



# OCTOBER VOLUNTEER OPPORTUNITIES

## October @ a Glance

- 9 Ohev Shalom- @New Hope for Kids 4:30 pm-6:30 pm
  - 11 Get Acquainted Lunch, @New Hope for Kids 11:30 am-1:30 pm
  - 12 Pumpkin Bowling Family event, Aloma Bowl, 2530 Aloma Ave/ Set up begins 12:30pm /Event: 1:30 pm - 4:30 pm
  - 24 Art of the Vine Event -Loading in of all items to Fields BMW
  - 25 Art of the Vine Event, Fields BMW 963 Wymore Road, Winter Park Set up begins 10 am /Event: 4 pm - 10:30 pm
  - 26 Art of the Vine Event -Off load and return items to storage
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## Volunteers Needed - Ohev Shalom day of Service

We need volunteers to help us with tour and pumpkin project at the Center for Grieving Children

- Date:** Wednesday, October 9
  - Time:** 4:30 - 6:30 pm
  - Location:** @New Hope for Kids, 544 Mayo Avenue, Maitland FL
  - Assignment:** Inside centerpiece project
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## Volunteers Needed - Get Acquainted Lunch - Friday, October 11, 11:30 am - 1:30 pm

We need 2 volunteers to help us.

- Date:** May 10
- Time:** Set-up to clean up: 11:30am - 1:30pm                      Event time: 12pm - 1pm
- Location:** Center for Grieving Children, 544 Mayo Avenue, Maitland
- Need:** 2 volunteers to assist with tours and serve lunch

## Volunteers Needed - Event: Pumpkin Bowling - Family Event

**Date:** Saturday, October 12

**Time:** Set-up to clean up: 1 pm-4:30pm/ Event time: 1:30 pm - 4 pm

Over 10 Family Event Volunteers will be needed to help with: Setting tables and tablecloths, making treat bags, get names on the screen for families while bowling, help serve lunch and cheer on our kids!

**Location:** Aloma Bowl, 2530 Aloma Avenue, Winter Park

**Check in:** We will have an event time sheet on a clipboard for you once you arrive.

**Parking:** Is available in the surrounding lot

**Attire:** Casual - Sneakers or soft soled shoes. (no flip-flops for safety). You will receive a New Hope for Kids t-shirt is you are signed up by October 14. If you have a silly hat or funny hat or non-scary costume...that would be great fun!



**Assignments: we will all work together to:**

- layout table cloths
- help guide with costume contest
- breakdown and clean up
- enter names on bowling screen
- prep hot dogs and Drinks
- make up candy baskets
- cheerlead for kids as they bowl

**Food + Drink:** We will provide lunch for volunteers

**Personal items:** We will not have a secured area that will be locked so best not to bring personal items for we are not responsible for loss or damage. NO CELL USAGE DURING EVENT.

For more information, please email [gloria@newhopeforkids.org](mailto:gloria@newhopeforkids.org) or call 407 331-3059 x15.



## Volunteer Needs

This is New Hope for Kids largest and most important event of the year. This event is held at the Fields BMW dealership in Winter Park.

Thursday, October 24, 2024

**Load in of supplies and auction items**                      **Shift** 2 pm - 5 pm                      **Need 4**

Volunteers will assist in loading all materials to event. This list includes, tables, auction items, coolers, etc.

Friday, October 25, 2024

**Event Set up**    **Shift** 10 am - 5 pm    **Need 15**

Volunteers will assist in the set-up of event. Table and chair placement, tablecloths on tables, wine and water to locations, paper products to restaurant tables, build champagne glasses. Layout Silent Auction

**Volunteer Check-In**    **Shift** 4 pm - 8pm    **Need 2**

Check in all volunteers, Leads and Staff and give them their name badge. Area Lead or appointed person will meet their volunteers and take them to their area.

**Greeters/**    **Shift** 5pm - 8:30pm    **Need 4**

Volunteers will greet guests as they approach the registration tables.

