

Highland Day 2009 ~ Volunteer Opportunities

Volunteers!



Please **PRINT** your contact information.

Volunteer Name:		E-mail:	
Street Address:			
City:	State:	Zip:	
Home Phone:	Mobile:		

Producing a successful event like Highland Day takes a team hard-working, caring folks like you, who are dedicated to promoting their neighborhood and building a sense of community. Please read over the numerous volunteer opportunities list here. We have needs to match everyone's schedule and talents!

Highland Day is Saturday, October 3, 2009, with the actual event running from **11:00am until 4:00pm**. We need a dedicated team of volunteers to provide community service before, during and after the event.

Please mark a ✓ next to the volunteer assignment(s) that are of interest to you.

DAY BEFORE EVENT

Friday, October 3, 2009

✓	Assignment	Approximate Time Frame
	Set up Crew - distribute tables and chairs, install signs, deliver materials to merchants. (Some volunteers will be needed to lift/carry some heavy items.)	Friday, October 2, 2009 3:00 – 6:00pm
	Fold & Stuff – fold event schedules & insert into directories	Friday, October 2, 2009 10:00 – 1:00pm
	Accept Deliveries – be on site to accept delivery of various supplies, materials & equipment (2 shifts)	Friday, October 2, 2009 8:00 – 12:00noon & 12:00- 4:00pm
	Volunteer Center – prepare volunteer package, sort t-shirts, arrange volunteer sign in area	Friday, October 2, 2009 10:00 – 1:00pm
	Exhibitor Distribution –prepare exhibitor packages for Saturday morning delivery	Friday, October 2, 2009 10:00 – 1:00pm

Over please ➡

DAY OF EVENT**Saturday, October 3, 2009**

✓	Assignment	Approximate Time Frame (2shifts generally indicated)
	Morning Set-up – deliver event materials, staff volunteer station, set-up volunteer breakfast	Saturday, October 3, 2009 8:00 – 11:00
	Ticket Sales – staff ticket booths to sell tickets for various activities (hay ride, beer garden, food stations, TBD)	Saturday, October 3, 2009 10:30 – 1:30 & 1:00 – 4:00
	Parking Assistant – work with the Scouts to direct cars for parking, communicate w/ shuttle van for satellite parking needs	Saturday, October 3, 2009 10:00 – 1:00 & 1:00 – 4:00
	ID Checkers – check for valid license/IDs for guests to purchase beer; good eyesight & math skills required!	Saturday, October 3, 2009 10:30 – 1:30 & 1:00 – 4:00
	Food Sales – manage sale of pre-packed snacks & drinks at Kids' Zone area, handle cash box, manage inventory, keep order	Saturday, October 3, 2009 10:30 – 1:30 & 1:00 – 4:00
	Sanitation Engineer – check/empty trash containers, litter patrol event grounds & food court, check portolets for supplies/cleanliness	Saturday, October 3, 2009 11:00 – 2:00 & 2:00 – 5:30
	Kids' Zone Staff – lead games & activities, keep order, distribute prizes, other tasks TBD	Saturday, October 3, 2009 10:30 – 1:30 & 1:00 – 4:00
	Community Canvas – staff art station, manage supplies, attract & assist guests, make it fun	Saturday, October 3, 2009 10:30 – 1:30 & 1:00 – 4:00
	Beer Garden – Pour beer from kegs, sell sodas, keep area clean, bee patrol *** MUST BE 21 yrs old ***	Saturday, October 3, 2009 10:30 -1:30 & 1:00 – 4:00
	Errand Runner –deliver/pick up materials to various areas of crossroads, as needed	Saturday, October 3, 2009 9:30 -12:30 & 12:30 – 3:30
	Clean Up Crew – take down signs/banner, collect chairs/tables, collect materials, move & load as needed	Saturday, October 3, 2009 4:00 – 6:00pm
	Grab-Bag – more jobs & tasks yet to be determined but we know we will need your help!	Saturday, October 3, 2009 9:00am – 5:00pm

DAY AFTER EVENT

✓	Assignment	Approximate Time Frame
	Final Check – scan crossroads for trash, event materials, lost/found items, return supplies, as needed	Sunday, October 4, 2009 8:00 – 10:00am

In case of inclement weather, GHCA may invoke the Rain Date Plan. We will do our best to notify volunteers of Rain Date Plan. If Rain Date Plan is put into motion ALL Saturday, October 3rd jobs will switch to Sunday, October 4th. Event Set Up will remain Friday, October 2nd rain or shine.

Your **FABULOUS VOLUNTEER BENEFIT PACKAGE** includes:

- GHCA T-Shirt
- Food Tickets
- Activity Passes
- Deepest Appreciation from GHCA
- Opportunity to meet your neighbors & make new friends
- Volunteers 21 years & old will be invited to drain the kegs at 4pm on October 3rd.

Please return this form to Charlotte Williams today. We will contact you soon to make arrangements so that you may fulfill your role as a VIP Volunteer for Highland Day 2009!

☎ 301-854-0709 Phone OR 301-854-0280 Fax

✉ lutton@prodigy.net

📍 GHCA ♦ P.O. Box 235 ♦ Highland, MD 20777

Greater Highland
+Crossroads
Association