



CLARKDALE'S
OLD FASHIONED 4TH OF JULY EVENT
VOLUNTEER OPPORTUNITIES

We are in the beginning stages of planning for our Old Fashioned 4th of July in Town Park. This event has grown in popularity with over 1,000 people attending each year. The 4th of July is an exciting day because Verde Valley residents start their holiday celebration with Clarkdale's event. This year we are challenged with not having the funding available to plan for a 2010 event of the same size and caliber without the help of volunteers. There are roughly 40 positions to be filled and each serves an important part in the puzzle –from selling souvenirs, to running a children's game, to parade sign-ups, to everything in between.

We are calling for volunteers ages 14 and older to help with our upcoming event. If you are interested or would like additional information about these volunteer opportunities please contact Community Services Supervisor Dawn Norman at 639-2490.

The following volunteer opportunities are available and need to be filled:

SET-UP/BREAK DOWN AND CREW DUTIES (5:00 AM-12:00 PM) - 10 VOLUNTEERS NEEDED

This includes set-up and break down of chairs and tables for pancake breakfast, monitoring of bathroom and replenishing of supplies, emptying trash receptacles, and break down of tents and loading of items.

SET-UP DUTIES (6:00 AM-8:00 AM) - 2 VOLUNTEERS NEEDED

This includes placing table cloths on tables, distributing bins to correct locations and set up of items, including cotton candy stand.

INFORMATION/COMMUNICATION TABLE (6:00 AM - 12:00 PM) - 2 VOLUNTEERS NEEDED

This position will be responsible for set-up and break-down of the table and:

Information: There will be maps of the layout of the park, a schedule of events, parade information and other information as needed to share with patrons. Assist patrons with any questions that they may have.

Communication: All employees/volunteers will be instructed to go to the communication table if they need to contact the Coordinator. A radio will be set up at the table. Assist employees/volunteers with contacting the appropriate person(s).

VENDOR LIASON (6:00 AM - 7:30 AM) - 1 VOLUNTEER NEEDED

This position will set-up and install vending space number stakes at the appropriate space and assist and direct the vendors to assigned spaces.

TOWN SALES TABLE (6:00 AM - 12:00 PM) - 2 VOLUNTEERS NEEDED

This position will be responsible for set-up (placing the sale items out for display) and break-down of the sales table and will handle cash transactions for sale of items.

WATER STATIONS - 5 VOLUNTEERS NEEDED

These volunteers are responsible for providing water to attendees. Each station has specific duties as outlined below:

- **PARK (7:00 AM - 12:00 PM) - 2 VOLUNTEERS:** The Park water station will be located next to the Town Sales Table and Information/Communication Table under the large tree in front of the gazebo. There will be ice chests with bags of ice to re-fill water jugs as needed. Responsible to check amount of water at water station throughout the day and re-fill jugs when needed. There will also be water jugs located at the game stations and at the first aid station. There will be other individuals checking these water jugs throughout the day but they will be instructed to take the water jugs to your station for you to re-fill. Please assist them with re-filling their water jugs. At closing will be responsible to gather the remaining cups and signage, and take them to the P&R Table located on the back side of the gazebo. Will assist with hauling items to load trucks/trailers.
- **CLARKDALE-JEROME SCHOOL (7:30-9:00 AM) - 1 VOLUNTEER:** located in front of the school office under the awning. Responsible for preparing cups of water and have them readily available for parade participants and parents to drink while waiting for the parade to begin. Re-fill cups as needed. At 9 a.m. will make sure all trash has been collected and will pack up the cups and jug and deliver to the Park water station.
- **PARADE ROUTE (8:30 AM - 10:00 AM) - 2 VOLUNTEERS:** located next to Town Hall/Finance Building. Responsible for preparation of the cups of water and have them readily available on the table for parade participants to drink as they pass Town Hall. Re-fill cups as needed. After the parade passes, please make sure all trash has been collected and will pack up the cups and jug and deliver to the Park Water Station.

COTTON CANDY STAND (8:30 AM - 12:00 PM) - 2 VOLUNTEERS NEEDED

This is located behind the gazebo next to the P&R table. The stand will be set-up prior to your arrival and will be ready to go. A cash box and change will be furnished. This position will prepare and serve cotton candy. At closing of event, will be responsible to pack all items, with the exception of the cash box, back into the P&R bin and assist with hauling items to load trucks/trailers.