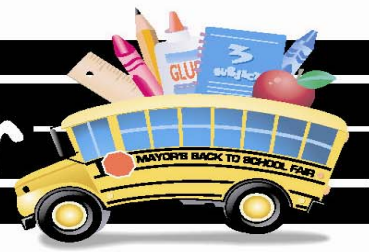


Mayor's Back to School Fair



Volunteer Frequently Asked Questions

When will volunteers be needed?

Thursday, August 4, 2011; 6:00 a.m. to 4:00 p.m.

What types of volunteer opportunities are there?

The following areas are where volunteers are needed: Greeters/Line Control, On-Site Registration, Facility Monitors/Door Monitors, School Supply Distribution, Information Booth & Referral, Refreshment Assistants, Hydration Station Assistants, Volunteer/Exhibitor/Entertainment Hospitality, and Tear Down.

Is there a minimum age requirement?

All volunteers must be at least 16 years at the time of their assignment. A valid driver's license or state identification card may be used as proof of age. Volunteers must agree to a background check required by the MBTSF.

How many shifts do I have to work?

Volunteers must be available to work a minimum of one 3 ½ to 4 hour shift.

May individuals and groups sign-up to volunteer together?

Individuals and groups may sign-up to volunteer together. Please note on your application with which individual or group you would like to volunteer. Volunteers wishing to be assigned to work with specific individuals must choose the same shift time and volunteer position.

After I send in my application, when will I receive my volunteer assignment?

Within a week of submitting your application, you will receive a confirmation by email of your shift time training date. Volunteers will be notified of their position before July 23, 2011.

Do I need to attend a training session?

All volunteers will be required to attend one mandatory training session. The training sessions will take place on Tuesday, August 2nd 6:30pm -8:00pm or Wednesday, August 3rd 5:30pm-7:00pm at the Centennial Building in Fair Park. 1300 Robert B. Cullum Blvd., Dallas, TX 75210.

Can I bring family members or friends with me to my shift?

Family members or friends are not allowed to be with volunteers while they are on duty, unless they are scheduled to work at the same time.

What do volunteers need to wear during their shift?

All volunteers will be given a short sleeved volunteer t-shirt to wear the day of the event. We ask volunteers to wear khakis, casual slacks, jeans, capris or shorts (between mid-thigh and knee) with the volunteer t-shirt. Also, wear athletic or sturdy shoes (both buildings have concrete flooring). No hats will be allowed while volunteering.

Will volunteers be provided with food and drink during their shift?

All volunteers will be provided with drinks and food during their shift. Volunteers working SHIFT #1 will be provided with breakfast, those working both SHIFT #2 and SHIFT #3 will be provided with lunch and those working ALL DAY will receive breakfast and lunch.

Will volunteers be able to pick up school supplies during shift?

Volunteers will not be able to pick up school supplies during their shift. If you qualify for free school supplies you can go through the process of registering before or after your scheduled shift or have someone else do it for you.

Mayor's Back to School Fair



Thursday, August 4; 8 a.m. to 3 p.m.
Fair Park's Automobile & Centennial Hall Buildings

VOLUNTEER APPLICATION

Last Name: _____ First Name: _____ Middle Initial: _____

Preferred Name: _____ Maiden Name (If applicable): _____

Address: _____ City: _____ Zip: _____

Date of Birth: _____ Place of Birth: _____ Gender: _____

Driver's License # _____ Social Security Number (For Background Check) _____

Telephone: Daytime (____) _____ Evening (____) _____

Cellular (____) _____ Email Address: _____

Language(s) Spoken: _____

Did you volunteer at the 2010 Mayor's Back to School Fair _____ If yes, what position _____

Is there a specific individual with whom you would like to volunteer? _____

T-shirt Size: (please circle one) S M L XL 2XL 3XL 4XL

BACKGROUND CHECK

I understand that a criminal background check will be conducted in order for me to serve as a volunteer for the Annual Mayor's Back to School Fair.

