

# Chocolate on the Beach Festival

## VOLUNTEER OPPORTUNITIES 2012

Dear Volunteer:

It is time again to break out those chocolate taste buds in support of the annual Chocolate on the Beach Festival. As this event grows in popularity, we hear that people far and wide are talking, planning and preparing for it. This last year we even heard from visitors from the Mid-west!

Currently, we are accepting volunteer applications to help with the Fifth Annual *Chocolate on the Beach Festival*. As a volunteer, you and the Festival are helping to raise money for the Museum of the North Beach's Depot Rebuilding Project and other North Beach Community projects. As well as helping to promote local tourism, the area's economy during 'off season' months, and introduce people to our friendly little beachside community. *High school student's donated hours are eligible towards their Community Service credit.* Volunteers must be 14-years or older to volunteer.

Please review the attached list of assignments to see what fits your abilities and skills. We will make every effort to place you where your personal talents are best suited. Also, please note:

- The main Festival site is located at Pacific Beach Elementary School (Hall of Sweets).
- All volunteers must report to Rebecca Adams in the foyer area entrance to the school gym prior to starting their assignments during the Festival.
- To keep everything running smooooooooth and chocolaty, communication and flexibility is vital. So we ask that during the festival volunteers report to Rebecca Adams when taking a break, requesting any assignment changes and when finishing their shift or assignment.
- The Festival is open to the public from 10 am to 4 pm Saturday and 10am to 3pm Sunday.
- Volunteers should be prepared to check-in for their assignments 20 minutes early to receive information updates and changes.
- A minimum of two-hour shifts are available as needed, but for ease of scheduling, duty shifts are as noted below.
- As a special 'thank you' for giving of your time and skills, the Festival will be providing a 2012 Chocolate on the Beach Festival gift to each volunteer!

Please fill out the attached application completely before turning in. Incomplete applications will not be considered until finished. You must sign and print your name acknowledging the Hold Harmless Agreement. All high school students and any person under the age of 18 years must include their parent or legal guardian's signature and printed name. Thank you again for donating your time and energies to this event! We look forward to working with you for the 2012 Chocolate on the Beach Festival!

Sincerely,

Chocolate on the Beach Festival Board

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**Please return the following application to:**

Rebecca Adams, Volunteer Coordinator

E-mail: cocoacoordinator@yahoo.com

Fax: 360-276-0012

Phone: 360-276-0009

**Name (PRINT):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Skills and/or areas of interest for volunteer assignments (PRINT):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am available for the following shift(s): (Please remember, you will need to report in for your assignment 20 minutes prior to your shift for updated information and any changes.)**

Shift(s) available on Friday \_\_\_\_\_

Shift(s) available on Saturday \_\_\_\_\_

Shift(s) available on Sunday \_\_\_\_\_

**Hold Harmless Agreement:**

I agree to comply with the rules and regulations of the Festival. Submission of this application is a commitment to the Festival, if accepted by the Chocolate on the Beach Festival and/or its representative(s). I acknowledge that this is volunteer work and no compensation for hours worked or expenses will be provided. I and all of my representative(s) expressly release and hold harmless Chocolate on the Beach Festival, Pacific Beach Elementary School and the North Beach School District, Museum of the North Beach, Pacific Beach Resort & Conference Center, any business entity associated with the Festival, the Township of Pacific Beach and its directors, employees, agents, and volunteers from any and all liability for injury, property damage, or loss which may arise in connection with my participation in the Chocolate on the Beach Festival. You must be at least 14-years old and by this application are indicating that you meet this qualification. All high school students and any other person under the age of 18 must obtain their parent or legal guardian's signature to volunteer at the Festival.

