

2017 Volunteer
Information and Application



**201 Howell Avenue
Brooksville, Florida 34601
352-754-4173
www.floridablueberryfestival.org**

**FLORIDA BLUEBERRY FESTIVAL
VOLUNTEER INFORMATION EVENT
DATES: April 22nd and 23rd, 2017**



VOLUNTEER HANDBOOK

Thank you for your interest in volunteering at the 2017 Florida Blueberry Festival in Downtown Brooksville on April 22nd and 23rd. Approximately 300 volunteers will work together to host 45,000 plus people during this year's two-day celebration. Your help will make this year's event another success for our community!

Many of you volunteered with us last year and for others, it is a brand-new experience. This handbook will answer some of the questions you might have. Even the most experienced volunteers will find there is always new information to learn as the festival changes and grows from year to year.

Please feel free to ask questions, make suggestions, or ask for assistance. Other volunteers, leadership team supervisors, and staff members are all great sources of help and support. Never hesitate to ask how to do something or why something is being done the way it is. You may have a great idea that will help improve the festival for years to come.

Volunteers carry out a variety of functions and duties, but all share a common role as an ambassador for Florida Blueberry Festival to every guest, exhibitor, and performer. A smiling face and a friendly attitude are important in ensuring the festival is a pleasant place for everyone.

We hope you enjoy your experience at the 2017 Florida Blueberry Festival. Thank you for volunteering! Your time and talents are greatly appreciated.

Ann-Gayl Ellis

Dan Magnon

Volunteer Coordinators
Florida Blueberry Festival,
Inc.
352-346-5668

Florida Blueberry Festival Volunteer Application



GENERAL VOLUNTEER INFORMATION

This year's event is Saturday, April 22nd and Sunday, April 23rd

All event profits go to help local 501(c)3s. It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

To help ensure a safe and successful festival, there are several enforceable prerequisites for volunteering;

1. All volunteers must be 15 years of age or older. All Volunteers under the age of 18 must have a Volunteer Liability Waiver Release Form and Parent/Guardian Consent Form for Minors signed by a parent or guardian. All waivers must be submitted and will be verified before volunteer credentials are issued.
2. All volunteers assigned to children's activities are required to agree to a criminal record check and/or sexual offender registry check.
3. A signed Volunteer Liability Waiver Release Form is required of all festival volunteers
4. Festival volunteers are asked to attend a volunteer orientation prior to the event and, depending on their volunteer role, may be required to attend position specific training.

If you would like to volunteer during the event, please submit a completed volunteer application as early as possible. The application can be submitted in a variety of ways:

By email: ann_gayl@yahoo.com

Or

oldrockerdan@gmail.com

By mail: The Florida Blueberry Festival, Inc., Attention: Volunteer Coordinator
P.O. Box 308, Brooksville, Florida 34605-0308

In person: drop off at City Hall, 201 Howell Avenue, Brooksville, FL 34601
(recommended for applications containing social security numbers)

By fax: 352-688-5023 Attn: Volunteer Coordinator

Florida Blueberry Festival Volunteer Application



Contact Information	
Name	
Street Address	
City, State, Zip	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	
Date of Birth	
Social Security Number <small>*Required only if working with cash or in teen/kids areas</small>	

Note: Volunteers are *REQUIRED* to wear their festival t-shirt during volunteer times and should not wear them (at the event) when not volunteering. T-shirts will be distributed at volunteer training sessions.

Please indicate your t-shirt size: **M** **L** **XL** **XXL** **XXXL**

Florida Blueberry Festival Volunteer Application



Please check the blue boxes to the left of the jobs you think would be a good fit for you. We'll do our best to accommodate.

Volunteer Check-In (this position helps volunteers figure out where they need to go when they arrive and helps ensure volunteers have food and water)	Art area "sitters" (this job requires lots of people interaction but not much walking)	Concession liaison (helps ensure food vendors have what they need to be successful, i.e., ice, water)
Food Vendor Check-In (This is a Friday evening job)	VIP Hospitality (teams of two) (This position may be busy or may be slow. Front row people watching! Serves alcohol so must be mature)	Miscellaneous Parking lot attendants (These positions are seated positions and are perfect for those who enjoy people watching and maybe a good book.)
Information Volunteer (this is a fun, highly interactive position that requires helping attendees with a variety of inquiries)	Exhibitor liaison (this position helps exhibitors with questions and concerns. This position requires public relations/problem solving skills)	Vendor parking lot attendant (This is a good job for teams of 2. It is sometimes busy and sometimes slow and requires good public relations skills.
Water/Ice Station Attendant (This person will help ensure all ice/water stations are stocked. Requires lifting cases of water, handling money, some walking)	Misc. Trash Pick-up (this involves helping to make sure the festival area looks clean especially in concession areas)	"Whatever" (This position requires someone who is flexible and is comfortable being plugged in wherever needed)
Exhibitor Vendor Check-In (this is an early Saturday morning job)	Art Exhibitor Liaison (this person assists the art exhibitors as needed)	Entry Gate(s) Support- stamps hands, answers questions. Chair with cover provided at these locations.

If you are part of a group volunteering for the event, please tell us the name of the group

Please check which day and shift(s) is best for you.

Saturday, April 22 nd		Sunday, April 23 rd	
Shift		Shift	
<input type="checkbox"/> 9:30am-1pm		<input type="checkbox"/> 9:30am – 1:30pm	
<input type="checkbox"/> 1:00pm-5:00pm		<input type="checkbox"/> 1:30-5:00pm	
<input type="checkbox"/> 5:00 pm – 8:00pm			
Please plan to arrive at the Volunteer Check-In 30 minute before your shift begins			



Volunteer Agreement

The Florida Blueberry Festival Inc., agrees to provide adequate information and assistance for the volunteer to be able to meet his/her designated requirements.

