



GENERAL INFORMATION FOR VOLUNTEERS

VIII FOOD FESTIVAL OF THE AMERICAS

Sunday, April 30, 2006



KEY INFORMATION

Orientation Meeting

Orientation and festival information will be provided to volunteers at the beginning of each shift.

Attendance

We absolutely count on your attendance. If an emergency arises, or there is any reason you cannot make your shift (s). Call Maria Fuenmayor at (202) 458-3727.

Arrival

Please arrive at the festival ½ hours before your shift is to begin. You will need this time to walk over to Volunteer Booth, sign in, change into your T-Shirt, and get to your designated volunteer spot on time. This extra time allows the volunteer working on the shift before you to be able to leave on time.

Breaks

Please work together regarding a 20 min. break on each 4-hour shift. We feel confident that you can collaborate with the other volunteers in the area in which you are working, to take your break in a staggered order, so that there will always be enough people left to assist our Festival guests, staff, artists, etc.

Departing

We also count on you checking out at Volunteer Booth so that we know you have completed your shift.

Volunteer Refreshments

Tickets for the festival are complimentary at Volunteer Booth.

Festival Etiquette

You will receive a Festival t-shirt when you arrive at Volunteer Booth. You must wear this at all times when you are acting as a volunteer. You will also receive a name-tag.

Weather Policy

The show must go on! We will only cancel the Festival if weather is extremely severe and dangerous.

Directions to the Festival (OAS Building)

By Metro

From the Orange and Blue lines (A 10-15 minute walk):

- Take the Farragut West metro stop.
- Exit the station on 18th Street, and walk south on 18th Street towards Constitution Avenue
- Turn left on C Street.

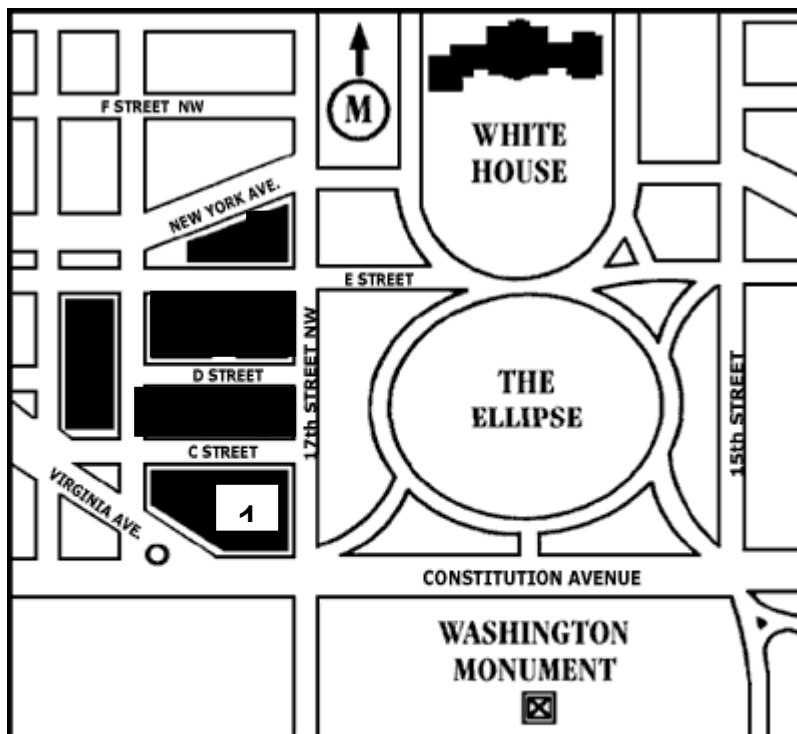
- The Festival main entrance is in the middle of the block.

From the Red Line (A 10-15 minute walk):

- Take the Farragut North metro stop.
- Exit the station on 17th Street, and walk south on 17th Street towards Constitution Avenue.
- Turn right on C Street.
- The Festival main entrance is in the middle of the block.

Parking

- Metered street parking is available but limited. C Street will be closed for the event.
- There are parking garages located in the area on New York and Pennsylvania Avenues, and 17th and 18th Streets.



1. Organization of American States (OAS)

VOLUNTEER BENEFITS

All volunteers that help will receive:

- Free t-shirt
- Tickets for food and beverage
- Certification for practicum hours or community services
- Lot of FUN!

