

HOMETOWN HEROES VOLUNTEER APPLICATION FORM 2012

please print

Volunteer: _____ Organization if applicable: _____

Phone: _____ E-Mail: _____

Please list what areas & time you would like to volunteer with:

Release, Hold Harmless Agreement

Name of Event; City of Woodinville's 19 Birthday Cityhood Celebration *Hometown Heroes*

Date of Event: March 31, 2012 & Pre-Event set up on March 30, 2012

Agreement: The organization named above agrees to indemnify, defend and hold harmless the City of Woodinville, The Y at the Carol Edwards Center, Woodinville Chamber of Commerce, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity.

I have read the above information and have the authority to sign for the organization or volunteer named above.

____/____/____
Date

Signature

Print Name

Please sign in at celebratewoodinville.weebly.com when you find a spot you would like to fill.

We also need advance notice to make you a nametag for the event.

Return Application by March 25 to:

*or Hand deliver at the check-in booth

**The Y at the Carol Edwards Center
Attention: Catherine Howard CW 12
17401 133rd Avenue NE
Woodinville, WA 98072**

Celebrate Woodinville 2012 “Hometown Hero Volunteer’s list” 3/11/2012

3 VOLUNTEER DIRECTORS— FRIDAY, MARCH 30TH & SATURDAY MARCH 31ST

Some advance preparation, coordinate with Event Lead, supervise volunteers, trouble shoot, bring roller skates (just kidding)

Friday 3:30 pm - 7:00 pm and Saturday 8:00 am - 6:00 pm (may finish early)

Hometown Hero Information/Volunteer Check-in Booth: 2 day volunteer Diane Mischke,

Children's Activity & Family Resource Fair: 2 day volunteer: Wendy Howard, daughter

Amateur Talent: Tonnnull & Art Exhibit: 2 day volunteer Penny Kjelgaard

ON SITE PARKING AVAILABLE—FRIDAY ONLY

FRIDAY MARCH 30TH -TASK LIST

Hometown Hero Information Booth: Lobby Set-up: *Diane Mischke

set– up first, tables, chairs, etc.—to use for volunteer check in, Nametags, group signs, balloons, crowns, programs, information etc.

Amateur Talent & Art Exhibit: gym partial Set-up

Hang Art Work, from schools and others , Penny Kjelgaard put out chairs, a 5-8 tables, sound equipment, miscellaneous details,

Children's Activity & Family Resource Fair: Madrona Room Set-up Wendy Howard

set up Activity Fair in Madrona & evergreen room, tables, chairs, signs etc.

FRIDAY-ADVANCED SET-UP VOLUNTEERS NEEDED:

3:00 pm..... 4 peopleto move tables from building c to building d *1 Joe Burch 3-5pm

4:00 pm-7:00 pm 1 personcheck in volunteers, information, directions *Could be seated Job *1 done

4:00 pm-6:00 pm 12 people.....set up Tables– Chairs, hang Art work tablecloths & miscellaneous details *4 Woodinville Community Church

5:00 pm-7:00 pm 6 peoplefinish set up of Tables, Chairs, tablecloths, signs etc. *2

FRIDAY GROUPS-NONPROFIT SET-UP

See: Terms of Agreement

..... 5:00 pm -7:00 pm Each group in the event is responsible for their set-up crew, we will do table, chairs, event table cloth (red & blue)

We also should have people available to help carry from supplies from cars. (within reason)

Saturday March 31st – drop off parking only: **NO ONSITE PARKING** on the lot after 8:45 AM

All vehicles must be off the lot. No Exceptions

* Parking lot opens at 9:00 am for the Arts & Craft Fair produced by Woodinville's Farmers Market.

* Parade Route Streets are closed from 10: am—12:00 pm Allow time to park & walk.

* Woodinville Fire & Rescue Pancake Breakfast & the parade line-up are in easy walking distance from the Carol Edwards Center.

Celebrate Woodinville '12

Saturday, March 31st 2012

“ Volunteer’s Needs”

SATURDAY MARCH 31ST MASTER OF CEREMONY

MAY SET UP ON FRIDAY EVENING OR EARLY SATURDAY MORNING

11:30 am-4:00 pm..... 1 person..... MC for Amateur Talent Show Exhibition *can be part of group *Have group,

SATURDAY MORNING

Help with event decorations, make balloon bunches, we have clips no tying for helium balloons, or finish set-up: chairs, tables, art work, etc.

8:00 am-10:00 am..... 1 person..... Volunteer Check in Booth - 2 day Volunteer -Diane Mischke

..... 4 person..... help with balloon's *1 Dorothy Dobbins

..... 2 persons finish set up in gym *1 Joe Burch

10:00 am-12:00 pm..... 2-4 person..... help with balloon's , event decorations

..... 1 person pop corn machine,

SATURDAY AFTERNOON AMBASSETORS—In honor of our 29th Basset Bash

Door Security, give directions, hand out Programs, No Food allowed in the gym ,*could be sitting job*

11:30 am-2:00 pm..... 2 persons Entrance of lobby

..... 1 person..... Gym Front Door

..... 1 person..... Gym Back Door

2:00 pm-4:00 pm..... 1 person..... Entrance of lobby

..... 1 person..... Gym Front Door

..... 1 person..... Gym Back Door

SATURDAY AFTERNOON 11.30 AM TO 4:15 AMBASSETORS AT LARGE

..... 4-6 person..... work as needed , fill in on other spots, etc More is better, *Mickey –2 day volunteer

..... 2 people popcorn machine, All day or part of day

HOMETOWN HERO INFORMATION BOOTH

Check in volunteers, hand out crowns, balloons, programs *2 day Volunteer -Diane Mischke

12:00 pm-2:00 pm 4 people *Girl Scout Troop: Teresa Perdue, Kimberly Perdue, Emily Allen, Becca Mischke

2:00 pm-4:00 pm..... 3 people *1 person-could be sit down Job

SATURDAY CLEAN-UP CREW

The most important of all jobs. cleanup after the event take down tables chairs put away racks, move art work pictures etc. pick up garbage, sweep/vacuum, With a good crew of volunteers, we could all go home early.

4:00 pm - 6:00 pm..... 4 people take down signs, art work/takes time, collect paperwork, lost articles *1

..... 1 person clean popcorn machine,

..... 12-14 people that can lift, put away tables chairs, clean-up *more would make the job go faster, we could be out before 6 pm

MONDAY APRIL 2ND & POSSIBLY TUESDAY APRIL 3RD

volunteers needed to be on hand for people picking up art work. Shifts are up to you, will work with you on which hours, needed from 10:00 am until 7:30 pm

* return volunteer form by mail or hand deliver March 25 th 2012 We will also have forms at Hometown Hero Information Booth

Sign in at celebratewoodinville.weebly.com as soon as you find a position you can fill, in order to have an official event nametag ready, or call: 425-485-6959