



2017 VOLUNTEER GUIDELINES

The 27th Annual Chalk it Up! Festival will be held Labor Day Weekend, Sat Sept 2 – Mon Sept 4, 2017 at Fremont Park, 1515 Q St, in Downtown Sacramento.



overview



Chalk it Up! is a community experience, while you're here, we recommend that you take some time to participate in the other activities that the festival has to offer... food trucks, live music, children's activities, shaded beer garden, and interactive arts.

Chalk it Up! is also an opportunity to raise funds for youth arts in the Sacramento area. We offer youth art grants through an application on our website. We often we encounter public school teachers who are buying basic art supplies out of their own pockets. As the Chalk It Up! Festival gets ever closer, we will once again be reliant upon the many excellent volunteers who step up every year.

To make an event like Chalk It Up! take place and still remain free, we require many selfless helpers to assist us in all aspects of our festival. We'll need help with **set up on Friday September 1st to breakdown on Monday night, September 5th.**

Throughout the event we'll need volunteers for every task that needs doing... from delivering water to artists, or helping in the registration tent to dumping garbage, or selling chalk, and other Chalk It Up goodies. Thank you for support of Chalk It Up!



2017 GUIDELINES CONT.

The 27th Annual Chalk it Up! Festival will be held Labor Day Weekend, Sat Sept 2 – Mon Sept 4, 2017 at Fremont Park, 1515 Q St, in Downtown Sacramento.

GETTING STARTED

+ After you have reviewed these Guidelines, please fill out our simple volunteer contact form on our website.

+ We will then email you our available volunteer shifts using signup.com.

+ If you are registering a large volunteer group, please include the Lead Contact's information along with your organization's name.

- We will then email your Lead contact with information to register your group with signup.com

- If your group wants to do an impactful activity together, the Volunteer Coordinator will contact you directly.

CHECK-IN and ORIENTATION

+ All volunteers must complete a limited liability release form before the event. If you are under 18, this will need to be signed by a guardian.

+ There will be a Volunteer Orientation at Fremont Park to familiarize our volunteers with the park, your supervisors, and the other volunteers. Watch out for our email with the date of the Orientation.

+ When you arrive at Fremont Park for your shift, you will need to sign in at the Volunteer Check-in area. This is where you will sign in with the Volunteer Coordinator.

- At Check-in, you will receive items for your tasks, a Volunteer Shift and/or ID Badge.

VOLUNTEER RULES

+ The Volunteer Check-in area is also a meet-up location, a place to chill between tasks, refresh and grab a snack, and pick up new tasks from the Volunteer Coordinator.

+ Shifts are between 3 and 4 hours long. You can sign up for multiple shifts. Consider staggering shifts to give yourself time to rest, eat, and enjoy the festival.

+ Please arrive at least 15 minutes before your shift.

+ Dress appropriately, consider a hat, and please wear sunscreen.

+ Please bring a reusable water bottle.

+ Please check out at the end of your shift with the Volunteer Coordinator. Please use this time to return any materials, as well as sign any letters or paperwork that you need to work or school.