

Volunteer Handbook Suggested Content

Creating a handbook for volunteers allows volunteers to be better informed and consequently, more effective service members. For program directors, putting together a volunteer handbook can be a great opportunity to consolidate information, forms and to renew and refocus on program goals.

Volunteer handbooks should include most, if not all, of the following information:

- General information
- Office locations
- Volunteer stations
- Current programs
- Contact information
- Welcome message from the program director
- Definition of terms or acronyms
- Introduction that includes both a local and national history
- Sample forms
- Work contracts or assignments
- Time sheets -- importance of reporting hours of service
- Travel log or expense voucher
- Volunteer registration form
- Explanation of organizational structure (chart or diagram)
- Listing of advisory council or board members
- Account of financial structure or funding sources
- Enrollment policies and procedures
- Volunteer rights and responsibilities
- Volunteer training
- Pre-service orientation
- Confidentiality
- On the job orientation
- In-service training
- Volunteer station training
- Rewards and benefits to volunteers; include information on
- Stipend (if applicable)
- Transportation
- Meals
- Medical and other leaves
- Holidays
- Insurance: accident and liability
- Recognition: events, newsletter, others
- Volunteer Separation
- Resignation
- Disciplinary action
- Loss of funding
- Termination of benefits
- Information for volunteers with disabilities: inclusion and accessibility

Volunteers in all areas of service appreciate the convenience and accessibility of having a handbook where they can get information on volunteer and programmatic issues. Depending on size and need of the program, volunteer handbooks may or may not contain all of the elements listed in this practice. Program directors should assess program needs individually to make this determination.



OFEA Application for Board Membership
Helping the festival and event industry in Oregon succeed

Thank you for your interest in serving on the Board of Directors of the Oregon Festivals & Events Association. We want to offer you a rewarding opportunity and make the most of your special talents and expertise.

Contact Information

Name: _____

Organization / Title: _____

Mailing Address: _____ City: _____ State: ___ zip: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

TALENTS & EXPERTISE - Please check the items you will contribute to the board:

- | | |
|---|---|
| <input type="checkbox"/> Accounting / financial | <input type="checkbox"/> Investments |
| <input type="checkbox"/> Leadership development | <input type="checkbox"/> Community Relations |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Education |
| <input type="checkbox"/> Media / Public Relations | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Program Development | <input type="checkbox"/> web / internet |
| <input type="checkbox"/> Lobbying | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Volunteer Administration |
| <input type="checkbox"/> Management | <input type="checkbox"/> Governments |
| <input type="checkbox"/> Legal Affairs | <input type="checkbox"/> OTHER _____ |

Answer below or on a separate sheet please answer the following questions:

What is your experience as a member of other boards?

How many hours per month can you serve the OFEA?

What interests you most in serving as a board member with the OFEA?



Board Member Commitment

Duties and responsibilities of members of the OFEA Board include the following:

1. Abide by the Bylaws of the OFEA and support the mission of the OFEA.
2. Remain active and in good standing with membership.
3. Be responsible for knowing and approving all policies and to be familiar with all projects and initiatives.
4. Attend or participate via teleconference all board meetings. Physical attendance is required at the annual meeting to be held during the annual Festivals & Events Conference AND the yearly planning retreat on the third Saturday in October. No more than three meetings or teleconference meetings will be excused per the course of the board term. The board president (given advanced notice) shall determine if the absence is excused.
5. Ensure effective fiscal controls and accountability by monitoring the OFEA income and expenses and budget planning.
6. To carry out responsibilities with the highest degree of integrity. To avoid all real or perceived conflicts of interest or appearance of conflict.
7. Actively participate on at least one standing committee of the organization.
8. Agree to participate in fundraising and membership activities including:
 - Share names of prospective sponsors and assist in their recruitment
 - Contribute items to the Silent Auction held in Conjunction with the Annual Conference
 - Assist in recruitment of new members for the organization

This list of duties and responsibilities is subject to the planning and organizational changes expected of this association and is a simple guideline for expectation of service and commitment as a member of the board.

I agree to this commitment: _____
sign date



Join the Fun! Be a Crawfish Volunteer!

Volunteer as an individual, or get a group together to work at the Festival. Most shifts are only a couple hours, and festival volunteers get in free! You can help support the Festival and still spend the day enjoying the event with your friends and family!



Don't forget: Volunteer parking is available on Saturday near the festival grounds!

Friday August 11- Tualatin Commons Plaza.

