

Walkathon/Festival Volunteer Information.

First of all, I would like to thank all of you for volunteering your time for this special event. We could not have done anything without your support. If at any point of time you have any questions or problems please do not hesitate to contact our board. This board is made of wonderful, hardworking volunteers. We will try our best to help you out. You may contact us at Collins_pta@yahoo.com.

We have a print out with all volunteer names and jobs assigned. Some of you had specified time and booth; we have tried our best to respect your preferences. Others have been assigned jobs as required. If any of you are not comfortable or would like to change the time/booth please do let us know and we will try our best to accommodate you someplace else.

Here is a brief description of the jobs that are scheduled

Set-up Volunteers: Will be responsible for setting up the tents and tables on the walkathon day. You will need to come at **8:00 am**. Remember to sign in..

Walkathon Registration: This begins at **9:30 am**. You will sit at the registration table. At the table we will keep boxes sorted out by grade level. Each box will have a manila folder with a room numbers. You will also have a student list sorted on grade and room number. There will also be boxes to keep donations. There will be some **guest** lap cards.

When a student/adult comes to register, do the following

1. Take the Pledge form and donation from the student. Read the room number on form. If no room number on the form, ask the student his room number.
2. Find the manila folder of that room number and take out the child's lap card. Give the lap card to the child.
3. Put the pledge form and the donation in the donation box.
4. Put a check mark against the child's name in the student list. This is for our information that the lap card has been given to that student.
5. Remind the student that s/he is responsible for returning the lap card to you after they are done walking. If we do not have their card we cannot give them credit-★
6. If adults also want to walk, give them a **guest** lap card and let them know that guest laps will not be counted for any competition.

Your assignment will be for a certain time. After that time, the next person should arrive. Before you are relieved from this duty, please give the next person instructions on how the booth works. If the next person doesn't show up, please get in touch with a PTA board member ASAP. **DO NOT LEAVE REGISTRATION DESK UNATTENDED.**

Volunteer Registration: You will be at volunteer registration booth. There will be a sign in/out sheet to record volunteer hours. There will also be volunteer stickers. You will be responsible for registering volunteers. They may be parents, or middle/high school volunteers. Here are the things you will do

Parent volunteers - Check-in the parent volunteers. The parent volunteers will have to sign in on a sign-in sheet. Give them a volunteer sticker and tell them to write their name on it.

If they need assistance on where they need to go, guide them using the information sheet that we will provide to you.

Middle School / High School volunteers – They will also have to sign in. If they have not already registered with us, they will have to write their name and the time they check in and check out.

IT IS MANDATORY FOR HIGH SCHOOL AND MIDDLE SCHOOL VOLUNTEERS TO **SIGN IN THEIR NAME, TIME-IN AND TIME-OUT** IF THEY WANT INDIVIDUAL SERVICE AWARD CERTIFICATE. WE WILL NOT BE RESPONSIBLE IF ANY INFORMATION IS MISSING.

Lap card punchers: After registering at the volunteer registration desk, please proceed to the grasstop. You will be provided chairs and card puncher. As students complete their laps, they will approach you to get their lap cards punched. You just have to make sure that you punch the lap cards as the students / adults complete the lap.

Prize/Incentive Booth: After registering at the volunteer registration desk, please proceed to the grasstop. For every few laps, we have some incentive. The picture of the incentive will be printed on the lap card. The walker may claim the incentive as they complete the appropriate lap. Make sure that you put a small x mark next to the incentive hole to let us know that the incentive has been claimed.

Raffle: After registering at the volunteer registration desk, please proceed to the raffle booth. We are having a bunch of incentives. The poster for each raffle will mention what the raffle is about and how many tickets are required. The student/adult are required write their name, room number and phone number on the back of the ticket. All the raffle winners will be declared on Friday, October 26, 2007. **ONLY TICKETS CAN BE USED. NO CASH PLEASE.** Tickets can be purchased at the ticket booth.

Games: After registering at the volunteer registration desk, please proceed to the game that is assigned to you. We will be having High School and Middle School volunteers help you at the game booths. All the rules and posters of the games will be ready for you at the booth. If you run out of prizes let us know and we will take care of it. Make sure you don't leave the booth before your replacement arrives. It can be overwhelming for the students to manage the booth by themselves. **ONLY TICKETS CAN BE USED. NO CASH PLEASE.** Tickets can be purchased at the ticket booth.

Food: After registering at the volunteer registration desk, please proceed to the food stall that is assigned to you. We will have the price for each food item written on the poster for you. Again, **TICKETS ONLY, NO CASH.** And **REMEMBER** to wear the latex gloves provided at the booth while serving the food.

Ticket Booth: After registering at the volunteer registration desk, please proceed to the ticket booth that is assigned to you. We will provide you tickets and some cash in change to get started. Please do not use your own cash. On the day of the event the one ticket will cost \$1. You should accept only cash. No checks or credit cards. You will have cash box. Please put the cash in that box.

PTA Booths: After registering at the volunteer registration desk, please proceed to the PTA booth. Here we will have the PTA spirit items and some basic First aid.

If anything changes about your volunteer duty we will have appropriate paper available at the volunteer registration booth.