



# 2017 VOLUNTEER APPLICATION ST. LOUIS AFRICAN ARTS FESTIVAL

*"Building Community through Culture and Education"*

MAY 27 - 29, 2017

**THIS IS A FILL-IN FORM AND DESIGNED TO BE ABLE TO TYPE ON A COMPUTER:**

To type your information, just begin typing in the shaded area. The area will expand as you type. To get to a shaded area you must TAB or CLICK your mouse on the shaded area. Then print out to sign and date this application. Please return at address listed below.

PRINT CLEARLY, if you are not typing on a computer:

**CONTACT INFORMATION**

NAME			
STREET ADDRESS			
CITY AND STATE			(zip)
TELEPHONE	(home)	(cell)	
	(work)		
EMAIL ADDRESS			
EMERGENCY CONTACT	(name)	(relationship)	
	(phone)	(alternate #)	

**OTHER**

<p>Are you fulfilling a service requirement? <input type="checkbox"/> no <input type="checkbox"/> yes If yes, please answer the following:          It is for: <input type="checkbox"/> school <input type="checkbox"/> church <input type="checkbox"/> sorority/fraternity <input type="checkbox"/> other:          Do you need a letter verifying your service hours? <input type="checkbox"/> no <input type="checkbox"/> yes</p>
<p>If you are under 18 years old, please tell us your age: _____ T-shirt size: _____</p>
<p>List any special needs?</p>
<p>How did you hear about us?</p>
<p>Have you helped us in the past? <input type="checkbox"/> no <input type="checkbox"/> yes</p> <p>If yes, please give details:</p>

\*Volunteer Signature\*: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*IF YOU ARE AGE 16 OR 17, A PARENT/GUARDIAN SIGNATURE IS REQUIRED:**

\*Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing address: The St. Louis African Arts Festival  
3547 Olive Street, Ste. 301  
St. Louis, MO 63103-1000  
Email:volunteer2STLAAF@gmail.com  
Website: www.STLAfricanArtsFest.com

**Please Note:** It is understood and agreed by anyone submitting a volunteer application that neither the African Heritage Association of STL nor anyone associated with the St. Louis African Arts Festival shall be liable for any physical or property damage or loss during the Festival. Further, volunteers agree to hold harmless and indemnify the African Heritage Association of STL, the St. Louis African Arts Festival Committee, or the City of St. Louis for any claims and/or damages that may arise as a result of volunteer's participation in the Festival.

**Deadline for submission of application is Midnight, May 15, 2017.**

**Availability – volunteer shifts & comment section are on the backside/page 2 of this form:**

**Tell us which areas and hours (shifts are usually 3 to 4 hours) you can volunteer.  
Circle Date(s) and mark (X) or circle appropriate shift(s):**

**AVAILABILITY AND INTERESTS**

**THURSDAY, 5/25**

<b>Pavilion Decorator/Volunteers</b> (need 25+) -Secure cover top & skirts to tables. Assist with other projects.	<input type="checkbox"/> 5:30pm-9:30pm
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**FRIDAY, 5/26**

<b>Marketplace Assistant</b> (2 each shift) -Assist Marketplace Coordinator or Logistics Coordinator with any set-up activities, meet and greet vendors, direct vendors to Marketplace Coordinator.	<input type="checkbox"/> 10:00am - 1pm	<input type="checkbox"/> 12:30pm - 3:30pm	<input type="checkbox"/> 3pm - 6pm
<b>Parking Attendant</b> (2 each shift) -Stand sentry at parking lot entrance, check for proper parking passes, and instruct vendors of parking policies.	<input type="checkbox"/> 9:00am - 12 noon	<input type="checkbox"/> 11:30am - 3:30pm	<input type="checkbox"/> 3pm - 6pm

