



## Volunteer Enrollment Form

Thank you for your interest in volunteering at the 2017 Mayor's Ball! This is an annual gala created to bring awareness to and raise funds for the two chosen nonprofit organizations, Communities in Schools New Mexico and The Food Depot. By volunteering at this event, you are supporting these nonprofits and the children and families they serve. Please fill out this form to begin the process of assisting with this year's gala.

### Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Emergency Information

Contact person: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Volunteer Interests: Please check all that apply and review the job descriptions on the following page. All times are approximate and subject to change slightly.

- 10/20 Time TBD:** Decorations and Set-up
- 10/21 4:30—6:30pm** Parking Assistance
- 10/21 4:30 —6:30pm** Check-In
- 10/21 5:00—9:30pm** Raffle Ticket Sales
- 10/21 9:00—10:30pm** Paddle Call Table Spotters
- 10/21 4:30—8:00pm and 8:00pm—12:00am** Coat Check
- 10/21 6:30—9:30pm** Bussing Tables and Clean-up
- 10/22 9:00am—12:00pm** Post-Event Clean-Up

### Volunteer Perks:

- Buffet style dinner for volunteers participating on 10/21
- Opportunity to participate in the raffle
- Meet your Fitbit activity goals for the day
- Support two local nonprofits at the same time
- Be a part of one of the biggest events in Santa Fe!

*Please submit this form to:*

volunteer@thefooddepot.org

The Food Depot  
1222 A Siler Rd.  
Santa Fe, NM 87507

*Thank you again for your support, we look forward to working with you to make this event a success!*

**Decorations and Set-up:** For a few hours on the day before the event, volunteers will help hang signs, place table cloths and arrange table decorations at the Santa Fe Convention Center.

*Training: None*

*Time: TBD on Friday, October 20<sup>th</sup>*

*Total number of volunteers needed: 24*

**Parking Assistance:** Volunteers will work with parking staff to make sure the parking process operates efficiently. Volunteers will wear orange vests for safety and work inside the parking garage to direct cars.

*Training: 4:30 to 5:00pm on October 21<sup>st</sup>*

*Time: 4:30 to 6:30pm on October 21<sup>st</sup>*

*Total number of volunteers needed: 4*

**Check-in:** As guests arrive, they will visit the check-in table staffed by volunteers. Volunteers will confirm guests' arrivals, distribute programs, assign paddle call numbers and provide table maps. This role also entails selling drink and raffle tickets using an iPad.

*Training: A weekday before the event*

*Time: 4:30 to 6:30pm on October 21<sup>st</sup>*

*Total number of volunteers needed: 12*

**Raffle Ticket Sales:** These volunteers will sell raffle tickets the night of the event by staffing a table or approaching guests directly. Volunteers will be trained to use an iPad to complete transactions.

*Training: A weekday before the event*

*Time: 5:00 to 9:30pm*

*Total number of volunteers needed: 5*

**Coat Check:** Volunteers will need to staff the coat check area throughout the entirety of the event. These volunteers are responsible for collecting outerwear, issuing coat check tickets, keeping the coats organized in numerical order and returning outerwear on request.

*Training: 4:30pm*

*Time: 4:30 to 8:00pm and 8:00pm to 12:00am on October 21<sup>st</sup>*

*Total number of volunteers needed: 3*

**Paddle Call Table Spotters:** One volunteer will be assigned to two tables during the paddle call at the end of the night. Volunteers will be responsible for recording paddle numbers as patrons bid and helping facilitate payment. (This is a very important part of the night! Energetic, outgoing volunteers will foster enthusiasm).

*Training: A weekday before the event*

*Time: 9:00 to 10:30pm*

*Total number of volunteers needed: 36*

**Bussing Tables and Clean-Up:** As guests finish their meals, volunteers will help remove plates from the table, bring them back to the kitchen and prepare them for the dishwashing staff.

*Training: None*

*Time: 6:30pm to 9:30pm*

*Total number of volunteers needed: As many as possible!*

**Post Event Clean-Up:** Volunteers will help remove table cloths/decorations, box plates, pack equipment, etc.

*Training: None*

*Time: 9:00am to 12:00pm*

*Total number of volunteers needed: The more the merrier for a quick and easy clean-up!*