

## Volunteer Registration Form

### VOLUNTEER INFORMATION

Name of Volunteer (Print) \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### PARTICIPATION OPTIONS

**Please select the subcommittee for which you are interested in serving as a volunteer from the list below:**

- ☐ **Registration/Logistics** – The Registration and Logistics Committee is responsible for registering attendees, creating all accompanying materials, and managing room assignments. Volunteer responsibilities include, but are not limited, to the following:
  - Distributing badges, bands, tickets and other materials during check-ins.
  - Creating and maintaining a master check-in list.
  - Creating/compiling attendee packages including (but not limited to): bags, maps, t-shirts, program booklet, and lanyard.
  - Managing conference on-site registration and information tables.
- ☐ **Welcome** – The Welcome Committee is responsible for providing a welcoming atmosphere for guests. Volunteer duties include (but are not limited to):
  - Welcoming guests as they arrive and directing them to areas of their needs.
  - Providing guests with quick reminders about events/activities.
- ☐ **Dinner** - The Dinner Committee will be responsible for creating an excellent program that highlights contributions made to our students, as well as highlighting students that are receiving these funds. Volunteer duties include (but are not limited to):
  - Acquiring any keynote speakers.
  - Creating agendas/programs.
  - Directing and seating guests during the event.
  - Distributing literature during the event.
- ☐ **Entertainment** – The Entertainment Committee is responsible for the organization and coordination of events for Friday and Saturday. This includes acquiring proposals for entertainment, ensuring logistics are executed, and all other associated responsibilities in hosting the events.
- ☐ **Communication** – The Communications Committee will be responsible for gathering and disseminating information. This includes newsletters, advertisements, reservations, flyers, etc. before, during and after the celebrations. The communications committee provides administrative support for all committees.

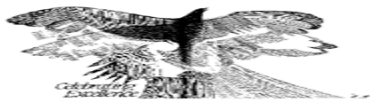


Renaissance High School  
**40<sup>TH</sup> ANNIVERSARY CELEBRATION**  
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- ☐ **Community Service** – The Community Service Committee is responsible for overall coordination and planning of community service-based projects during weekend of the celebrations with local agencies, etc.
- ☐ **Sponsorship** – The Sponsorship Committee is responsible for coordinating and organizing all sponsorship activities including reaching out to potential sponsors, securing funds, working with potential vendors, and all associated responsibilities with this committee. Volunteer duties include (but are not limited to):
  - Forwarding sponsorship letters to corporations, small businesses, individuals, etc.
  - Conducting follow-up calls to prospective sponsors regarding their sponsorship support.
  - Documenting and tracking sponsorship payments.
  - Forwarding thank you letter to sponsors.
  - Assembling sponsorship packages.
- ☐ **Vendors** – The Vendor Committee is responsible for coordinating and organizing all vendor activities including reaching out to potential vendors, securing vendors, working with potential vendors, and all associated responsibilities with this committee. Volunteer duties include (but are not limited to):
  - Forwarding vendor letters to potential vendors.
  - Conducting follow-up calls to prospective vendors regarding their interest in serving as a vendor.
  - Documenting and tracking vendor payments.
  - Forwarding thank you letter to sponsors.
  - Assisting subcommittee with assigning and coordinating vendor spaces.
  - Providing on-site assistance to vendors as requested during homecoming weekend.
- ☐ **Theme/Decorations** - Decorations committee will be responsible for ensuring that quotes are received for entire weekend including Friday and Saturday and any additional activities that might require decorative support. Volunteer duties include (but are not limited to):
  - Selecting decorations.
  - Retrieving decorations.
  - Setting up decorations.
  - Removing decorations at the end of the event.

**Please select the dates and times for which you are available from the descriptions and list below:**

- ☐ **Friday, 10/5/2018** - Volunteers are needed from 12 noon on Fri., 10/5/2018 until 2 am on Sat., 10/6/2018 so please indicate your availability below. Final volunteer assignments will be provided by your assigned sub-committee chairperson before 10/4/2018 via phone or email. Please indicate your availability. Volunteer times are subject to change.
  - ☐ **12:00 pm – 3:00 pm**
  - ☐ **3:00 pm – 6:00 pm**
  - ☐ **6:00 pm – 9:00 pm**
  - ☐ **9:00 pm – 12:00 midnight**
  - ☐ **12 midnight – 2:00 am**



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- ☐ **Saturday, 10/6/2018** - Volunteers are needed from 12 noon on Sat., 10/6/2018 until 2 am on Sun., 10/7/2018 so please indicate your availability below. Final volunteer assignments will be provided by your assigned sub-committee chairperson before 10/4/2018 via phone or email. Please indicate your availability. Volunteer times are subject to change.

- ☐ **12:00 pm – 3:00 pm**  
☐ **3:00 pm – 6:00 pm**  
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☐ **12 midnight – 2:00 am**

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### **Incentives**

Volunteers will receive Certificates of Appreciation for their participation in the event. Also, volunteers can receive letters documenting their volunteer work experience if requested. The committee chair(s) will discuss incentives directly related to your volunteer assignment.

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### **Signature**

By signing this form, you are agreeing to serve as a volunteer for RHS' 40<sup>th</sup> Anniversary Weekend and/or activities and you agree to adhere to the volunteer schedule that you selected. In addition, you agree to contact your assigned subcommittee chair if you are unable to meet your volunteer commitment at least two (2) hours prior to the beginning your volunteer shift. By signing this form, you also understand that volunteer times and assignments are subject to change due to unforeseen circumstances and your assigned subcommittee chair will contact you in the event of a change.

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Signature of Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Please **send this form** to Layna Gardner-Lott at [laynalott@ameritech.net](mailto:laynalott@ameritech.net) by **Wednesday, October 2, 2018**. Please contact Layna Gardner-Lott at [laynalott@ameritech.net](mailto:laynalott@ameritech.net) or 313-212-1445 if you have any questions.

RHS will not responsible for personal articles that may be lost, stolen, and/or damaged by volunteers.

For MSUBA use only. Confirmation rec'd _____ Confirmation sent _____
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