



## VOLUNTEER GUIDELINES

Coordinators: Paulette Sylvester, Laurie Smith, Nancy Jeffers

Purpose: Volunteerism is the backbone of the Maine Lobster Festival. Each year, more than 1,000 volunteers descend upon Rockland's Harbor Park to help set up tents, paint and make repairs to get the grounds ready once again for this five-day event. The Maine Lobster Festival would not "go up" if not for the dedication of the volunteers who return year after year.

1. Volunteers must be at least sixteen years old to work at the festival. A parent or guardian must sign the Registration Form for any volunteer under eighteen years old.
2. Volunteers can sign up to help with set-up before the festival, shifts on the grounds during the festival and tear-down shifts after the festival ends.
3. Volunteers can request specific areas and shifts. The Volunteer Coordinators will do their best to accommodate these requests.
4. The Volunteer Coordinators determine the number of volunteers needed for each area during any specific shift time. There are areas where large groups are needed and can be accommodated better.
5. The Maine Lobster Festival encourages volunteers to register in advance, this helps with our planning; but walk in volunteers are always welcome!
6. Volunteers are assigned on a first come, first served basis. If a requested time slot/area is filled the Coordinators will place volunteers based on need.
7. The Volunteer Coordinators will mail to each volunteer a confirmation card with dates, times and job assignments.
8. **During the festival all volunteers MUST check in at the volunteer office, located at 1 Park Drive; each day they are scheduled to work. The volunteer office checks in all volunteers and provides you with the bracelet that allows you on and off the grounds for the day. Prior to the festival set-up volunteers can check in either at the volunteer office or on the grounds at the garage.**
9. All festival volunteers will receive a volunteer tee shirt, which can be picked up when you check in at the volunteer office for your first shift. You will receive only one. **It is requested that tee shirts NOT be altered in any way during the festival.**
10. **REMINDER:** Volunteers who work at least one shift on SUNDAY are eligible for a raffle of "goodies" held one or more times during the day on Sunday. Check with the volunteer office for more details.
11. If you would like to volunteer as a group, please use the Group Registration form. Please provide a complete list of your groups names and tee shirt sizes, plus the address and telephone number of the person who will be the groups contact with the festival.



**IMPORTANT INFORMATION FOR OUR YOUNG VOLUNTEERS**

**If you are under 18, the consent of your parent or guardian is required in order for you to volunteer. Please have a legal guardian complete the following:**

\_\_\_\_\_ (name of volunteer), age \_\_\_\_\_ (age of volunteer), is capable, competent, and conscientious. I understand that strenuous assignments may be given to volunteers, and that occasions may arise when volunteers will have no direct supervision. Nonetheless, I grant my permission to my son/daughter/ward to serve as a volunteer. In the event of a medical emergency while he/she is volunteering for the Maine Lobster Festival, I authorize whatever emergency medical treatment is deemed essential by responsible medical attendants.

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Signature of Parent or Guardian

Relationship/Nature of Authority

Date

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Name of Parent or Guardian

**IN CASE OF EMERGENCY**

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Name

Relationship

Phone

**THANKS FOR YOUR PARTICIPATION!**