



**10 a.m. to 4 p.m.  
Saturday, Sept. 30  
Sports Complex**

Volunteer Coordinator:  
Jamie Fuell  
Office: 501-835-6893  
jrfuell@cityofsherwood.net

**Volunteer Orientation:  
(For Primary Contacts)  
6 p.m. Sept. 21  
Sherwood Sports Complex,  
511 Bear Paw Road**

Volunteer Group Registration  
Deadline: 5 p.m. Sept. 15

For Office Use Only  
Date Received:  
  
Date Informed:  
  
Area Assigned:

# Volunteer Group Registration

Please use this form to register your volunteer group for Sherwood Fest 2023. We are asking volunteer groups to commit to providing the minimum number of volunteers needed for each area for the duration of the event (see volunteer job descriptions). Your group may come up with its own volunteer schedule as long as the minimum number of volunteers per shift is met for the duration of the event. We suggest at least two-hour shifts for volunteers to avoid fatigue. Each volunteer group will be responsible for only one attraction unless the minimum number of volunteers can be provided for more than one. A separate form must be used to register for EACH attraction. We will assign areas to volunteer groups in order of registration receipt. We will hold an orientation meeting for main group contacts at 6 p.m. on Thursday, Sept. 21, at the Sherwood Sports Complex small pavilion. The person listed as primary contact should make plans to attend the orientation. Please return the form to Jamie Fuell at jrfuell@cityofsherwood.net. Please note that per state rules, volunteers for inflatables must be at least 16 years old.

Group/Organization Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Text OK?:  Yes  No

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

Total Number of Volunteers Registering for One Attraction: \_\_\_\_\_

Preferred Volunteer Area: See job descriptions for information on the minimum volunteers needed per hour. Choose only one from each column below. If your first choice is filled, we'll try our best to accommodate your second choice.

- First Choice:
- Move-in / Setup / Cleaning / Tear Down
  - Inflatable Obstacle Course
  - Inflatable Bounce House
  - Armbands
  - Inflatable Game
  - Other:

- Second Choice:
- Move-in / Setup / Cleaning / Tear Down
  - Inflatable Obstacle Course
  - Inflatable Bounce House
  - Armbands
  - Inflatable Game
  - Other:





# Volunteer Area Job Descriptions

## **Move-in / Setup / Cleaning / Tear Down**

Times: 6 a.m. - 5 p.m.

Number Needed Per Shift: 4-6

Volunteers will help set up tables, chairs, tents, pedestrian barricades, signs, etc. Volunteers will also help vendors get to their assigned booth spaces. They will help remind vendors to move their vehicle once it is unloaded and direct them to the information booth for any questions. Once setup and move-in is complete, volunteers will make sure the facility is tidy by walking throughout the park and picking up any trash or recyclable materials, informing the event staff of any hazardous areas or locations needing attention and stocking supplies in restrooms as needed. At the end of the event, volunteers will help stack tables and chairs and fold up tents.

## **Armbands**

Times: 10 a.m. to 4 p.m.

Recommended Shift Length: 2 Hours

Number Needed Per Shift: 2 Volunteers will help place armbands on people's wrists, keep the ticket booth area clean and run errands as needed.

## **Inflatable Obstacle Course**

Times: 10 a.m. to 4 p.m.

Recommended Shift Length: 2 Hours

Number Needed Per Shift: 3

Minimum Age: 16

Volunteers will supervise children playing in the giant inflatable obstacle course at all times and may need to assist with obstacles. They will need

to make sure participants are not roughhousing and have removed their shoes and any sharp objects before entering. Participants should not wear any wet clothing inside the obstacle course. Volunteers will clean up any messes made inside or around the perimeter of the obstacle course and sanitize as needed. One volunteer will be stationed inside the obstacle course. One volunteer will be the person to tell participants to go and manage the line. One volunteer will be at the end of the obstacle course to signal to the volunteer at the front when the next two children may enter and to remind kids to pick up their belongings. No more than two children should enter the obstacle course at a time.

## **Inflatable Bounce House**

Times: 10 a.m. to 4 p.m. Recommended

Shift Length: 2 Hours Number Needed

Per Shift: 2 (Per Bounce House)

Minimum Age: 16

Volunteers will supervise children inside the inflatable playhouse at all times. They will need to make sure participants are not roughhousing and have removed their shoes and any sharp objects before entering. Participants should not wear any wet clothing inside the bounce houses. Volunteers will clean up any messes made inside or around the perimeter of the bounce house and sanitize as needed. One volunteer be the timer and manage the line. One volunteer will supervise the

children inside the bounce. No more than 6 children should be in the bounce house at a time. Please limit time inside bounce house to 3 minutes per group of children.

## **Inflatable Game**

Times: 10 a.m. to 4 p.m.

Recommended Shift Length: 2 Hours

Number Needed Per Shift: 1 (Per Game)

Volunteers will be responsible for explaining rules, making sure participants are safe and gathering overthrown materials. Each participant is limited to 6 attempts before they must return to the end of the line. We want to keep these lines continually moving. The game should be sanitized as needed.