**Guest Registration**    **Shift** 5pm - 8:30pm    **Need 10**

Volunteers will greet guests as they approach the registration tables. Knowledge of technology is a plus (use of iPad and SQUARE payment online programs)

**Photo Wall Area**    **Shift** 5pm - 8:30pm    **Need 4**

Volunteers will greet guests as they approach the registration tables.

**Wine Glass Station/Champagne**    **Shift** 5pm - 8:30pm    **Need 2**

Volunteers will hand each guest a wine glass as they enter the tent

**Wine Pull**    **Shift** 5pm - 8:30pm    **Need 2**

Volunteers will sell 100 bottles at \$35

**BMW Ticket Sales**      MUST ENJOY SALES    **Shift** 5pm - 8pm    **Need 2**

Volunteers will sell Drawing of Chance tickets for a chance to win a BMW. Tickets are 1 for \$100 or 2 for \$150. Volunteers will be responsible for a cash bag (volunteer is to count cash and verify amount with Finance person when cash bag is received and again when the cash bag and ticket stubs are picked up.) Drawing is at 10pm

**Security**    **Shift** 5pm - 10pm    **Need 6**

Provide a watchful eye in key areas of entry and exit.

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**Lead Hospitality Manager****Shift 5pm - 10pm****Need 2**

This volunteer position gives support and oversight to Bar and Restaurants' to make all flow well

**Bars / Wine Stations / Runners****Shift 5pm - 11pm****Need 20**

Bar tenders will mix drinks for guests. Volunteers at Wine and Beer Stations will pour wine for guests. Runners will keep ice in tubs and replace wine to be chilled as it is used. Runners will also relieve pourers if one needs a break (runner will be asked by Lead)

**VIP Table Servers****Shift 6pm - 11pm****Need 4**

Volunteers will bring drinks of wine or beer to tables for VIP level service

**Silent Auction Guards****Shift 5:30pm - 8:30pm****Need 16**

Silent auction begins at 6:00pm. You will assist bidders when necessary. You will keep an eye on the items in your area to assure them from walking away (yes this has happened.) At the close of the silent auction you will be asked to help move some of the items for pick up.

**Live Auction/ Auction Check Out****Shift 7 pm - 11pm****Need 8**

Silent auction ends at 8:30pm. You will assist in tallying up winning bids on designated form. When check out opens you will check out the successful bidders. **Rhonda will instruct you on how to check out.**

**Auction Claim Area****Shift 9pm - 11pm****Need 6**

Volunteers will retrieve auction items for guests. **Rhonda will instruct you on how what to do when a guest is picking up items.**

**Spotters/Security****Shift 6:30pm - 10pm****Need 6**

One volunteer will help the auctioneer by handing the item for bid to the auctioneer. The other volunteers will assist the auctioneer by spotting a bidder (when you see someone bidding that the auctioneer is not acknowledging - yell here.)

**Designated volunteers will do the following:** When you hear the auctioneer close the bid on an item you will immediately write the winning dollar amount on the form that is given to you for that item and go to the winning bidder and ask them to sign the form saying this is to acknowledge successfully winning the bid for said amount on said item. Tell the person winning a bid that they can go to the checkout area after the auction to pay and collect their item. After you have the winning bidders signature give the signed form to your Lead. (The Lead will take forms to the checkout area and give to designated person.) **Rhonda will further instruct you on what to do.**

**Event Clean Up Station****Shift 5pm - 11pm****Need ALL**

Volunteers will pick up trash (i.e.; plates and glasses) throughout the event and dump trash into trash containers and put dirty wine glasses in boxes located at clean up station. When trash containers are full volunteers will remove bags and carry to large trash containers to the dumpster. When there are enough full boxes of dirty wine glasses take them to the New Hope van (**Lead will instruct when to do this**)

**Post Event Clean Up****Shift 10pm - Midnight****Need 4**

Volunteers will help load wine, liquor, wine glasses, signage, etc.

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