

APRIL volunteer opportunities



April @ a Glance

- 3 Wine on Wednesdays -Cocina 214, Winter Park, 6 - 8pm
- 12 Get Acquainted Lunch 11-1
- 13 Macedonia Health + Wellness Fair, 10am - 1pm
- 18 PepsiCo Healthy Living Wellness Fair, 1-5pm

If you are interested in helping with these event(s), please email volunteer@newhopeforkids.org with phone number (cell preferred) and email address or call 407-331-3059 Ext 23 to get additional details.

Volunteers Needed - Wine on Wednesdays - Wednesday, April 3, 6pm - 8pm

We are in need of 2 volunteers

- Date:** April 3
Event: Wine on Wednesday's information table
Time: Set-up to clean up: 5:45pm - 8:15pm
Event time: 6pm - 8pm
Location: Cocina 214, 151 E. Welbourne Avenue Winter Park, Florida 32789
Need: Information table to greet guests and sell wine + BMW tickets
Attire: Business Casual Complete details given to those who will sign up

You are also welcome to come and enjoy the evening with friends ☺ newhopeforkids.org/AOV

Volunteers Needed - Get Acquainted Lunch - Friday, April 12, 11:30 am - 1:30 pm

We need 2 volunteers to help us.

- Date:** April 13
Time: Set-up to clean up: 11:30am - 1:30pm Event time: 12pm - 1pm
Location: Center for Grieving Children, 544 Mayo Avenue, Maitland
Need: Needed 2 volunteers to assist with tours and serving lunch
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Volunteers Needed - Macedonia Community Health & Wellness Fair - Saturday, April 13, 10am - 1pm

We are in need of 2 volunteers to help us at information table to promote our services

- Date:** April 13
Event: Macedonia Church Health Fair
Time: Set-up to clean up: 10:00 am - 1:00 pm
Location: Macedonia Church, 412 E. Kennedy Blvd, Eatonville (Hungerford Prep High School Gym)
Need: Information table to greet guests and share the good work we do at NHFK
Attire: New Hope for Kids T-shirt and slacks
Complete details given to those who will sign up
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Volunteers Needed - PepsiCo Healthy Living Wellness Fair - Thursday, April 18, 1-5pm

We are in need of 2 volunteers to help us at information table to promote our services

Date: April 18
Event: PepsiCo Healthy Living Wellness Fair
Time: Set-up to clean up: 1pm - 5pm
Location: Frito-Lay, 2800 Silver Star Road, Orlando, FL 32808
Need: Information table to greet guests and share the good work we do at NHFK
Attire: New Hope for Kids T-shirt and slacks
Complete details given to those who will sign up



Volunteers Needed - Assist with deliveries for Art of the Vine - Thursday, May 2, 12-5pm

We are in need of 10 volunteers

Date: May 2
Event: Delivery of supplies to Fields Motorcars Orlando, 2202 33rd St., Orlando, Florida 32839
Time: Noon-until 5 (with more people we get done faster)
Location: Meet at Center to help load NHFK van. If you have an SUV, that will help too!
Need: Assist with getting paper and plastic supplies to Fields Motorcars Orlando for event
Attire: T-shirt or polo shirt, shorts (no rips or not too short), soft soled shoes - no flip flops
Complete details given to those who will sign up including supplies & materials, etc.



Volunteers Needed - Friday, May 3, 12 - 11pm

We are in need of 60 volunteers to help us with this event.

Date: Friday, May 3
Event: Art of the Vine
Time: Set-up 11 am - 5pm /
Event 5:30 - 11p / clean-up 11pm
Location: Fields Motorcars Orlando, 2202 33rd St., Orlando, Florida 32839, **Volunteer Parking at Truly Nolen**, 2082 33rd Street, Floor 1 Orlando, FL 32839
Need: Set- up/ decorate, registration, wine servers, food servers, Silent Auction, entertainment liaison, Live Auction, Info table and direction, assist with trash

Set-up Shift noon – 5pm

Volunteers will assist in event set up. Place tablecloths on tables, wrap wine, place signage, prep glasses, etc.

Guest Registration Shift 5pm – 8:30pm

Volunteers will greet guests as they approach the registration tables and sign them in.

Volunteer Check-In

Shift 5pm – 8pm

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.

Wine Glass Station

Shift 5pm – 8:30pm

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

Security

Shift 5pm – 10:30pm

Volunteers will secure various locations to ensure guests safety and event security.

BMW Ticket Sales

Shift 1 5pm – 8pm Shift 2 7:30pm – 10pm

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

NHFK Table

Shift 5pm – 10pm

Give information to guests about program services at NHFK

Wine Sales

Shift 5pm – 10pm

Sell wrapped/mystery donated wine bottles (red + wine) valued at \$35 – \$100 dollars for \$30/bottle

Photo Wall Station Liaison

Shift 5pm – 10pm

Assist Photographer with photos and selfies

Bars / Wine Stations / Runners

Shift 5pm – 11pm

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

VIP Table Servers

Shift 5pm – 11pm

Volunteers will give extra customer VIP services to sponsors' tables during the evening so that they do not need to leave their table, especially during the live auction.

Silent Auction Guards

Shift 5pm – 8:30pm

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. At the close of the silent auction you will be asked to help move some of the items for pick up.

Auction Check Out

Shift 8:30pm – 11pm

Silent auction ends at 8:30pm. You will assist in tallying up winning bids on designated forms. When check-out opens you will process the successful bidders. **Rhonda will further instruct you on what to do via a pre-event meeting.**

Auction Claim Area

Shift 9pm – 11pm

Volunteers will retrieve auction items for guests. **Rhonda will further instruct you on what to do via a pre-event meeting.**

Live Auction

Shift 8:30pm – 10pm

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 **Rhonda will further instruct you on what to do via a pre-event meeting.**

Event Clean Up (ongoing)

Shift 6pm – 11pm

Volunteers will pick up trash (i.e., plates and glasses) throughout the event, dump trash into trash containers, and take dirty wine glasses to the cleaning station. When trash containers are full, volunteers will remove bags and carry to back of house trash container. **(Lead will instruct when to do this)**

Dishwasher for evening

Shift 7pm – 11pm

Volunteers will help wash wine glasses (only).

Post Event Clean Up

Shift 7pm – 11pm

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

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Location: Macedonia Church, 412 E. Kennedy Blvd, Eatonville (Hungerford Prep High School Gym)

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