Hodges University 5th Annual Diversity Festival
Volunteer Opportunities

Contact: Laurie McDowell, 239-598-6157 (W), 239-770-8346 (C) or lmcdowell@hodges.edu

The Diversity Festival relies almost entirely on volunteer assistance to make this a fun, safe, and informative event. There are several types of volunteer opportunities available, whether you are a social butterfly or a behind-the-scenes worker bee. The Diversity Festival is March 3rd at Sugden Park in Naples, off the East Tamiami Trail. The festival runs from 1:00 p.m. to 7:00 p.m. Volunteers are needed before, during, and after the event. Come help for a couple of hours, then stay and enjoy the event!

Below are descriptions of the types of volunteer help needed. Please contact Laurie McDowell at lmcdowell@hodges.edu or 239-598-6157 to sign up. **If emailing, please identify the time slot that you will be present, the type of activity where you'd like to help (set up, Kidz Korner, raffle tickets, etc.), and your contact information. If you sign up to volunteer and discover later than you cannot make it, please call and let me know.**

**Sell Raffle Tickets**

Volunteers are needed to help sell raffle tickets in advance of, and on the day of, the event. Contact Laurie for details.

**Floaters**

In addition to the specific tasks identified below, floater volunteers are needed to help where necessary. This may include motivating the crowd to participate, helping direct visitors, getting people to sign the guest book, selling raffle tickets, and so on.

**Set Up**

Several volunteers are needed to help set up tents, tables, and chairs for a food court area, and to assist with any other set-up tasks required. This may include placing signage, placing trash containers, etc. **Set up volunteers should arrive NO LATER THAN 10:00 a.m. Breakfast food will be available on a first-come, first-serve basis.**

**Meet and Greet**

This involves being at a Hodges table positioned to greet visitors as they enter the Festival area. Volunteers will hand out programs, answer questions, and explain the raffles and prize drawings. A total of 4-6 volunteers are needed throughout the duration of the festival.

**Vendor Assistance**

This involves greeting vendors upon arrival, helping them locate their assigned spots, and answering questions. Numerous volunteers are needed to arrive between 9:00 a.m. (early birds get breakfast) and 10:00 a.m., and to stay until 1:00 p.m.

**Take-Down & Clean Up**

Several volunteers are needed to help take down the tables and chairs in the food court area, gather up materials belonging to Hodges, and pick up trash after the event. Volunteers should arrive between 6:00 p.m. and 6:30 p.m. and stay until the work is complete. (The more volunteers there are to help, the quicker the job gets done!)
Children’s Venue Assistance

The children’s venue will feature activities such as a bounce house, relay races, face painting, a Diversity Wheel game, and other games. Volunteers are needed to help and interact with the children throughout the event, at each activity site. Below are more details about the activities planned.

2012 Hodges University Diversity Fair

Kidz Korner Schedule

12:30 – 1:00 Set-up Four Areas [teams of at least 2/each station]
- Kidz Command Center (Gazebo 1)
- Face Painting Frenzy (Gazebo 2)
- Games Galore (Gazebo 3)
- Fun Zone (Bounce Houses)

1:00 – 6:45 Face Painting Frenzy [team of at least 3]

1:00 – 6:45 Fun Zone [team of two for each unit/each hour]

1:00 – 6:45 Kidz Command Center (Activity Q/A and Arts & Crafts) [team of two + leader]
- 1:00 – 2:00 Coloring Pages
- 2:00 – 2:30 Clown (Kid’s Stage)
- 2:30 – 3:00 Sun Visor Craft
- 3:00 – 3:30 Story Time (Games Gazebo)
- 3:30 – 4:00 Clown (Kid’s Stage)
- 4:00 – 4:30 Bookmark Craft
- 4:30 – 5:00 Family Obstacle Challenge (Bounce Houses)
- 5:00 – 5:30 Clown (Kid’s Stage)
- 5:30 – 6:00 Butterfly Craft
- 6:00 – 6:45 Free Choice Craft Time
- 6:45 – 7:15 Clean-up/Pack Up
1:00 – 6:45 Games Gazebo

[team of at least 2/hour]

1:00 – 1:30 Relay races (field)

1:30 – 2:00 Dance Contest (gazebo)

2:00 – 2:30 (Clown - Kid’s Stage)

2:30 – 3:00 Hula Hoop Games and Skills (gazebo)

3:00 – 3:30 Story Time (gazebo)

3:30 – 4:00 (Clown - Kid’s stage)

4:00 – 4:30 Bubble Fun (gazebo)

4:30 – 5:00 Circle Games (field)

5:00 – 5:30 (Clown – Kid’s Stage)

5:30 – 6:00 Freeze Tag (field)

6:00 – 6:45 Kid’s Party Time (dancing in gazebo/bubbles in field)

6:45 – 7:15 Clean-up/Pack Up