- Festival Merchandise / beverage booth
- Sell Scrip for Food
- Tualatin Commons Clean Up

circle Friday shift times below
circle Friday shift times below

Saturday, August 12 - Tualatin Community Park

- Park & Information Booth Set-up
- Traffic Control - Main Gate
- Chamber Information Booth
- Chamber Merchandise Booth
- Admission Gates
- Atsa My Dawg Show
- Crawfish Eating Contest
- Watermelon Eating Contest
- I'll help anywhere, I just want to have fun!

6:30am-8:30am
7:00am-9:00am or 9:00am-10:30am
circle Saturday shift times below
circle Saturday shift times below
circle Saturday shift times below
12:15pm - 2:00pm
1:30pm - 3:00pm
2:45pm-4:30pm

shift times. Please circle your preferences (circle as many as you wish!)

Friday 4:30 - 7:00pm 7:00-9pm
Saturday 10am - 12pm 12-2pm 2-4pm 4-6pm 6-8pm

- I want to work ALL the shifts I've circled OR I want to work a maximum of shifts
- I'll work multiple shifts, but I want a break in-between them
- I still have my volunteer shirt from last year to wear
- I need a volunteer shirt, size: Small Medium Large X Large 2X Large (circle one)
(the earlier you volunteer, the better change of getting your shirt size!)

What fun! Sign me up as a Crawfish Volunteer!

Name _____

Mailing Address _____

Email _____

Daytime Phone _____

I want to volunteer with (company or person) _____

Questions? Call the Tualatin Chamber office, 692-0780. Return this form to Tualatin Chamber of Commerce, PO Box 701, Tualatin OR 97062, fax it to us at 692-6955, or email us at hope@tualatinchamber.com

And thanks!

GENERAL INFORMATION

TOP 14 MOST FREQUENTLY ASKED QUESTIONS:

1. Admission charge: \$3 for adults
 \$2 for seniors over 55
 kids 6-12 years/ under 5 FREE
 (same price as last year)
2. Where is the nearest telephone? Past the Tennis Courts by the Skate Park.
3. Where are the Porta-Potties? There are some located in the food area and in the craft booth area. There are also park restrooms near the information booth.
4. Where can I buy Crawfish? The Rotary sells Crawfish in ½ and 1 dozen bags. Their booth is past the picnic shelter by the baseball field.
5. Where is the nearest ATM? Across the street inside Haggens or go out the entrance near the Senior Center (the parking lot past the craft booths) and cross the street to Key Bank.
6. When is the Crawfish Eating contest? At 2:15pm on the Crawdad Stage, in the craft booth area,\$15 fee to enter.
7. When is the Kids Crawfish Eating contest? At 2:00pm on the Crawdad Stage, no charge to enter
8. When is the Atsa My Dawg Show? At 12:00pm in the KidSpace, under the railroad trestle.
9. When is the Watermelon Eating Contest? At 3:45pm, in the KidSpace. Kids 12 and under eligible although they do have contests for older kids and adults if there is watermelon left.
10. Where is the Beer Garden? We have not had a beer garden for years, You can take your beer or wine anywhere in the festival grounds. The beer is for sale at the booth next to the Kiwanis Elephant Ear booth on the baseball field.
11. Where is the KidSpace? Go under the railroad trestle to the soccer field behind it.
12. Where is the Ambulance/ First Aid Station? Go toward the KidSpace, the ambulance is near the boat ramp.
13. Do the festival's crawfish come from the Tualatin River? No, but only because we need nearly 1,700 pounds of them and it would take too long to catch and cook them. They currently come from a lake in central Oregon so are native crawfish. Many people do catch crawfish in the Tualatin River at the boat ramp.
14. Scavenger Hunt forms are available at each entrance, the MBank booth and the information booth. The drawing will be on the main stage at 6:00pm. You do not need to be present to win.

State Street Thanksgiving Parade

2005 Volunteer Application - Due October 14, 2005

This is an application to participate as a volunteer in the 2005 State Street Thanksgiving Parade™. This application is ONLY valid for the person who completes it. Each individual volunteer must fill out his/her own application to be considered. Each member of a group must fill out individual applications and the group section of the application to be considered for the same volunteer committee. Chicago Festival Association cannot guarantee that groups will be assigned to the same volunteer position but will try its best to fulfill requests.

