



## AFRICA'S CHILDREN'S FUND

4470 Chamblee-Dunwoody Road, Suite 440 Atlanta, GA 30338

Office: (678) 381-1282 \* Fax after 3pm: (678) 381-1282 \*www.africaschildrensfund.org

### SPECIAL EVENTS VOLUNTEER APPLICATION

#### PERSONAL INFORMATION (please print)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_

Office (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Preferred Contact:** Please indicate the best form of contact for you?

Home  Cell  Office  Email

**Gender:**  Male  Female **Age:** \_\_\_\_\_ **Date of Birth** (mm/ dd / yy) \_\_\_\_\_

#### Volunteer Special Events Tasks

**Regarding volunteering the "Day of" the event, I would like to: (Check one or more.)**

- Greet** - Greet and warmly welcome attendees at the event; distribute program information, pointing out locations of coat closet, restrooms, handout table, etc.; be available to answer questions and direct patrons as needed
- Staff Agency Booth** - Every event we host needs to have information about our organization. Depending on the focus of the event this booth may be just handing out information and answering questions about ACF, event info, etc. Regardless of the task, volunteers will be asked to speak with event attendees, talk about ACF, the program, the event, etc.
- Help with Decorations/Signage** - This is also a part of set up but is specifically focused on the look of the event. This will include balloons, location of flowers, hanging up signs, etc.

- Help with Entertainment** - This event will include a DJ, Band, Choir and /or dance troupe, etc. We will need volunteers to direct them to where they will be performing, collect music, etc. and work with the AV staff to insure that the sounds/music is in order.
  
- Monitor Chef Tables** - Depending on the event, we often need people to help with monitoring. This can including making sure the chefs have all the supplies they need. Making sure we restock their plates, napkins, and silverwre at each station. This is a great task to partner with set up/tear down to allow a full day of volunteering.
  
- Help with Registration** - Talking with guest & chefs, finding the appropriate tickets, table setup, explain event details, and provide directions, etc.
  
- Help with Awards/Raffle/Giveaways** - Supervise awards, raffle prizes, take tickets, distribute giveaways, layout winners, answer questions.
  
- Help with Traffic Control** - Monitoring traffic movement inside the event surrounding each chef table for attendees.
  
- Help with Kids Central** - Volunteers to watch children in a specific room for the duration of the event.
  
- Floater** - Floaters are general-purpose volunteers. A Floater must be ready, willing, able and flexible. A Floater may be called upon to perform a variety of miscellaneous tasks, as needed. Please note that if you sign up as a Floater you must be willing to work in any area listed above,
  
- Other:** \_\_\_\_\_

**AFRICA'S CHILDREN'S FUND KNOWLEDGE**

Have you heard of Africa's Children's Fund prior to this event? Yes No

Where did you hear about the Africa's Children's Fund? \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_