



Hi Volunteers!

If you haven't been volunteering much in the last while, no fear, here is your chance to swing back into action! We are now recruiting for the 20th Dragon Boat Festival, which will take place on June 21st and 22nd, 2008 at Toronto Centre Island. Here is the link to its official website for more event information: <http://www.dragonboats.com/>.

We are looking to fill volunteer positions for the Mainland, Hospitality, Stage & Entertainment, Race Site, Souvenirs, Photo Booth, and the VIP tent to make the 20th TIDBR Festival a smashing – or rather, splashing – success! Whatever position you decide to volunteer for, you'll be able to make it fun, fun, fun!

Volunteering hours vary according to the position. We require a time commitment of two days during the festival. We will also require volunteers to attend a **MANDATORY Volunteer Orientation Session** (Date: Sunday 08-JUN-08).

Only ***ONE*** registration form is required per team (maximum of six volunteers to a team). If you are registering as a team, you must designate one team member to be the Team Captain. Alternatively, you can also register as an individual. As usual, if you're interested in participating, please complete the registration attached, and **scan and email to dragonboat@thevolunteerconnection.org or fax it to 905.883.6113**. Applicant's preferred areas of interest are subject to availability and may be stationed outside of area of preference. Apply early as spaces are limited and will be on a first come first served basis. Feel free to forward this application to your friends!

Thanks and hope to hear from you soon!

The Volunteer Connection

The Volunteer Connection Team

www.thevolunteerconnection.org



Descriptions of Roles & Responsibilities

1) Mainland

- Set-up Main Entrance in the morning;
- Set-up volunteers registration tables and chairs;
- Put up all signs in visible areas;
- Check off volunteers present on master volunteers list & ensure consent form is received;
- Hand out prepaid tickets to registered volunteers who have checked in and direct them to report to the Command Post at Centre Island;
- Direct volunteers, dignitaries and guests with VIP pass or prepaid ticket to the Express Lane Entrance;
- Clean up main areas at end of shift;
- Take tables and chairs back to the appropriate area on Saturday and back to the island on Sunday. Clean up on both days. Take down all signs on Sunday.

2) Hospitality

- Deliver food and water to volunteers and staff at Mainland and Ferry dock;
- Deliver food and water to volunteers and staff at Race site;
- Deliver food and water to International teams;
- Deliver food and water to volunteers, judges and staffs at Starting point;
- Deliver food and water to volunteers and officials at Grandstand.

3) VIP Tent

- Tables & chairs set up;
- Provide security for VIP tent;
- Arrange food-delivering time;
- Check and collect VIP lunch coupon;
- Serve food and maintain cleanliness at VIP tent.



4) Stage & Entertainment

- Provide security for the change area and stage entrance;
- Check performance schedule and make sure the next performance is ready to go;
- Move props for the next performance on and off the stage as quickly as possible;
- Prepare plaques and cups for Sunday awards presentation.

5) Souvenirs

- Display souvenirs openly and visibly;
- Sell souvenirs according to price schedule;
- Track sales of souvenirs according to product category;
- Hand out Festival Program books;
- Direct guests and spectators to Command Post if they're looking for information.

6) Race Site

- Prepare and check race teams prior to boarding boats;
- Secure the boats to the dock and release boats when leaving dock;
- Bail out water as necessary from boats;
- Make sure there are enough paddles and life jackets on each team;
- Provide security and safety for the race site and surrounding areas;
- Updating scoreboard and providing general assistance.



Volunteer Registration Form (Please Print CLEARLY)

TEAM CAPTAIN – VOLUNTEER 1

First name: _____ Last name: _____ Sex: M / F
 Date of Birth: _____ (MM/DD/YY) Home #: _____ Cell #: _____
 Address: _____
 City: _____ Postal Code: _____ Email: _____
 In case of emergency, contact: Name: _____ Phone: _____

VOLUNTEER 2

First name: _____ Last name: _____ Sex: M / F
 Date of Birth: _____ (MM/DD/YY) Home #: _____ Cell #: _____
 Address: _____
 City: _____ Postal Code: _____ Email: _____
 In case of emergency, contact: Name: _____ Phone: _____

VOLUNTEER 3

First name: _____ Last name: _____ Sex: M / F
 Date of Birth: _____ (MM/DD/YY) Home #: _____ Cell #: _____
 Address: _____
 City: _____ Postal Code: _____ Email: _____
 In case of emergency, contact: Name: _____ Phone: _____

VOLUNTEER 4

First name: _____ Last name: _____ Sex: M / F
 Date of Birth: _____ (MM/DD/YY) Home #: _____ Cell #: _____
 Address: _____
 City: _____ Postal Code: _____ Email: _____
 In case of emergency, contact: Name: _____ Phone: _____



VOLUNTEER 5

First name: _____ Last name: _____ Sex: M / F
 Date of Birth: _____ (MM/DD/YY) Home #: _____ Cell #: _____
 Address: _____
 City: _____ Postal Code: _____ Email: _____
 In case of emergency, contact: Name: _____ Phone: _____

VOLUNTEER 6

First name: _____ Last name: _____ Sex: M / F
 Date of Birth: _____ (MM/DD/YY) Home #: _____ Cell #: _____
 Address: _____
 City: _____ Postal Code: _____ Email: _____
 In case of emergency, contact: Name: _____ Phone: _____

Group Requisition & Job Preference:

JOB PREFERENCES: Indicate you group's preferences by number, with "1" being the most preferred.

<input type="checkbox"/> Mainland	<input type="checkbox"/> Hospitality
<input type="checkbox"/> Stage and Entertainment	<input type="checkbox"/> Race Site
<input type="checkbox"/> Souvenirs	<input type="checkbox"/> No Preference
<input type="checkbox"/> VIP Tent	