All volunteers must be at least 12 years old to participate. There are specific restrictions and age requirements for each position. Restrictions are specified in the position description. All volunteers are required to attend their assigned volunteer orientation session to be held in November prior to the Parade. (More details will be mailed)

Please include complete information and print clearly in pen. The Chicago Festival Association reserves the right to accept or reject any volunteer application. You will be

NAME _____ AGE _____

HOME # (____) _____ WORK # (____) _____ MOBILE # (____) _____

ADDRESS _____ APT/SUITE _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

(PLEASE NOTE: YOUR EMAIL ADDRESS SHOULD BE ACCURATE AND ACTIVE AS WE WILL COMMUNICATE VIA EMAIL)

VOLUNTEER POSITIONS PREFERRED (Volunteer positions are assigned on a first-come first serve basis We cannot guarantee your first choice)

1. _____ 2. _____ 3. _____

Volunteer Group or Organization (If Applicable) _____

Referred by: _____

Please group me with the following friends/family members. CFA cannot guarantee pairing but will do its best to accommodate requests.

Have you volunteered for this Parade before? YES _____ NO _____ If yes, how many years? _____

If yes, what positions? _____

Would you be willing to do some light physical labor? YES _____ NO _____ (i.e. lifting boxes or carrying light equipment)

You must be in good health to participate. Volunteer may be required to walk in excess of 2 miles.

I understand and have read this application and if chosen, agree to participate in the 2005 State Street Thanksgiving Parade™, in Chicago, Thursday, November 24, 2005, and any training activities before the date required for this event. I understand that I may have to be on site at an early hour, Thursday, November 24, 2005 and that despite weather conditions I will attend because "The show will go on."

In consideration for being accepted as a parade volunteer, I irrevocably grant the Chicago Festival Association and all their employees, sponsors and agents the exclusive rights to use my name, likeness, photos, or reproduction of my involvement for any purpose including promotion, advertising or otherwise. With these rights, I hereby release the Chicago Festival Association and all their employees, sponsors and agents from any and all claims, liabilities and/or damages which may now or in the future arise by reason of such use.

Further, I acknowledge that I am/are aware of the risks associated with the participation of this event and on my behalf and that of my heirs', do hereby release the Chicago Festival Association, and all their employees, sponsors and agents, from all claims, liabilities and/or damages on account of any personal injury or property damage which may occur from any cause before, during or after the 2005 Parade.

Signature _____ Date _____

Parent/Guardian Signature (if under 18 years of age) _____ Date _____

APPLY ONLINE TODAY AT WWW.CHICAGOFESTIVALS.ORG OR RETURN APPLICATION TO



Carole Jo Utech
Volunteer Coordinator
Chicago Festival Association
111 North State Street, 11th Floor
Chicago, IL 60602

Phone: 312.781.5681
Fax: 312.781.5407
Carole.Utech@chicagofestivals.org
www.chicagofestivals.org



State Street Thanksgiving Parade™

2005 Volunteer Positions – Applications due October 14, 2005

Here's your chance to get involved in Chicago's most exciting holiday tradition, the 2005 State Street Thanksgiving Parade™! Come and be a part of this amazing event on **Thursday, November 24 — Thanksgiving Day**. We have many opportunities for individuals, families and groups to show their dedication to our community. Please call the Chicago Festival Association for information about how your corporation, organization, or other group can get involved at 312-781-5680.

*Please note: All volunteer applicants **under 12 years old** OR who do not meet specific position age requirements must get permission from the Chicago Festival Association to participate. All volunteers must attend their assigned volunteer orientation session in November. You will be notified of date and location.*

BALLOON HANDLER

Ever wonder how a 30 foot Kermit the Frog makes his way up State Street? Help maneuver 3,000 cubic feet of helium under the El tracks and down the parade route. **Must be 16 years of age.**

BANNER CARRIER

Make your television debut! Join hundreds of other famous hopefuls proudly carry unit and partner banners up the route. Banner carriers are required to wear khaki pants.

Must be in good health; you may walk between 1 and 3 miles the day of the event.

BEAUTIFICATION

Join the most important team of the Parade! Keep the route of Chicago's #1 televised parade looking neat and clean. Each volunteer will be assigned one city block to collect refuse after the Parade ends. **Gloves and supplies provided.**

BLOCK MARSHALS

Are you always on time? Then we need you! Block Marshals are stationed at every block to maintain the speed and spacing of units as they march up State Street. Route marshals communicate with step-off, the TV Zone and parade participant units to achieve perfect parade timing.

COMMAND CENTER

Experience the central communications hub for the entire Parade. Coordinate radios and other communications equipment with our Command Center director. Technical experience is a plus.

