



## **July 4<sup>th</sup> – Special Event Volunteer Application**

The City of El Cerrito would like to involve more citizens and community groups by volunteering at the Annual July 4<sup>th</sup> Celebration. Volunteering at this event can be an enjoyable experience. Please take the time to read the following guidelines. The following information provides you with the details needed to be part of the 4<sup>th</sup> of July team.

### **Check-In:**

1. All volunteers must register and check-in at the Festival Information Booth/ Ticket Sales Booth at the July 4<sup>th</sup> event.
2. Receive your City of El Cerrito Volunteer ID Badge; this badge must be worn at all times.
3. Report to your assignment.

All volunteers are asked to work at least four (4) hours. If you do not have an assignment you will be given one on a first come, first serve basis; however, special skills and talents will be taken into consideration.

**Meals/Beverages:** The City will provide each volunteer with a meal during the day.

**Checkout:** Report back to the Festival Information Booth / Ticket booth when you've completed your assignment. If you need community service credit for your school or organization, please bring a form or letter with you that the staff can quickly and easily sign. Otherwise, you will have to contact the City after the event for credit.

### **Conduct and Expectations:**

1. Volunteers under the age of 16 must have written permission from a parent/guardian.
2. Volunteers must maintain poise and professionalism at all times. You are representing the City of El Cerrito and many visitors are counting on you for assistance. Please pick-up trash in your area to keep the area clean.
3. Volunteers are expected to remain at their assigned station until the end of their shift. Please do not leave early!
4. Arrive at the event in neat, clean, comfortable clothing and shoes.
5. Volunteers must not consume alcoholic beverages during their assignments. When you complete your assignment please remove your badge so that you may enjoy the event as a member of the public.
6. Volunteers are to refer issues needing special attention to City Personnel or the police; please do not try to intervene in any conflict situations.
7. If you find your assignment is not working out, please inform the supervisor at the Festival Information Booth. Staff will reassign you to a better-suited activity for your skills and interests if one is available.
8. Enjoy yourself! We know that the 4<sup>th</sup> of July is a fun event.

**Additional information will be mailed to you three weeks prior to the 4<sup>th</sup> of July.**



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**Note: One application per individual or group.**

Please indicate what type of group you are applying for:

\_\_\_\_\_ Non-Profit Organization Volunteers      \_\_\_\_\_ Student      \_\_\_\_\_ Adult

Ages:      \_\_\_\_\_ under 18      \_\_\_\_\_ 18-30      \_\_\_\_\_ 30+

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Name (please print): First: \_\_\_\_\_ Last: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Please do not commit volunteers unless you are certain of availability, our event depends on your commitment.

Please **clearly print** the names of your volunteers (please let us know of any changes):

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.
16.	17.	18.
19.	20.	21.

**Unless stated otherwise you will be assigned to the 4<sup>th</sup> of July game area.**