



Gold Star Volunteers



The Gold Star volunteer program allows you to earn a Gold Star Pin for **volunteering a minimum of two hours during the Houseparty**. If you volunteer for multiple jobs, it will be greatly appreciated, but you will be given only one Gold Star Pin. Please consider being a part of the Houseparty Behind the Scenes Workforce by completing and returning this form to be a Gold Star Volunteer. *If you prefer a volunteer job that allows for sitting, please check the appropriate line on the form below.* First timers are not only welcome, but are encouraged to volunteer, as this is a great way to meet other miniaturists. Remember to check the enclosed Houseparty Schedule to determine your availability. Your volunteer schedule will be included in the packet you receive at Registration; however, if you include your email address, we will confirm your volunteer assignment in advance. Please return your form by **February 16, 2018**, so that you can be formally acknowledged. However, we will accept forms up to and at registration.

Please complete the form below and send to:

Ann Parker
1200 East Byers Avenue
Owensboro, Kentucky 42303
lparker273@aol.com
270-929-4030

----- Please **do not** return this to the NAME Office. Send to address above. -----

Gold Star Volunteers

Name _____ Email _____

Address _____ Phone (____) _____

Cell: (____) _____ City _____ State ____ Zip _____

Expected Arrival Date _____ Expected Departure Date _____

I am available to work these days/times _____

Please number in order of preference:

- | | | |
|---------------------------|-------------------------------|---------------------------|
| ____ Sales Room | ____ Exhibit Room | ____ Operations |
| ____ Registration | ____ Silent Auction | ____ Mini Swap |
| ____ Registered Workshops | ____ Pre-Convention Workshops | ____ Roundtable Workshops |
| ____ Houseparty Helpers | ____ Hospitality Room | ____ Theme Luncheons |

____ Please choose for me – wherever you need me. I am: ____an early bird ____a night person

____ I am willing to work more than 2 hours! ____ Please assign me to a job where I can work seated.

(see reverse for job descriptions)

WHAT DO GOLD STAR VOLUNTEERS DO?

Exhibit Room - Assist in checking in exhibits and placing them for display during the hours designated for Exhibit Room set up. Monitor the Exhibit Room during open hours to prevent handling of exhibits. Assist in checking out exhibits at the end of the Houseparty.

Hospitality Room - Make other attendees feel welcome. Assist the Hospitality Room Chairman as instructed. Demonstrate the "make it and take it" project if there is one.

Houseparty Helpers - Assist at the Registration Table to accept donations. Assist in set up of Houseparty Helpers and their ticket boxes during the hours designated. Assist with boxing up donations and preparing them for distribution prior to the Saturday night banquet. Assist in distributing Houseparty Helpers to winners.

Mini Swap – Help set up room for Swap. Help set up bags for swap. Assist with checking in participants.

Operations - Help set up workshop rooms each evening for the next day's events by covering tables with plastic, putting out bags at each table for trash and distributing signage. (This may need to be done in the early morning if rooms are not available the night before). Monitor access to unlocked areas at various times throughout the week.

Pre-convention and Registered Workshops - Distribute class lists and evaluation forms to each workshop at the beginning of the day and collect evaluation forms at the end of the day.

Registration - Assist at Registration Table to check in registrants and give them their registration packets, tote bags or souvenir books.

Roundtable Workshops - Direct workshop presenters to their sales and workshop locations. Monitor doors to prevent early entry of participants. Sell kits for presenters who do not have an assistant to do so. Provide water for presenters, as needed.

Sales Room - Monitor Sales Room during the hours designated for set up to help ensure that only authorized persons gain entrance to the room. Monitor sales room during open hours to deter theft. Provide water and purchase & deliver food for dealers as needed.

Theme Luncheons - Check in attendees and obtain necessary signatures. Distribute and collect evaluations.