As a volunteer, I agree:

- ✓ To adhere to the festival rules and procedures
- ✓ To meet the time and duty commitments scheduled by the coordinator or to provide adequate notice of my absence to my coordinator so that alternate arrangements can be made
- ✓ To check in at volunteer reception center 30 minutes prior to the beginning of assigned shift
- ✓ To wear the festival name tag and t-shirt provided to me while on shift.
- ✓ To behave in a friendly and courteous manner when dealing with the public and other volunteers
- ✓ To refrain from using profanity, derogatory comments or statements
- ✓ Not to hold the festival/event or any of its representatives liable for any loss or damage to my person or injury to my property that may occur during festival/event activities.
- ✓ To be aware that any violation of rules, written or oral may result in termination of my volunteer duties
- I am volunteering in a children's activity area and/or an area that requires I handle cash. I have provided my social security number and agree to a background check being performed prior to my application being submitted (*please check box if this statement applies to you*).

Signature: _____ Date _____

Volunteer Liability Waiver Release



For good and valuable consideration including Participant being permitted to participate in the 2017 Florida Blueberry Festival ("Event") to be held on April 22nd and 23rd, 2017 in Downtown Brooksville, Florida, and Participant being entitled to free admission to the Event for the entire day on the day of the undersigned's participation in the Event, the undersigned Participant, for myself, and my successors, heirs, assigns, executors, administrators, legal representatives, employees, agents and affiliates (and in the case of a corporation, also its officers, directors and shareholders), (collectively the "Participant") forever releases and discharges the Florida Blueberry Festival Committee, the City of Brooksville and County of Hernando and each of its officers, directors, employees, agents and affiliates (hereinafter collectively referred to as the "Organizers"), from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, causes of action and judgments whatsoever, in law or in equity, which against any of the foregoing, any or all of the Participant ever had, now has or which they hereinafter can, shall or may have for, upon or by reason of any matter, cause or thing whatsoever arising out of the Participant's involvement in the Event. The Participant agrees to and does hereby assume any and all risks of personal injuries to the Participant, including death, and damages and/or losses to Participant's property, caused by or arising out of the Participant's involvement in the Event. The Participant hereby agrees to defend, indemnify and hold the Organizers harmless from and against all claims, demands, suits, losses, causes of action, damages, liabilities, obligations, costs, expenses, and judgments (including, without limitation, matters related to personal injuries, death and/or damages to property) caused by Participant's acts or omissions and arising out of the Participant's involvement in the Event. The foregoing indemnification shall also include, but not be limited to, costs and attorneys' fees at and before the trial and appellate levels and post judgment proceedings and whether or not any action may be instituted. The Participant has read and understands the foregoing indemnification and has signed it voluntarily.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Submit in person to:
Or by mail:

Volunteer Coordinator
c/o THE FLORIDA BLUEBERRY FESTIVAL, INC.
P.O. BOX 308, BROOKSVILLE, FL 34605-0308

**Parent/Guardian Consent Form
(Applicable to Minors Only)**



I, _____ as parent or legal guardian of _____ hereby give my consent of him/her to participate as a volunteer at The Florida Blueberry Festival, Inc., a nonprofit charitable organization. In addition, I hereby release and hold harmless and its employees, volunteers, or agents from and liability or claim of compensation for any accidents, injuries, or illnesses that may occur to my child from his/her participation as a volunteer at the Florida Blueberry Festival. I further understand that he/she must comply with the following guidelines.

This document must be notarized. Please complete it, sign it and have it notarized. The completed form needs to be attached to the Volunteer Application and mailed.

- ✓ **Minors cannot be given assignments without a signed & notarized document.**
- ✓ A volunteer must participate in an orientation/training session prior to beginning volunteer service at the Florida Blueberry Festival;
- ✓ A volunteer must work during scheduled shift(s) in which the volunteer is assigned;
- ✓ A volunteer is expected to be faithful in honoring his/her commitment; in the event that the volunteer is not able to work on a day assigned, he/she will notify his/her volunteer manager;
- ✓ A volunteer must be supervised by a Blueberry Festival captain; and
- ✓ A volunteer must follow all safety regulations pertaining to the volunteer job.

I also understand that, should he/she fail to comply with the guidelines or fail to keep a commitment without advance notice, participation in the program will be re-evaluated.

If you are a student and would like to receive community hours for Bright Futures, please indicate the school you attend: _____

If at any time I have questions about the process, the placement or activities of the volunteer applicant, please call the Volunteer Coordinator at The Florida Blueberry Festival office at 352-346-5668.

Minor's Name: _____	Minor's Birth Date: _____
Parent or Legal Guardian's full name: _____	
Parent or Legal Guardian's signature: _____	Date _____
Mailing address: _____	
Home Phone: _____	Mobile Phone _____
E-mail Address: _____	

COUNTY OF _____, STATE OF FLORIDA

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by (name of person acknowledging). _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(NOTARY SEAL)

(Signature of Notary Public-State of Florida)

(Name of Notary Typed, Printed, or Stamped)

Submit in person to: Volunteer Coordinator
Or by mail: c/o THE FLORIDA BLUEBERRY FESTIVAL, INC.
P.O. BOX 308, BROOKSVILLE, FL 34605-0308