

THE 12TH ANNUAL

ST. JUDE *Discover the Dream*

Night of the event

We need all volunteers to arrive to Water's Edge and get checked in no later than 4:45 pm on Thursday, May 18, 2017. Volunteers will check in at the sign that says **Volunteer Check In** located at Boardwalk #1 or Boardwalk #2. The boardwalks are the venues that sit on the river, only slightly removed from the St. Jude event space. This is where volunteers need to check in, place their bags, get their duties, pick up a name tag, and lapel pin. A confirmation email will go out to all volunteers with additional information 2 weeks from the event, along with instructions for the area of responsibility. We ask that all volunteers please wear comfortable shoes, a white top, and black pants/skirts. Promptly at 5:00 pm we will have a short Volunteer Kick-Off Meeting to explain the evening and duties. Food/snacks will be provided to the volunteers before the event begins at 6pm.

Volunteer Coordinator: Andrea Dolbin

Andrea will make sure on the night of the event all volunteers are greeted, signed in, have a name tag, sign a PCI form, get a lapel pin, and know where to go to have a snack and water.

Contact information: andrea.dolbin@gmail.com

Volunteer Opportunities

Golf Cart Greeters: (8 Needed)

These are the first faces guests see when they arrive. From 5:30pm to 7:00 pm they greet guests and welcome them to the event. They have guests fill out the registration cards as they ride the golf carts along the pathway to inside the venue. This makes for a speedy and quick check in process. No waiting in long lines. These volunteers need to be upbeat and cheery.

Path Greeters: (8 Needed)

5:30pm to 7:00 pm, they smile and wave as guests go by. We have volunteers outside the entrance to greet guests as they walk in. Encourage guests to go to registration, have a great time, and visit the red carpet with backdrop to have their photo taken. Then after the event concludes, these volunteers thank the guests for coming (9:30pm – 10:30pm).

THURSDAY, MAY 18, 2017



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Registration and Check-Out: (12 Needed)

5:30pm to 10:30pm, these volunteers must be willing to stay the entire time. These volunteers must be able to deliver excellent customer service and be comfortable working with computers.

Back-Up Support for Registration and Check-Out: (6 Needed)

5:30pm to 10:30pm, these volunteers will be on the move and must wear comfortable shoes. These volunteers will be handing out program books and/or envelopes to the guests as they check in. Also, they will be assisting with check out once the event is over. Volunteers must be willing to stay the entire time.

Catering Volunteers/Table Bussers: (40 Needed)

5:30pm to 9:30pm, these volunteers help us clear plates and keep the venue tidy. We appreciate this so much. Also, please help pick up any trash that may be found on the floor near the food buffet line and seating area.

Silent Auction Volunteers: (20 Needed)

5:30pm to 10:30pm, these volunteers will work around the silent auction area and answer questions about the silent auction items, encourage guests to bid on their mobile phones and touch pads. In this role, you are helping us raise money for the St. Jude Kids. This is a great role for those of you who are great sales people!

Raffle Table and Raffle Ticket Selling: (6 Needed)

5:30pm to 10:30pm, these volunteers encourage guests to buy raffle tickets. We also have aprons for these volunteers to wear - they say raffle on them.

Live Auction and Give to Live Spotters: (10 Needed)

We would like to encourage our greeters to fill this role, if they can stay later. In this role, you help us during the Live Auction and Give to Live in capturing all the bids that take place while the auctioneer is presenting the items up for bid.

Tearing Down

9:30pm to 11pm, we need as many people as we can get to help us tear down and load all supplies into the trucks. The more hands we have, the quicker this will go!

Mandatory Volunteer Training (raffle, silent auction, registration/check-out)

Monday, April 24th from 5:30pm – 8:30pm at the Rivers Edge business complex: 1335 Dublin Rd. Building A (second floor), Columbus, OH 43215

Training shifts:

- Raffle: 5:30pm – 6:30pm
- Silent Auction: 6:30pm – 7:30pm
- Registration/Check-Out: 7:30pm – 8:30pm



Volunteer Commitment Form

First and Last Name(s) _____

Address _____

City _____ State _____ Zip _____

School Name _____

Email _____

Phone _____

Questions? Please Contact:

Andrea Dolbin
Volunteer Chair
St. Jude Discover the Dream
andrea.dolbin@gmail.com

Emily Blanding
Regional Event Specialist
ALSAC/St. Jude Children's Research Hospital
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