Applicant's Signature _____ Date _____

Printed Name _____

I would like to share my contact information with other volunteer organizations for future events:

Yes _____ No _____

To be filled out by volunteer coordinator - office use only

Date Received: _____ Added to Database: _____ Email Confirmation: _____

Background Check: _____ Shift/Position: _____ Rcvd. Confirmation: _____

Mayor's Back to School Fair



Thursday, August 4; 8 a.m. to 3 p.m.
Fair Park's Automobile & Centennial Hall Buildings
VOLUNTEER PREFERENCES

Volunteer's Full Name: _____

Please choose the shift time when you would like to volunteer:

Shift #1 6:00 a.m. - 10:00 a.m. Shift #2 9:30 a.m. - 1:00 p.m.
 Shift #3 12:30 p.m. - 4:00 p.m. Entire Day 6:45 a.m. - 4:00 p.m.

Please rank your choice of volunteer opportunities from (1 - 5) with 1 being your first choice:

Tear Down (Shift #3) Fountain Drink/Refreshment Assistants
 Greeters/Line Control (Shift #1 & Shift #2 only) Volunteer/Exhibitor/Entertainment Hospitality
 On-Site Registration Facility Monitors/Door Monitors
 School Supply Distribution Hydration Station Assistants(outside event)
 Information Booth & Referral
(both inside and outside event)

Volunteer Orientation/Training

As a volunteer, it is **mandatory** to attend **one** of the following volunteer orientation training sessions.
Please let us know which one you will attend.

Tuesday August 2nd 6:30pm -8:00pm or Wednesday August 3rd 5:30pm-7:00pm

Note: Training will take place at the Centennial Building in Fair Park located at
1300 Robert B. Cullum Blvd., Dallas, TX 75210

Please return completed volunteer application via EMAIL to Jenny Brumfield at
jbrumfield@thereedsprc.com; FAX to Volunteer Recruitment at 214-871-7231; or MAIL to:

Mayor's Back to School Fair
c/o Volunteer Recruitment
3232 McKinney Ave, Suite 855
Dallas, TX 75204

You will receive written confirmation via e-mail within a week of us receiving your application

DEADLINE: FRIDAY, JULY 15, 2011

Mayor's Back to School Fair



Note: This is the consent form for emergency medical treatment, should the need arise. If you do not wish to consent, please fill out the non-consent form on the following page. It is only necessary to fill out one of these forms.

Consent for Emergency Medical Treatment

I. Volunteer Information

Date: _____

Volunteer Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Date of Birth: _____ Daytime phone: (____) _____ Evening Phone: (____) _____
Are you on any medications? ____ Yes ____ No If yes, please list _____

II. Physician Information

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Office phone: (____) _____ Emergency phone: (____) _____

III. Temporary Assistance or Care Information

Name: _____ Relationship: _____

Home phone: (____) _____ Emergency phone: (____) _____

* Person who is authorized to give temporary assistance or care in the absence of parent or guardian.

IV. Preferred Medical Facility

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

V. Statement Authorizing Medical Treatment

In the case of medical emergency, the undersigned authorizes the Mayor's Back to School Fair to provide such medical assistance as they determine to be necessary.

If the volunteer named above is younger than 18 years of age, the undersigned authorizes the Mayor's Back to School Fair, acting through the adult on its staff who has actual care control of the child to consent to medical, dental, and surgical treatment of the child when the undersigned cannot be contacted. The undersigned represents to the Mayor's Back to School Fair that he or she is the child's parent and either (i) is not divorced from the other parent, or (ii) is divorced from the other parent, but has been authorized by a written court order to give consent to medical, dental, and surgical treatment of the child. The undersigned will indemnify and hold the Mayor's Back to School Fair, The Dallas Foundation or the City of Dallas, its officers, member, employees, and agents harmless if he or she is not empowered by law to give this consent.

The undersigned authorizes any licensed physician and/or medical facility to provide any medical, dental, surgical care and/or hospitalization for the child, including anesthetic, which they determine necessary or advisable, pending receipt of a special consent form from the undersigned.

No person can be accepted for participation by the Mayor's Back to School Fair until the form has been completed. If the person is of legal age (18), he/she may complete the form. If the person is not of legal age (18), the form must be completed by a parent or guardian. Volunteer activities will be supervised and although every effort will be made to avoid any accident, **NO LIABILITY** can be accepted by any of the organizations concerned, including Mayor's Back to School Fair, The Dallas Foundation or the City of Dallas.

