

2021 ARTS CAFÉ VOLUNTEER REQUEST

Name of Nonprofit Organization: Near Northwest Neighborhood, Inc.

Contact Person: Colleen New

574-299-4914 (landline)

Colleen@100PeopleWhoCare.org

Event Name: Arts Cafe

Quantity of Volunteers:

Prefer a minimum of 12 for supervising Kid Zone crafts and games (3 shifts of 2 ½ hours, 4 people each); however, we would appreciate ANY number. Children are welcome to accompany parents volunteering in the Kid Zone.

Date of Event: September 26, 2021

Time Commitment: 11:00 am - 6:30 pm (in 3 shifts)

Volunteer Responsibilities:

Shift 1 from 11:00 – 1:30: Set up canopies, tables, haybales, craft supplies, and games in the Kid Zone. Some light lifting may be involved. Then supervise the Craft Tent and Small Fry Station by handing out craft supplies and disinfecting returned items.

Shift 2 from 1:30 – 4:00: Supervise Craft Tent and Small Fry Station as above

Shift 3 from 4:00 – 6:30: Supervise Craft Tent and Small Fry Station as above; then tear down and clean up when event ends at 6:00. Some light lifting may be involved. *Other volunteer opportunities for the day include setting up tables in the food court and acting as guides on the horse-drawn “hayrides” through the neighborhood. Click [here](#) to learn more.*

What To Wear: Please dress in comfortable, weather-appropriate clothes and shoes for this casual event. Please also bring a mask.

Website for Event: www.ArtsCafe.org (pictures in the "Things To Do" carousels can be enlarged by clicking)

Registration for Volunteers: [Click here to see which times slots and jobs are still needed—BUT DON'T REGISTER ON THAT WEBPAGE, PLEASE.](#) *Sign Up Genius* can be spammy. When you are ready to commit to helping, please email or call Colleen (contact info is above). She will register you without compromising your privacy. Thank you!

Directions to Event & Where to Park: Directions can be found on the Arts Cafe website. Volunteers will find plenty of street parking around the NNN. The Kid Zone will be at the intersection of Sherman Ave and California.

Additional Information:

1. Please note that **we are extremely serious about preventing the spread of COVID** in our neighborhood. Arts Café will take place entirely outdoors this year with booths a minimum of 10 feet apart. The Near Northwest Neighborhood will provide our volunteers with a detailed COVID safety modification plan that has been vetted by the local health professionals. We care deeply about the health and safety of all of our volunteers and visitors, especially the youngest unvaxxed ones. Please contact Colleen New if you have specific questions or concerns.
2. It is extremely helpful if volunteers can arrive a little bit early for their shifts. That way they can get briefly “trained” by the volunteers going off duty to make a smooth transition.
3. Arts Café takes place rain or shine. Volunteers should be prepared to work under canopies in light rain (we of course cancel for dangerous weather conditions). We encourage volunteers to stay the day to take in the art, music, food, and hayrides when not on duty—it is a really enjoyable event for all ages. Bring family, tell your friends!
4. Organizations who sponsor Arts Café through donations and volunteering as a group get recognized and promoted on the event poster, postcards, trifold, signage, and the Arts Café website. We also coordinate to “cross-pollinate” promotion opportunities with partner organizations so there will be at least one sponsorship mention on the Facebook event page.

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