DISBAND

Where do all the participants go after at the end of the Parade route? Find out on the disband team. Volunteers direct units to their appropriate disband areas insuring units maintain forward motion and keep the TV zone from backing up.

DRIVERS

A clean driving record and a license is all that's needed to be in the best seat in the house Parade morning. Sit behind the wheel of a convertible or tow a beautiful float and make your television debut in style.

Must be 21 and have a clean driving record.

GREEN ROOM

Here's your chance to get in where even the paparazzi can't – entertain Chicago's hottest celebrities and honored guests in the Parade's Green Room. Green Room volunteers assist as escorts to our honored guests and celebrities; making sure everyone is comfortable and relaxed. **Must have been a volunteer for a minimum of 3 Parades**

HOSPITALITY

Calling all social butterflies! Our hospitality committee hosts our very important guests by assisting with food service, clean-up, ticket collection and crowd control. Get a fantastic view of the Parade from the VIP section, right in front of Marshall Field's. **Must have been a volunteer for a minimum of 3 Parades**

HOSTING STAFF

Do your friends call you the hostess with the mostess? As a member of the hosting staff you will be responsible for entertaining honored guests and celebrities during parade week. You will pick up guests at the airport, show them the sites of the Windy City, and transport them to the Parade route.

You must be 21, have a car and a clean driving record.

MERCHANDISE

Do you have retail experience and love interacting with people? Join our merchandise team and pass out goodies to the crowd, sell Parade souvenirs, or reward other hard-working volunteers like yourself as you distribute volunteer gift bags at the end of the Parade.

POO CREW

Do you crave applause and attention? Join the equestrian waste removal squad and receive the loudest cheers on the route! Always a crowd favorite, Poo Crew teams will be assigned to an equestrian unit to monitor and remove animal waste. Grab friends or family and make a Poo Crew of your own. **Gloves and supplies provided.**

RISK MANAGEMENT

Are you good with directions or always ready with a helpful smile? Members of the risk management team are positioned at each block to assist spectators in finding restrooms and merchandise, and controlling the flow of pedestrians across the Parade route.

SHUTTLE ESCORTS

Take a ride with our Parade celebrities as a shuttle escorts! Ride with them in the shuttle from the Green Room to their on-site locations and ensure that their journey is safe, successful, and enjoyable.

STAGING

Our staging committee members are the first people to greet Parade participants. Check-in incoming units and direct them to their staging area. Then get ready to monitor, direct, and usher participants to the integration area and into the line-of-march.

TECH CREW

Learn just what goes on behind the scenes to put on such a large scale event. Techies will assemble and dismantle the décor and props along the route as well as assist with the Parade strike.

TV PRODUCTION

Be a part of the television action— live on State Street! Our TV production crew works tirelessly to communicate directions from the producer to participants on street, stopping units for commercial breaks and cueing them for staged performances. Television experience is a plus. **Must have been a volunteer for a minimum of 3 Parades**

VOLUNTEER CHECK-IN

Welcome all the wonderful State Street Thanksgiving Parade™ volunteers with a smile. Team members will be responsible for checking in volunteers and answering questions about their day-of-event responsibilities.

THANK YOU!



THANK YOU!



THANK YOU!



Chicago Festival Association

111 North State Street, 11th Floor, Chicago, IL 60602 Phone 312.781.5681 Fax 312.781.5407 www.chicagofestivals.org

Northwest Festivals & Events Conference Session Coordinator

The Session Coordinator (SC) is responsible for making sure that individual workshop sessions run smoothly and that the needs of the speakers are being fulfilled so they can put forward their best efforts. Please pick up your packet at the registration desk for each session you are assigned approximately 10 minutes prior to that session. A packet will be prepared for each session you are hosting with a short bio, evaluation forms and a sheet to fill out based on attendee counts.

Introduction of Speakers

Make the introduction for the each speaker. A biography on the speaker (s) you will be introducing will be provided. If you find that a biography is missing, we ask that you approach the speakers at least a few minutes prior to the session and ask them to tell you a little about themselves, for introduction purposes. Check with the speaker to get the correct pronunciation of their name.

Meeting Room Requirements

As an SC, you will be the contact and liaison between the scheduled program and the on-site logistics of the convention. Necessary materials, such as AV equipment, podiums, room signage, water for the speakers, etc. have been arranged in advance. Our responsibility is to make sure these materials have been facilitated and placed accordingly. If you find that any AV requests have not been provided, please contact the Session Controller on duty at the registration desk.