	<b>SATURDAY, 5/27</b>	<b>SUNDAY, 5/28</b>	<b>MONDAY, 5/29</b>
<b>Welcome/Information Station</b> (4 each shift) -Stand sentry at parking entrance. Greet vendors, performers, & patron. Under tent, give out & collect patron surveys & pass out programs. Outside the tent stand in strategic manner & click the number of visitors.	<input type="checkbox"/> 10:00am-2:00pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5:30pm-close	<input type="checkbox"/> 10:30am-2:30pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5:00pm-close	<input type="checkbox"/> 10:00am-2:00pm <input type="checkbox"/> 1:30pm-5:30pm
<b>Logistics Aide</b> (need 2 each shift) -Set-up direction signs in park -Set-up banners at Festival Pavilion	<input type="checkbox"/> 9:00am-1:00pm <input type="checkbox"/> 12:30pm-4:30pm <input type="checkbox"/> 4:00pm-8:00pm	<input type="checkbox"/> 10:00am-2:00pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5:00pm-8:00pm	<input type="checkbox"/> 9:00am-1:00pm <input type="checkbox"/> 12:30pm-4:30pm <input type="checkbox"/> 4:00pm-8:00pm
<b>Children's Village Assistant</b> (need 3 per shift) -Help Artist set-up & notify 15 mins. before end of workshop. Assist children with activities. Recruit passers-by to participate. Clear out area & prep for new Artist.	<input type="checkbox"/> 11:00am-3:00pm <input type="checkbox"/> 2:30pm-6:00pm	<input type="checkbox"/> 11:30am-3:30pm <input type="checkbox"/> 3:00pm-7:00pm	<input type="checkbox"/> 10:30am-2:30pm <input type="checkbox"/> 2:00pm-6:00pm
<b>Cultural Demonstrations Assistant</b> (need 3 per shift) -Help Artist set-up & breakdown each exhibit/demonstration. -Alert Artist 15 mins. before end of workshop. During demonstrations: monitors crowd, keep area clean, and may need to run small errands within the Festival.	<input type="checkbox"/> 12:30pm-3:30pm <input type="checkbox"/> 3:00pm-6:00pm	<input type="checkbox"/> 1:00pm-4:00pm <input type="checkbox"/> 3:30pm-6:00pm	<input type="checkbox"/> 12:30pm-3:30pm <input type="checkbox"/> 3:00pm-6:00pm
<b>Recycling/Custodian Support</b> (need 10 per shift) -Check trash cans each hour. -Pick up all litter and place in trash bags. -Check & spot clean restrooms near end of shift.	<input type="checkbox"/> 10:00am-2:00pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5:00pm- close, if needed.	<input type="checkbox"/> 10:30am-2:30pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5:00pm- close, if needed.	<input type="checkbox"/> 10:00am-2:00pm <input type="checkbox"/> 1:30pm-5:30pm
<b>Festival Greeter</b> (need 3 per shift) -Greet patrons, vendors and performers in a friendly manner. -Pass out printed schedules, programs and surveys. Give directions to visitors. Promote Sunday film-festival at Muny Pavilion. At bottom of hill, tell passersby about festival.	<input type="checkbox"/> 10:00am-2:00pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5:00pm- close, if needed.	<input type="checkbox"/> 10:30am-2:30pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5:00pm- close, if needed.	<input type="checkbox"/> 10:00am-2:00pm <input type="checkbox"/> 1:30pm-5:30pm
<b>Main Stage Assistant</b> (need 2 per shift) -Assist Main Stage Coordinator. -Help Performers bring in equipment. -Help set up audience tent.	<input type="checkbox"/> 12:30pm-3:30pm <input type="checkbox"/> 3:00pm-7:00pm <input type="checkbox"/> 6:30pm-8:00pm	<input type="checkbox"/> 1:30pm-4:30pm <input type="checkbox"/> 3:00pm-7:00pm <input type="checkbox"/> 6:30pm-8:00pm	<input type="checkbox"/> 12:30pm-3:30pm <input type="checkbox"/> 3:00pm-6:00pm
<b>Parking Attendants</b> (need 3 per shift) -Stand sentry at parking lot entrance. -Admit disabled patrons -Give parking directions. -Greet vendors, performers & patrons in a professional manner.	<input type="checkbox"/> 8:30am-11:30am <input type="checkbox"/> 11:00am-3:00pm <input type="checkbox"/> 2:30pm-6:30pm <input type="checkbox"/> 6:00pm-9:00pm	<input type="checkbox"/> 8:30am-11:30am <input type="checkbox"/> 11:00am-3:00pm <input type="checkbox"/> 2:30pm-6:30pm <input type="checkbox"/> 6:00pm-9:00pm	<input type="checkbox"/> 8:30am-11:30am <input type="checkbox"/> 11:00am-3:00pm <input type="checkbox"/> 2:30pm-6:30pm <input type="checkbox"/> 6:00pm-9:00pm
<b>Health Care Village Assistant</b> (need 3 per shift) -Help Vendors set-up & breakdown each exhibit/demonstration. -During demonstrations: monitors crowd, keep area clean, and may need to run small errands within the Festival.	<input type="checkbox"/> 1:00pm-4:30pm <input type="checkbox"/> 4:30pm-7:30pm	<input type="checkbox"/> 1:30pm-4:30pm <input type="checkbox"/> 4:30pm-7:30pm	<input type="checkbox"/> 11:30am-3:00pm <input type="checkbox"/> 2:30pm-6:00pm
<b>Marketplace Assistant</b> (need 3 per shift) -Assist Marketplace Coordinator. - Set-up for sales. -Assist with inventory count - Assist Sales Manager in selling process.	<input type="checkbox"/> 8:30am-11:30am <input type="checkbox"/> 12:00pm-4:00pm <input type="checkbox"/> 3:30pm-7:30pm	<input type="checkbox"/> 8:30am-12:30pm <input type="checkbox"/> 12:00pm-4:00pm <input type="checkbox"/> 3:30pm-7:30pm	<input type="checkbox"/> 8:30am-12:30pm <input type="checkbox"/> 12:00pm-4:00pm <input type="checkbox"/> 3:30pm-7:30pm

**MONDAY EVENING, 5/29**

<b>Breakdown Helper</b> (50+) -Take off table covers and skirts & store. -Take down tables/chairs & place in storage. -Sweep World's Fair Pavilion.	<input type="checkbox"/> 6pm - 9pm	
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**BRIEF ADDITIONAL COMMENTS:**