app and check your volunteer schedule
  - Adjust settings and profile pic







# LHF Policies and Procedures!

*Refer to LHF Volunteer Handbook for full policies and procedures*

**Uniform:** Particular to the opportunity.

**Communication Skills:** We will be providing tools to incorporate into your volunteer roles. Be on the look out for volunteer friendly tips to go along with your sign-ups! Please ask us questions you may have about the organization anytime [info@lakehopatcongfoundation.org](mailto:info@lakehopatcongfoundation.org). Be mindful of checking with our Executive Director on anything you are unsure about or prior to contacting large donors, municipalities, and other groups on behalf of the organization.

**Our Social Media Philosophy:** The purpose of social media in our organization is to support our mission, to enrich, promote, and improve the quality of life in our community, our environment and with our overall mission. Volunteers are encouraged to like and share official Lake Hopatcong Foundation content.

**Be transparent.** – Make your relationship with Lake Hopatcong Foundation public and be responsible.

**Speak in the first person.** – Do not speak for The Lake Hopatcong Foundation. *Do not speak on behalf of the organization unless you are specifically authorized to do so.*

**“Become a Fan.”** – Join the Lake Hopatcong Foundation Facebook, Twitter, and Instagram pages.







THE LAKE HOPATCONG FOUNDATION  
THANKS YOU!!!

We couldn't do it without YOU!!!



LHF Volunteer Appreciation Week is April 20<sup>th</sup>-April 24<sup>th</sup>  
Be on the lookout for what we have in store to thank YOU !