Attendance

We would like to know how many people attend each session. So please count the attendees and record that information on the folder for your session.

Handout Copy

We would also like to collect two copies of each handout to keep with our resource files. Surplus copies should be collected and placed in the folder representing your session / speaker and returned to registration.

Session Coordinator as an information source

As a conference leader, people will ask questions on times, places, committee, other members, etc. we therefore ask that you familiarize yourself with the program as much as possible.

Announcements

There may be changes in pertinent information regarding scheduling, facility, speaker changes, among other important announcements. It will be necessary for you to pass this information along to convention delegates at the time of your speaker introductions.

Cell Phones

Get them turned off.

Once again thank you for serving the NW Festivals & Events Conference as a session coordinator!

Sample Event Timeline

Month	Date	Project	Description	Assigned to	Completed
July	15th	Theme	Conference theme finalized		
August	10th	Sub Committees	Chairs/Co chairs for all sub committees		
August	14th	Email	Email broadcast to all state members		
August	14th	Press Releases	Statewide press releases on Conference/Location		
September	11th	Postcards	Save the Date/Members/Conf attendees 2 years		
October	2nd	Keynotes	Final Keynotes Confirmed		
October	16th	Press Releases	Statewide press releases/featured keynotes		
October	17th	Mailing List	Finalize mailing lists		
November	9th	Sponsors	Final Sponsors Confirmed		
November	2nd	Graphics	Final Graphics draft layout- some sponsors to come		
November	6th	Speakers	Final Speaker Confirmations		
November	7th	Roundtables	Final roundtable sessions/with facilitators		
November	8th	Speakers	Final bio, photos, AV requirements		
November	7th	Entertainment	Final Entertainment Confirmed		
November	21st	Program	Final Layout for Program Brochure		
November	20th	Conf 2008	Final Site Selection for 2008		
November	27th	Conf Meeting	Conf. executive Meeting or Conference Call		
November	29th	Program	Program submitted to Printer		
December	5th	Press Releases	Statewide press release/conference program		
December	13th	Program	Conference Mailing of Program		
December	5th	Registration	Web Registration available on line		
January	15th	Press Releases	Statewide promotion/conference/registration		
February	12th	Silent/Live Auction	Final silent/live auction items for conference		
February	20th	Trade Show inv.	Invitation to Chamber/CVB/Wine Association		
February	25th	Reg. Packs	Final agenda for registration packs		
February	25th	Reg. Packs	Final material for registration packs		
March	9th	Volunteers	Volunteers scheduled and assigned		
March	22nd	Registration	Packs are stuffed and prepared for registration		
March	25th	Conference			
	26th	Conference			
	27th	Conference			
April	30th	Thank you	Final wrapup - thank you's, etc.		
May	15th	Financials	Final financial reports		

Northwest Festivals & Events Conference
Sub Committee Definitions
7/26/2007

Volunteer Committee:

Recruiting, job descriptions and training of volunteers for the following positions or assignments –

Conference registration desk – all hours covered (may have interns)

Officer of the Day or Session coordinator (job description available)

Ambassadors – greeters, at all functions, schedule, train

Registration packet assembly, arrange volunteers

Volunteers for trade show set / strike, arrange volunteers with mike.

Special Events Committee

Coordinate Opening reception, first timers, etc. Agenda, assignments

Coordinate Awards Luncheon / work with Awards committee

Silent and Live Auction reception coordination (work with auction committees)

Closing party

Bring FUN back

Marketing Committee

Works with staff and interns to update and expand mailing list

Assists staff in creation of and distribution of news releases

Researches expansion of target market

Work with Trade show committee to market to public

Awards Committee

Individual awards by each state

Creation of NW Awards

Works with Special Events Committee on Luncheon

Coordinate display plan

Speakers and Sessions

Keynote Speakers – arrange, within budget

Bios, AV requirements / copies – done in house

Special needs

Auction Committee

SILENT: Each state shall coordinate their individual silent auction with this committee coming together to process payments, present a seamless event for buyers

LIVE: Arrange for auction items, auctioneer, and all materials necessary plus work with special events committee and marketing committee to publish auction list and promote the event

Trade Show Committee –

Made up of Trade Show Sponsor and Executive Director

Produce and sell trade show

Work with marketing committee to invite local community and promote show

Sponsorship Committee –

Made up of Event Producer and Chair

Creation of sponsorship packages

Work with all committees on sponsor needs and fulfillment

Contracting and follow through on all sponsor negotiations