Signed: _____ Date: _____

(Volunteer)

I represent to Mayor's Back to School Fair that I am the parent or guardian of the Volunteer whose signature appears above. On behalf of that Volunteer, I agree and accept all of the provisions of the foregoing Consent for Emergency Medical Treatment. I am authorized to sign this Statement on behalf of the Volunteer and my doing so legally binds the Volunteer as if he/she were not a minor.

Signed: _____ Date: _____

(Volunteer's Parent or Guardian if Volunteer is under 18 years of age)

Mayor's Back to School Fair



Non-Consent for Emergency Medical Treatment

I. Volunteer Information

Date: _____

Volunteer Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Birth: _____ Daytime phone: (____) _____ Evening Phone: (____) _____

Are you on any medications? ____ Yes ____ No If yes, please list _____

II. Statement of Denying Medical Treatment

I do not give my consent for emergency medical treatment or aid in the event of illness or injury during the process of receiving services or any participation on my part at the Mayor's Back to School Fair. In the event emergency treatment is required, I authorize Mayor's Back to School Fair or its representatives to take the following action on my behalf: _____.

No person can be accepted for participation at the Mayor's Back to School Fair until the form has been completed. If the person is of legal age (18), he/she may complete the form. If the person is not of legal age (18), the form must be completed by a parent or guardian. Volunteer activities will be supervised and although every effort will be made to avoid any accident, **NO LIABILITY** can be accepted by any of the organizations concerned, including Mayor's Back to School Fair, The Dallas Foundation or the City of Dallas.

Signed: _____ Date: _____
(Volunteer)

I represent to Mayor's Back to School Fair that I am the parent or guardian of the Volunteer whose name appears above. On behalf of that Volunteer, I agree and accept all of the provisions of the foregoing Non-Consent for Emergency Medical Treatment. I am authorized to sign this Statement on the behalf of the Volunteer and my doing so legally binds the Volunteer as if he/she were not a minor.

Signed: _____ Date: _____
(Volunteer's Parent or Guardian if Volunteer is under 18 years of age)

Mayor's Back to School Fair



RELEASE AND WAIVER OF LIABILITY FOR VOLUNTARY SERVICES

WHEREAS, _____ (print name of participant, hereinafter "Participant", desires to volunteer and participate in the Mayor's Back to School Fair)

NOW, THEREFORE,

WITNESSETH:

I, _____ (print name of participant) agree as follows:

1. I am 18 years of age or older, or if I am younger than 18 years of age, my parent or guardian consents to the terms of this release and waiver of liability and is also executing this agreement.
2. I hereby hold harmless and release the Mayor's Back to School Fair, The Dallas Foundation and the City of Dallas its officers, agents and employees, from any and all liability, claims, suits or damages, including death, which may be sustained by, or result from, my involvement in the Mayor's Back to School Fair. Additionally, **I EXPRESSLY AGREE TO BE SOLELY RESPONSIBLE FOR THE CONSEQUENCES OF MY PARTICIPATION IN THE MAYOR'S BACK TO SCHOOL FAIR, AND EXPRESSLY AGREE NOT TO FILE A CLAIM OR LAWSUIT AGAINST THE MAYOR'S BACK TO SCHOOL FAIR, THE DALLAS FOUNDATION, THE CITY OF DALLAS, ITS OFFICERS, EMPLOYEES AND AGENTS, AND FULLY RELEASE THE MAYOR'S BACK TO SCHOOL FAIR, THE DALLAS FOUNDATION AND THE CITY OF DALLAS AND ITS OFFICERS, EMPLOYEES AND AGENTS, FROM ANY LIABILITY FOR INJURY TO MYSELF OR DAMAGE TO MY PROPERTY OCCURRING IN THE WORK, REGARDLESS OF WHETHER THE DAMAGE OR INJURY WAS CONTRIBUTED TO IN ANY WAY BY THE NEGLIGENCE OR FAULT OF THE MAYOR'S BACK TO SCHOOL FAIR, THE DALLAS FOUNDATION, THE CITY OF DALLAS OR ITS OFFICERS, AGENTS OR EMPLOYEES.**

EXECUTED this _____ day of _____, 20_____.

BY _____
Participant's signature

BY _____
Participant's Parent or Guardian
(Only necessary if Participant is 18 or younger)

Please print

Please print