Sign Name: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent/Guardian Sign Name: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_

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Available Assignments	On Duty Days/Shifts	
	Saturday Feb. 25 10am-4pm	Sunday Feb. 26 10am-4pm
<b>Souvenir Shop</b> <ul style="list-style-type: none"> <li>Sell Festival souvenir items</li> <li>Be accountable for cash/check and credit/debit card transactions</li> <li>Maintaining check/credit/debit card information in confidence</li> <li>Keeping inventory and maintaining sales report</li> </ul>	Shift A: 9:15am-1:15pm  Shift B: 12:45-4:45 pm	Shift A: 9:15am-1:15pm  Shift B: 12:45-3:45 pm
<b>Entrance</b> <ul style="list-style-type: none"> <li>Sell admission and/or raffle tickets</li> <li>Account for cash/check and credit/debit card transactions</li> <li>Maintain check/credit/debit card information in confidence</li> <li>Take statistic counts</li> <li>Survey guests</li> </ul>	Shift A: 9:15am-1:15pm  Shift B: 12:45-4:45 pm	Shift A: 9:15am-1:15pm  Shift B: 12:45-3:45 pm
<b>Sweet Shoppe</b> <ul style="list-style-type: none"> <li>Collect baked goods from donors</li> <li>Wrap sales-size portions of baked goods (food-handler's license required)</li> <li>Move baked goods from kitchen to sales</li> <li>Sell products</li> <li>Be accountable for cash/check transactions</li> <li>Keeping inventory and maintaining sales report</li> <li>Keep area clean</li> </ul>	Shift A: 9:15am-1:15pm  Shift B: 12:45-4:45 pm	Shift A: 9:15am-1:15pm  Shift B: 12:45-3:45 pm
<b>Chocolate Eating Contests</b> <ul style="list-style-type: none"> <li>Help make dishes for contestants</li> <li>Collect participants' names and ages</li> <li>Watch and help contestants</li> </ul>	N/A	11:30-2:15 pm
<b>Baking Contest</b> <ul style="list-style-type: none"> <li>Process applications</li> <li>Collect entry fees</li> <li>Be accountable for cash/check transactions</li> <li>Maintain tracking list of contestant and maintaining fee report</li> <li>Arrange displays of contestants entries</li> <li>Move entries from display to judging table</li> </ul>	Shift A: 8:30am-12:30pm  Shift B: 10:45-2:45 pm	N/A

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Available Assignments	On Duty Days/Shifts	
	Saturday Feb. 25 10am-4pm	Sunday Feb. 26 10am-4pm
<b>Parking</b> <ul style="list-style-type: none"> <li>• Monitor parking area</li> <li>• Provide directions</li> <li>• Pick up trash from outside grounds</li> </ul>	Shift A: 8:30am-11:30pm  Shift B: 11am-2pm  Shift C: 1:30pm-4:30pm	Shift A: 8:30am-11:30pm  Shift B: 11am-2pm  Shift C: 1:30pm-3:30pm
<b>Clean up</b> <ul style="list-style-type: none"> <li>• Pick up trash from inside facilities</li> <li>• Empty trash cans as needed</li> <li>• Bring trash cans in at the end of day</li> <li>• Clean up vendor area during and after their departure</li> <li>• Wipe down picnic tables</li> <li>• Keep restrooms clean and stocked</li> </ul>	Shift A: 11am-2:30pm  Shift B: 2:00pm-5:00pm	Shift A: 11am-2:30pm  Shift B: 2:00pm-4:00pm
<b>Festival Launch Crew</b> <ul style="list-style-type: none"> <li>• Help set-up and keep clean</li> <li>• Provide break reliefs for morning volunteers</li> <li>• Check-up on vendors for needs</li> <li>• Standby</li> </ul>	Shift A: 8:30am-11:30pm  Shift B: 11am-2:30pm	Shift A: 8:30am-11:30pm  Shift B: 11am-2:30pm
<b>Festival Wrap-Up Crew</b> <ul style="list-style-type: none"> <li>• Help keep clean and close down</li> <li>• Provide break reliefs for volunteers</li> <li>• Check-up on vendors for needs</li> <li>• Standby</li> </ul>	Shift C: 2:00pm-5:00pm	Shift C: 2:00pm-4:00pm