



Thank You for Your Interest in Volunteering at International

IFest is a HUGE undertaking, and there's only a handful of staff who plan and organize everything. So when the festival is actually here, we count on volunteers to help us actually pull off the event. We absolutely couldn't do it without you. We need for all volunteers to commit to work at least one entire shift - most of which are 3 or 4 hours. And we *hope* you'll do more than one, if possible. Volunteer times are available Friday, September 30 (for set up) & Saturday, October 1 for the festival. All total, we have about 250 shifts to be covered by volunteers!

Volunteer Rules & Regulations

By submitting an International Festival Volunteer Application, you agree to the following details and conditions:

- We depend on the faithfulness of our volunteers to make IFest a fun & organized event for all who attend. Please help us make it that way by only volunteering if you can commit to fulfilling your assigned duties. We understand that occasionally some unforeseen circumstance may arise. Please let us know ASAP if you will be unable to fulfill your position so we can try to find a replacement.
- In order to be a volunteer, you must be 15 years or older.
- Friends and your kids are **not** able to be with you when you are working. (If you have a friend who wants to hang out with you, make sure he or she is ALSO signed up as a volunteer. We need them!)
- We do not accept walk-up volunteers - everyone must be registered in advance.
- Show up 15-20 minutes early to your shift. The area you're serving in may be a few minutes from volunteer check-in.
- Shifts listed are "approximate" times. A shift could possibly end a little earlier, and some a little later.
- All shifts are rain or shine. (We're hoping "shine.")
- Check in and out of each shift at Volunteer check-in.
- Complete all tasks given to you within your shift - and never leave your "station" unattended. If an emergency should arrive, please let someone know.
- Come prepared - you might want to bring a hat & sunscreen.
- Absolutely no drinking alcohol while on volunteer duty. If your shift is over, and you decide to have a beer (for our volunteers who are 21 and over), please change out of your volunteer t-shirt.
- We make every attempt to assign volunteers where they want to be, but this is not always possible. Please be flexible.
- After receiving your form, the Volunteer Coordinator will notify you by email of your actual assigned working shift and tasks. You will also get information on where to park and where to report for your shift. Please check your email - we have over 200 volunteers, so we can't possibly call everyone.
- You must have fun while on duty! And keep a smile on your face!





Volunteer Registration Form

PLEASE PRINT LEGIBLY

Personal Information

Your Name: _____ DOB: _____
MUST BE AT LEAST 15

Your Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Drivers License # _____ Your T-Shirt Size: _____

Do you have any medical conditions we should be aware of? _____

Have you ever been convicted of a felony? ___ Yes ___ No, If yes, please explain: _____

Emergency Contact (Contact in case of Emergency)

Name: _____

Relationship to You: _____ Phone: _____

Hold Harmless

I shall indemnify and hold harmless the City of Spartanburg, its officers, employees and assigns from and against all claims, damages, losses or expenses arising out of participation as a volunteer.

I agree to conform to City of Spartanburg Parks and Recreation and Special Events rules and procedures and agree to respect the confidential nature of information I may obtain as a volunteer for the City of Spartanburg. I understand that a criminal records check may be conducted if it is required for my Volunteer placement and that references may be contacted. I also understand and agree that the City of Spartanburg reserves the right to discontinue the services of any volunteer at any time.

I understand that volunteer services to the City of Spartanburg are to be completed without remuneration or monetary benefit of any kind. I also understand and agree that volunteers are responsible for their own insurance (medical, automobile, liability or any other) and are not covered in any way through the City of Spartanburg insurance.

Volunteer Signature (if under 18, parent must sign)

Date

Volunteer Shifts Available

Listed below are the available shifts and volunteer positions. Please check the shift(s) you are available to work.

Friday September 30: ___ 9:00 am – 12 noon **All Friday Shifts are assisting in setting up for the festival and can involve some heavy lifting (tables, etc.)**
 ___ 12 noon – 3:00 pm
 ___ 3:00 pm – 6:00 pm

Saturday Oct 1: ___ 7:00 am – 10:00 am **(This shift is for Festival Set Up positions only)**
 ___ 11:00 am - 3:00 pm
 ___ 1:00 pm – 3:00 pm **(This shift is for Parade Marshall positions only)**
 ___ 3:00 pm – 7:00 pm
 ___ 6:30 pm – 9:30 pm **(This shift is for Festival Break Down positions only)**

Don't forget - arrive at least 15 min before your shift so you have time to check in & get to you assigned location!

IFest Volunteer Jobs

Listed below are the available volunteer positions. Please select your top three choices - 1, 2, 3. We will try our best to match you up with your first choice, but it may not be possible if EVERYONE wants the same job.

- ___ **Wherever You Need Me (boy do we love you!)**
- ___ Set Up (assisting vendors unload their vehicles & moving items to their tents, placing tables/chairs, etc)
- ___ Break Down (assisting vendors load up their vehicles, breaking down tables/chairs, etc)
- ___ Food Court Host/Hostess (helping keep the tables in the food court clean & wiped down)
- ___ Information Kiosk/Greeter (answer questions, give out programs, etc. - 2 people at each of 4 locations)
- ___ Coke Trailer (selling drinks inside Coke Trailer - involves handling money - **must be 18+ years old**)
- ___ Currency Exchange (selling food coupons - involves handling money - **must be 18+ years old**)
- ___ Survey Taker (involves talking to festival attendees about their experience at the festival)
- ___ International Kids Zone (assisting with making crafts)
- ___ Sports Zone (assisting people with playing games/maintaining the area)
- ___ "Where Are You From" Map (greeting visitors & asking them to put a star on a large map)
- ___ Avenue of Nations Trivia (telling visitors about the game/checking their finished paperwork/giving out prizes)
- ___ Floaters ("job hopper" - may be in Coke Trailer for an hour, then move to Kids Zone, etc.)
- ___ Parade Marshall (assisting with organization and marking off parade route)

NOTE: All positions include some walking – MOBILITY IS REQUIRED

Once you've completed your application, return it to us via..

Email: grodriguez@cityofspartanburg.org

OR Mail: City of Spartanburg P.O. Box 1749, Spartanburg, SC 29304;

OR drop it off at the Special Events Office (located at 100 N Liberty St. - top floor of SPARTA Bus Station)