FESTIVAL POSITIONS

Check-in / Information Booth

As an Information Booth Volunteer, you are often the first interaction that a guest will encounter. Your duties will be staff the information booth, distribute information and provide general information when asked questions by guests.

Volunteer Booth

You will be interfacing with all of the Festival Volunteers. The responsibilities include signing volunteers in and out, distributing T-shirts, nametags and food tickets. You may be helping check the volunteer schedule to keep all areas staffed.



Ticket & Raffle Booth

Be a salesperson, sell tickets, must be comfortable with handling money and making change. This position is available only for Spanish Catholic Center Volunteers.

Beverage Booth

Assist to selling soft drinks and water.

Children's Area

Assist Children with making crafts, play with kids and participating in a variety of activities (games, arts & crafts, face painting, etc).

Runner

As a runner, you will be stationed at Volunteer Booth. In a moment notice, you may be asked to help out anywhere in the festival.

Set Up

Assisting to setting up tables, tablecloths, putting chairs, signs, etc. Helping to setting up the information, sponsor, volunteer, silent auction and beverage booths.

Take down site (Breakdown)

Helping take down the Festival after the show has closed. You will be taking down tables, signage, decoration booths, etc. The ability to lift boxes and heavy items is required.

First Aid Service

Provide basic first aid assistance (ice packs, band-aids, water for heat exhaustion, etc.). Medical background is required (nurse or doctor).

Silent Auction

Help the chairperson with the bid sheets.

Entertainment

Help the chairperson to all production aspects of the artistic program and assist performers. Have everything they need (e.g., water, announcements)

Security

Working as a team, we are the eyes, ears, and feet of the Festival to keep the Festival safe and enjoyable.

Parking and Traffic Control

Ensuring orderly parking, marking off areas for special parking passes, checking cars for passes, etc. Making sure that the pick-up and drop-off.

Clean up Crew

Sweep, pick up trash, transporting full trash bags to dumpsters.

**The Festival could not take place
without people like YOU!**



ORGANIZATION OF WOMEN OF THE AMERICAS (OWA)
VIII Food Festival of the Americas
April 30, 2006

APPLICATION FORM - VOLUNTEER LIABILITY RELEASE

Name: _____

Address: _____

E-mail: _____ **Phone:** _____

Organization/School/University/Mission: _____

Positions available:

- | | | |
|---|--|--|
| <input type="checkbox"/> Check-In | <input type="checkbox"/> Children's Activities | <input type="checkbox"/> General Supervision |
| <input type="checkbox"/> Information Desk | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Security |
| <input type="checkbox"/> Event Set-up | <input type="checkbox"/> Volunteer & Staff Support | <input type="checkbox"/> Parking / Traffic Control |
| <input type="checkbox"/> Clean Up (Pre-during-Post Event) | <input type="checkbox"/> First Aid Service | <input type="checkbox"/> Beverage Booth |
| <input type="checkbox"/> Take down site | <input type="checkbox"/> Ticket Booth | |

Volunteer Shift: Choose your convenience shift. If you would like to make 2 or more shift please select your preference.

- 7:00 am – 11:00 am (Set-up)
- 11:00 am – 3:00 pm
- 2:00 pm – 6:00 pm
- 4:00 pm – To the End (Take down site)

T- Shirt: The Food Festival will be provided a T-Shirt please let us know what is your T- Shirt Size.

Small Medium Large X-Large XX-Large

In consideration of the acceptance of my registration, I, for myself, my executors, administrators, and assigns do hereby forever release and discharge the Organization of Women of the Americas, Spanish Catholic Center, Inc, and each of their agents, employees, sponsors, affiliates, and subsidiaries from any and all claims, damages, demands, and actions in any manner arising out of my participation in any activity or event relating to the 2006 OAS Food Festival. I attest and verify that I have full knowledge of the risks involved in this activity/event and that I am physically fit and sufficiently trained to participate in it. I hereby grant to the Food Festival of the Americas Organization Committee full permission to use any and all pictures, recordings, images, or other records of this event, including my participation in it, for any legitimate purpose without compensation or remuneration to me.

Signature of volunteer or parent/guardian if under 18 years of age.

Date

For more information contact:

Maria Celeste Fuenmayor
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Organization of Women of the Americas
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Phone: (202) 458-3727 Fax: (202) 458-6854