

2019 VOLUNTEER APPLICATION



July 25th – 28th, 2019

Volunteer Training Date

Park Managers; Tuesday, July 9th, @ 5:00 PM

All Others; Tuesday, July 16th, @ 5:00 PM

in the

McCrobie Building

(41 Lake Street, Oswego, NY)

WWW.OSWEGOHARBORFEST.COM

Dear Volunteer Applicant,

Thank you for deciding to be a volunteer at Harborfest 2019. Below you will find a list of festival sites, job opportunities as well as the application. Please fill out the application in its entirety so we have all the information that we need to schedule you accordingly and make your experience pleasant and safe. Please include your email address.

Please note that there is a lot of important information that we need to share with you prior to the festival so it is important that you attend a Training Meeting so you are completely aware of your specific job responsibilities.

Harborfest Volunteers have transformed this small community dream into a Top Rated, Award Winning Festival. Fill out this application form today and you too can say, "I helped to Make It All Happen!"

Sites: East Park/Washington Square, West Park/Franklin Square, Breitbeck Park & Veterans Memorial Park/River Walk West

VOLUNTEER JOBS/DESCRIPTIONS:

All new volunteers must go through an interview & training process.

- **Set-up & Take Down**
General set-up and take down operations. Involves putting up and taking down fencing, moving tables and chairs, and hanging & removing signs and banners. May also involve the repair and painting of fencing.
- **Artist Helper/Children's Workshops**
Assist children & families with art & craft projects such as the t-shirt workshops, building robots, fairy houses boats, etc. out of recycled materials and, painting kindness rocks.
- **Festival Ambassador**
Distribute programs & lost child tags, and answer questions about the festival, venues/parks, etc.
- **Office Helper**
Assist staff by answering the phone, making copies of documents, answer questions concerning the festival and provide general administrative support.
- **Floater**
Fill-in for any position as needed.
- **Park Crew**
Assist park manager to ensure parks are safe and clean and maintain supplies for park. Duties will include moving tables and chairs, cleaning picnic tables, picking up garbage, emptying garbage cans, moving garbage bags to the dumpsters, etc.
- **Park Management**
Assist with vendor set-up and daily operations of assigned park, including enforcing policies and maintaining a safe and friendly environment.
- **Parking Attendant**
Monitor the assigned parking area to ensure that the parking area is used as designated i.e., only vehicles with handicap license plates or other appropriate designation are allowed into the handicap parking lot and that individuals wishing to park at the west end of the McCrobie building have an appropriate parking pass.
- **Vendor Relief**
Provide relief for vendors so that they may purchase something to eat/drink and/or use the restroom. The volunteer is responsible for watching the "store" while the vendor is away.

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Keep this Portion for Your Records

COMPLETE THIS APPLICATION AND RETURN IT TO THE HARBORFEST OFFICE

Last Name:	First Name:
Street Address:	Previous Volunteer: [circle one] YES NO
City:	Previous Position(s):
State: Zip:	T-Shirt Size [circle one]: S M L XL XXL XXXL
Home Phone:	Email Address:
Cell Phone:	Group or Partner to volunteer with:
Emergency Contact:	Volunteers under the age of 16 must be accompanied by a parent or guardian
Emergency Contact Phone Number: [please indicate home, cell, work]	If under age 16, Parent or Guardian must sign here:

By signing below, I am voluntarily taking part in an activity at or in support of Oswego Harbor Festivals, Inc. and/or Harbor Festivals Guild. I hereby confirm that the information I have provided is true and may be verified.

Signature: _____ Date: _____

Please sign the box above, complete the next page and mail, fax, or deliver this completed form to:

Volunteer Coordinator
Oswego Harbor Festivals, Inc.
41 Lake Street
Oswego, NY 13126

Contact Information:
Fax: 315.343.7390
Phone: 315.343.6858
volunteer@oswegoharborfest.com

SCHEDULING

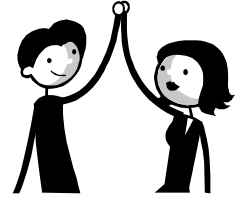
Scheduling requests are filled on a first-come, first served basis. Schedule assignment letters will be mailed prior to or distributed during **Volunteer Orientation & Training**.

1st Choice Site: _____ Position: _____

2nd Choice Site: _____ Position: _____

Do you know someone we could contact to also be a volunteer?

Name _____ Contact Info _____



To be assigned together, volunteers should identify their partner(s) and deliver their Registration Forms together to the Harborfest offices. All efforts will be made to honor requests.

Placement cannot be guaranteed!

****Typical volunteer shifts are about 4 hours each****

Day/Date	What hours are you available?
Pre-Festival Set-up or Office Help (begins 7/15)	
Thursday, 7/25	
Friday, 7/26	
Saturday, 7/27	
Sunday 7/28	
Post-Festival Take-down (begins 7/29)	

Information below is for Harborfest Office Use Only

DAY:	SHIFT:	VENUE:	JOB:	CONFIRMED:

Date Received by Harborfest: _____

Database Updated by: _____