



2024 VOLUNTEER APPLICATION - ST. LOUIS AFRICAN ARTS FESTIVAL

"The Spirit of Africa: Celebrating the Past, Embracing the Present, and Empowering Our Future"

MAY 23RD - 27TH, 2024 (Service Dates)

This is a fill-in form to be completed by computer or handwritten clearly:

Contact Information

Name		
Street Address		
City, ST, Zip Code		
Telephone	(home)	(cell)
Work phone		
Email Address		
Emergency Contact	(name)	(relationship)
	(phone)	(alternate #)

Are you fulfilling a service requirement? yes no
 If yes, what is it for? school church sorority/fraternity other:
 Do you need a letter verifying your service hours? yes no

All volunteers must be at least 16 years old or older. Parent consent is required for volunteers' ages 16 and 17. If you are under 18 years old, please tell us your Age & Date of Birth:

T-shirt size: (S) (M) (L) (XL) (2XL) (3XL)

List any special needs:

How did you hear about us? Who referred you?

Have you volunteered with us in the past? yes no If yes, please give details:

_____/_____/_____
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
8816 Manchester Rd., #411
St. Louis, MO 63144-2602
Volunteer Contac Info: volunteer2STLAAF@gmail.com/314-828-5448
Website: www.STLAfricanArtsFest.org

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 SATURDAY, May 11, 2024, at 11:59 PM.**

DEADLINE FOR SUBMISSION OF APPLICATION IS SATURDAY, MAY 11, 2023. T-SHIRTS ARE NOT GUARANTEED FOR LATE APPLICANTS.

VOLUNTEER ORIENTATION IS MANDATORY FOR ALL VOLUNTEERS

VOLUNTEER ORIENTATION All volunteers must attend at least one mandatory orientation session. Please choose a date & RSVP:	<input type="checkbox"/> Sat., April 27 th 10:30am -12:00pm St. Louis Public Library Central Location 1301 Olive Street, St. Louis, Mo. 63103	<input type="checkbox"/> Sat., May 11th 10:30am - 12:00pm St. Louis Public Library Central Location 1301 Olive Street, St. Louis, Mo. 63103	<input type="checkbox"/> Thurs., May 23th 5:30pm - 7:00pm, World's Fair Pavilion (Forest Park) 1904 Concourse Dr. St. Louis, MO 63110
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Availability and Interest

Circle Date(s) and check mark (✓) areas and hours (shifts are usually 3 to 4 hours) you can volunteer.

Thursday, 5/23

Pavilion Decorator (need 25+) -Secure cover top & skirts to tables. Assist with other projects.	<input type="checkbox"/> 5:30pm-9pm
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Friday, 5/24

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

	Saturday, 5/25	Sunday, 5/26	Monday, 5/27
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Welcome/Information Station (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"/> 10am-2pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5pm-Close	<input type="checkbox"/> 10:30am-2:30pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5pm-Close	<input type="checkbox"/> 10am-2pm <input type="checkbox"/> 1:30pm-5:30pm
Logistics Aide (need 2 each shift) -Set-up direction signs in park -Set-up banners at Festival Pavilion	<input type="checkbox"/> 9am-1pm <input type="checkbox"/> 12:30pm-4:30pm <input type="checkbox"/> 4:00pm-8:00pm	<input type="checkbox"/> 10am-2pm <input type="checkbox"/> 1:30pm - 5:30pm <input type="checkbox"/> 5:pm- 8pm	<input type="checkbox"/> 9am-1pm <input type="checkbox"/> 12:30pm-:30pm <input type="checkbox"/> 4:00pm-8:00pm
Children's Village Assistant (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
Cultural Demonstrations Assistant (need 3 per shift) -Help Artist set-up & breakdown each exhibit/demonstration. -Alert Artist 15 mins. before end of workshop. During demonstrations: monitors crowd, keeps 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"/> 12:30am-3:30pm <input type="checkbox"/> 3:00pm-6:00pm
Recycling/Custodian Support (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"/> 10am-2pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5pm-Close	<input type="checkbox"/> 10:30am-2:30pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5pm-Close	<input type="checkbox"/> 10am-2pm <input type="checkbox"/> 1:30pm-5:30pm
Festival Greeter (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"/> 10am-2pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5pm-Close	<input type="checkbox"/> 10:30am-2:30pm <input type="checkbox"/> 1:30pm-5:30pm <input type="checkbox"/> 5pm-Close	<input type="checkbox"/> 10am-2pm <input type="checkbox"/> 1:30pm-5:30pm
Main Stage Assistant (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"/> 3pm-7pm <input type="checkbox"/> 6:30pm-8pm	<input type="checkbox"/> 1:30pm-4:30pm <input type="checkbox"/> 3pm-7pm <input type="checkbox"/> 6:30pm-8pm	<input type="checkbox"/> 12:30pm-3:30pm <input type="checkbox"/> 3pm-6pm
Parking Attendants (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"/> 9am-1pm <input type="checkbox"/> 12:30pm-4:30pm <input type="checkbox"/> 4pm-8pm	<input type="checkbox"/> 9am-1pm <input type="checkbox"/> 12:30pm-4:30pm <input type="checkbox"/> 4pm-8pm	<input type="checkbox"/> 9am-1pm <input type="checkbox"/> 12:30pm-4:30pm <input type="checkbox"/> 4pm-8pm
Health Care Village Assistant (need 3 per shift) -Help Vendors set-up & breakdown each exhibit/demonstration. -During demonstrations: monitors crowd, keeps area clean, and may need to run small errands within the Festival.	<input type="checkbox"/> 1pm-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-3pm <input type="checkbox"/> 2:30pm-6pm
Marketplace Assistant (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-12:30am <input type="checkbox"/> 12am-4:00pm <input type="checkbox"/> 3:30pm-7:30pm	<input type="checkbox"/> 8:30am-12:30am <input type="checkbox"/> 12am-4:00pm <input type="checkbox"/> 3:30pm-7:30pm	<input type="checkbox"/> 8:30am-12:30am <input type="checkbox"/> 12am-4:00pm <input type="checkbox"/> 3:30pm-7:30pm

Monday evening, 5/27

Breakdown Helper (50+) -Take off table covers and skirts & store. -Take down tables/chairs & place in storage. -Sweep World's Fair Pavilion.	<input type="checkbox"/> 5:30pm-10:30pm
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