

Volunteer for Graduation Celebration 2010

The party for 2010 City of Oak Ridge high school graduates will be held from 10 PM Thursday, June 3 until 6 AM Friday, June 4. Opening remarks begin around 11:15 PM, followed by the balloon drop. The final hour of the party, 5 AM - 6 AM June 4, is used for prize distribution. Graduates are gathered in the gym area during that time.

The party will start at 10 PM June 3 even if graduation is delayed by weather.

Jobs **during the party** will be assigned on a first-come, first-served basis.

No unassigned volunteers will be allowed entrance to the Civic Center during the party.

The deadline for sign up to volunteer to work **during the party** is April 30.

The party needs volunteers to:

- decorate the Civic Center **9 AM - 6 PM June 2**
- to decorate and set up for the party **9 AM - 5 PM June 3**
- to pick up food for the party **7 PM - 10 PM June 3**
- to work during the party **10 PM June 3 - 5 AM June 4**
- to clean up after the party **5 AM - 8 AM June 4**.

The DEADLINE for signing up to volunteer for jobs DURING THE PARTY is APRIL 30.

Volunteers for decoration, party set up, food pick up, and party clean up will still be accepted after April 30.

Volunteers working during the party

- § **must** be 21 or older.
- § must have a pre-assigned job to gain entrance to the Civic Center.
- § one-third of the unskilled jobs will be reserved for family members of 2010 graduates, up to two reserved positions for each graduate. Additional family volunteers will be added to the unreserved general list.
- § all unskilled jobs will be assigned on a FIRST-COME, FIRST-SERVED BASIS.
- § can request up to one job assignment and one other person to work with. (The earlier the request, the more likely it is the request can be filled.)
- § after April 30, any remaining jobs reserved for families of graduates will be filled from the unreserved general volunteer list.

Volunteers will receive notice of their job assignments around May 24 via email.

For the past few years, we have had to turn away volunteers who wanted to work during the party. Sign up early if you want to help. If you are in doubt about committing, it is better to sign up now and cancel later than it is to be too late to volunteer.

To volunteer, fill in the other side of this page.

Return form to: Civic Center Front Desk **OR**
mail to: Matt Reedy c/o Oak Ridge Civic Center, P O Box 1, Oak Ridge, TN 37831 **OR**
fax to: Matt Reedy at 425-3418 (Civic Center fax)

Questions to jkpraz@comcast.net

Volunteer Contact Information

Two-sided form. See other side for party information.

Committee Use
- Date Received -

Order: _____

Fill in highlighted fields.

Name(s) _____

Mailing Address _____ (include street address, if different)

Preferred Phone _____ (specify Home, Work, Cell and include second phone, if applicable)

Email Address _____

T-Shirt Size(s) _____ (each volunteer receives a complimentary t-shirt)

Family Member of Graduate? (Yes or No) _____ If Yes, name of graduate _____

Start Time (include date) _____

End Time (include date) _____

If volunteering for the party: one preferred job can be listed (optional) _____

one person to work with can be listed (optional) _____

Three early unskilled jobs begin at 9:30 PM and volunteers need to be able to arrive by then to receive assignments. These three jobs end 11:00 – 11:15 PM.

They are: Security Check (formerly Mom Squad): **TRAINING IS REQUIRED FOR THIS JOB.**

checking what a graduate brings to the party and giving the graduate a unique passport number for the party

Registration (very limited in number): checking permission information, handing out name tags

Customs (formerly Goody Gathering): collecting early prize tickets and passing out items: big prize tickets, party t-shirts, passports listing party activities, etc.

Unskilled jobs throughout the night include: work in baggage claim area (personal belongings of graduates), monitor/assist with games in the gym, help in the food area, pool area monitor (until 3 AM), door monitor (for security).

If you have a skill which you are able and willing to share, please list: _____

Skills we have used at the party in the past, or would like to offer, include, but are not limited to:

Belaying (party will include a climbing mountain) Scuba instructor/assistant

Henna Tattoo Artist Nail Art

Hair Braiding Massage

Face Painting Leading a dance (hip hop, line, other)

Facial Makeover / Makeup Application Specific games (example: billiards)

I am interested in serving in a leadership role for the event. Please contact me.

I understand that unskilled jobs are limited and will be assigned on a first-come, first-served basis. I will be assigned where needed.

Signature _____