



Festival Volunteer Application

Contact Information (Please Print Clearly)

Name				
Street Address				
City/ST/ZIP Code				
Home Phone				
Cell Phone				
E-Mail Address				
Shirt Size (Circle One)	S	M	L	XL
Date of Birth:				Circle One: M F

Festival Information (Please Print Clearly)

Do you have any special skills/ training?	
Available Hours: (Check shift hours you would like to volunteer for)	Friday: ____ Set Up (All Day Friday) Saturday: ____ 7:30 AM- 12:30 PM ____ 12:00 PM – 6:00 PM Sunday: ____ 7:30 AM- 12:30 PM ____ 12:00 PM – 6:00 PM ____ Breakdown(After 5 PM Sunday)
What volunteer positions are you interested in doing?(Check all that apply) ____ Registration ____ Vendors ____ Race Operations ____ Entertainment	Have you volunteered before with this festival or any other festival? What position did you hold?
FOR OFFICIAL USE ONLY:	

Person to Notify in Case of Emergency (Please Print Clearly)

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	

Liability Waiver

I, the undersigned, being the volunteer involved in the Miami Hong Kong Dragon Boat Festival put on by Miami Overseas Chinese Association or being the parent or legal guardian of such a volunteer in the Festival, in consideration of my or another's participation in the Festival, I hereby, for myself and any volunteer for who I am a parent or legal guardian release, discharge, hold harmless, and forever acquit the Miami Overseas Chinese Association DBA The Miami Hong Kong Dragon Boat Festival and their officers, agents, representatives and employees from any and all actions, causes of action, claims or any liabilities whatsoever, known or unknown now existing or which may arise in the future, on account of or in any way related to or arising out of participation in the Festival. Further, I assume all liability of any non-participants who accompany me.

Agreement and Signature (Please Print Clearly)

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.

Signature:	Date:
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Policies and Procedures

- KEEP A SMILE ON YOUR FACE ☺
 - Be polite, helpful and attentive with everybody. The guests are not the only ones that will need your help.
 - Use common courtesy words such as “please”, “thank you” and if you have made a mistake “I’m sorry”.
 - Respect your team leaders and team members and other festival staff. There will be no screaming, yelling commanding or raising of voice by ANYONE, including volunteers, leaders and chairs.
- 1. Be on time for your shifts.** Punctuality is extremely important. Remember, professional industry standard for being on time 15 minutes before your shift starts.
 - 2. Sign in and out of your shifts.** Volunteer registration is mandatory for all volunteers. A volunteer registration booth will be located on the Brickell Key Race Village for all volunteers.
 - 3.** If you cannot make it to your shifts, you must contact your leader and let him/her know when your shift was scheduled. Please let us know at least 24 hours before your shift, or as soon as possible.
 - 4. You must wear a volunteer t-shirt throughout the length of your shift.**
 - 5. Never leave your station unattended.** Make sure to coordinate breaks with your leader.
 - 6. COMMUNICATION is very important at all times.** Make sure that your team leader always knows where you are.
 - 7.** Be flexible. If you are needed to help out in another area, go with a good attitude and report the change to your team leader and the leader of a new area. Erase the phrase, “That’s not my job” from your vocabulary!
 - 8.** You are not permitted to drink alcohol prior or during your shift. Anyone who shows up to his or her shift under the influence of alcohol will be sent home and not permitted to work the Festival in future years.
 - 9.** Cellular phones are for emergency use only! Depending on your location, your phones should be turned to silent/vibrate mode. We strongly influence you to keep your personal belongings to a minimum. We are not responsible for lost or misplaced phones.
 - 10.** If you are asked a question and do not know the answer, please locate personnel with a radio or direct them to a nearby staff member.

THANK YOU for becoming a Festival Volunteer!