



**Amber Waves 2020**  
**Volunteer Information**  
**Friday May 15, 2020**  
*Delano District*

**Volunteer Job Assignment: Food Attendant**

**Time: 5:30 pm – 9:30 pm**

**Information for all volunteers:**

- Please remember that this is a major fundraising event for the Starkey Foundation and you are representing Starkey
- Smile and thank participants whenever the opportunity arises
- **STARKEY NO ALCOHOL POLICY IS IN EFFECT FOR ALL VOLUNTEERS AND STAFF DURING THE EVENT**
- What to wear:
  - Starkey tan volunteer polo
  - Dark pants/capris or nice jeans (no holes/frayed areas)
  - Comfortable shoes.
- If you need assistance at any time please contact:
  - Volunteer Support: Sherry Boesen or Sara Myers – numbers given on cards at check-in
  - Events Coordinator: Eileen Ream 253-7607
- CHECK IN AT VOLUNTEER CHECK IN FIRST.
- Volunteer check in is at the parking lot on the northwest corner of Texas and Oak, part of the Credit Union of America. Volunteer check-in is separate from participant check-in.

**Duties:**

5:30

- After checking in at the Credit Union, proceed to your location. Meet and greet Store Lead.
- Gather supplies - One of the staff at your store will have your supplies (Gloves, food items, etc.)
- Read instructions if needed on list of items needed in bucket and set-up as required
- Talk to food provider about instructions needed for handing out of food or any simple preparation steps (i.e. how many on a plate).

6:00

- Greet attendees with a smile and thank them for coming and supporting Starkey
- Your job is to assist the food sponsor staff (if attending) with anything they need for the evening
- If food sponsor is not attending, hand out the small food samples.
- If you are handling food, please use the plastic food gloves provided with the supplies
- Ask them what you can do for them and let them guide you
- Beer and wine is NOT available for volunteers and/or Starkey staff. Only people with a participant band can have alcohol.
- If anyone has an issue with not being served a sample for whatever reason (over indulged, already had a sample at your location, volunteer, etc.), please contact Store Lead, Volunteer Support or Eileen at 253-7607. Security officers will be on site.
- Help other volunteers as needed & as time allows.
- Please help to keep your area clean of spills and trash

9:00

- Store Lead will call last call at 9:00
- Please be patient if attendees linger. It means they are having a good time!
- When the last attendee has left the location, assist in cleaning up any trash, paper, etc.
- Assist food sponsor with accumulating any leftover food
- When the last attendee has left the location, assist in cleaning up any trash, paper, etc.
- Take clear plastic liner out of trash box and tie at top
- Consolidate supplies at the beer & wine sampling tables in bucket they came in. Review LOCATION ITEM LIST that came with the supplies for details.
- Breakdown the trash box
- Take trash, trash box, supplies, Starkey tables, and any leftover beer and wine to Bell Carpet parking lot.
- Make sure all leftover alcohol goes to the loading truck
- Your volunteer assignment is not complete until the area is fully broken down and everything is loaded on to trucks.
- You will then collect your volunteer thank you gift.

If you have questions or concerns, please contact Eileen at 512-4173 (office, prior to event) or 253-7607 (day of event cell).

**Your gift of time is very precious and greatly appreciated. Amber Waves has not been able to grow and succeed without the great team of volunteers giving their time, energy, and support. I hear so many compliments to how friendly and helpful Starkey volunteers are, and it makes participants come back, and helps these events grow, Thank you! When these events grow and become more successful, Starkey, and the people Starkey serves benefit directly. You matter and are making a difference. Let's keep that passion going, and keep growing and doing great things!**

# **THANK YOU AND HAVE FUN!!**