



# 2014 Grant Volunteer Registration



**All forms must be submitted by Friday, May 2<sup>nd</sup>, 2014**

**Festival Dates and Operating Hours:** Friday, June 6, 5-10 PM; Saturday, June 7 and Sunday, June 8, Noon-10 PM  
**Festival Location:** Lincoln/Irving Park/Damen **Festival Website:** www.Ribfest-Chicago.com

### CONTACT INFORMATION (Please type or print legibly)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Email Address \_\_\_\_\_ Are you over 21?  Yes  No

Organization/company affiliated with \_\_\_\_\_ **ST. BEN'S** \_\_\_\_\_

I would like to work with (friend/relative/partner) \_\_\_\_\_

**PLEASE NOTE:** Due to attempted theft at a previous festival event, Ribfest Chicago has been forced to implement an additional security measure. All volunteers must provide a photo copy of a valid ID with the Volunteer Registration form.

### REQUESTED ASSIGNMENT

Please indicate your 1st, 2nd and 3rd choice for the shift you wish to be assigned (see information to the right). We make every effort to accommodate your first choice on a *first come, first served* basis.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

I would like to volunteer for additional shifts.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Please indicate if you would like to volunteer for:

- Pre/post event errands, pick-ups or deliveries (postering, banners, etc.)
- Set-up, Friday, June 6, at 10 AM (barricades, fencing, signage, errands, etc.)
- Clean-up, Sunday, June 8 at 10 PM (remove barricades, fencing, signage, close booths, etc.)

T-shirt size \_\_\_\_\_

Volunteers must wear Volunteer T's at the event.

A photo copy of my ID is attached to this form

Volunteers must check-in at the Northcenter Chamber Office located at 4054 N. Lincoln Ave. at least 15 minutes prior to the start of the shift.

### SHIFT INFORMATION

**Sunday, June 8**

<b>GATE</b>	<b>(20)</b> 2:30-6:30 PM	<b>(21)</b> 6-10 PM
<b>ID LINE</b>	<b>(23)</b> 3-6:45 PM	<b>(24)</b> 6:30-9:45 PM
<b>BEVERAGE</b>	<b>(26)</b> 2:45-6:45 PM	<b>(27)</b> 6:30 PM-CL
<b>KIDS SQUARE</b>	<b>(29)</b> 2:15-5:45 PM	<b>(30)</b> 5:00-8:30 PM

For the safety, security and benefit of our participants and guests, volunteers must abide by the rules and guidelines on the reverse side. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

VOLUNTEER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Work/study for \_\_\_\_\_  
Student \_\_\_\_\_ Grade \_\_\_\_\_

HOSTED BY



414 West Adams  
**Ameya Pawar**  
www.chicago47.org

PRODUCED BY



# 2014 Ribfest Chicago Volunteer Registration

Submit by Friday, May 2

## VOLUNTEER RULES AND GUIDELINES

### GENERAL

- All Ribfest participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any volunteer found in violation of these rules can be immediately removed from the festival and prosecuted at the Chamber's discretion.
- Due to attempted theft at a previous festival, Ribfest Chicago has been forced to implement an additional security measure. **All volunteers must provide a photo copy of a valid ID** with the Volunteer Registration form.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Ribfest Chicago, the Northcenter Chamber of Commerce and/or Big Buzz Idea Group.

### REQUIRED TRAINING

- **All** Ribfest volunteers will be required to attend a short volunteer **training session** prior to the event. Volunteers who attend the training sessions will be given first priority in scheduling. Training Sessions will be held:  
**Wednesday, May 28, 4 PM and 6:30 PM**  
**John C. Coonley School, 4046 N. Leavitt St.**  
**Tuesday, June 3, 6 PM**  
**St. Benedict School, Beaven Hall**  
**2215 W. Irving Park Rd.**

### ON-SITE REQUIREMENTS

- Volunteers must check-in at the Northcenter Chamber office located at 4054 N. Lincoln Ave. for their assignment when they arrive at the festival. T-shirts will be presented by the Northcenter Chamber for the volunteers at the Volunteer sign-in at the start of each shift. Volunteers will be issued one t-shirt. There are no on-site changing facilities. For festival security, the NCC restroom will NOT be available to volunteers.
- Volunteers in the Beer Tents must be 21 or older.  
**NO exceptions!**
- Upon completion of each shift, volunteers must **sign-out** at the Chamber office. Food and beverage tickets will be presented to each volunteer at the **sign-out** of each shift.
- Volunteers are asked to arrive for their shift 15 minutes early for a briefing of their duties, assignment to their post and a smooth transition. Volunteers for the first shifts on Saturday and Sunday are not required to arrive earlier than 11 AM.

- Volunteers **will not** be allowed to drink alcoholic beverages while on duty.
- Anyone suspected of theft will be immediately removed from their post and, if appropriate, prosecuted to the full extent of the law.

### SHIFT DUTIES

- **GATE:** accept entrance donations, hand out schedule, hand stamps
- **ID LINE:** wristbands for persons 21 and over
- **BEVERAGE:** pour and hand out beverages, accept tickets for beverages
- **KIDS SQUARE:** collect donations, hand out wristbands and goodie bags, assist with inflatables

### LIABILITY LIMITATIONS

- NCC, BBIG, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or property thereof, during this contract. The volunteer signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.

### SUBMIT YOUR VOLUNTEER REGISTRATION FORM TO

**St. Benedict Preparatory School**

**Via email: [ssstone@stbenedict.com](mailto:ssstone@stbenedict.com)**

**Via fax: (773) 539-3397**

**Via mail: SBPS  
3900 N. Leavitt St.  
Chicago, IL 60618**

**Please contact Suzanne Stone at  
(773) 509-3830 with any questions.**

***Thank you for volunteering. We couldn't do it without you.***

### WE APPRECIATE OUR VOLUNTEERS!

**A post-event party will be held on Tuesday, June 24, 2014, 6-8 PM, to honor our volunteers. Be sure to include your email address on the application to receive your invitation and additional information about the post-event party.**