



# MAY volunteer opportunities

## May @ a Glance

# VOLUNTEER OPPORTUNITIES

- 2 Art of the Vine Set Up, Fields Motor Cars, 12-5pm
- 3 Art of the Vine, Fields Motor Cars, 11am-11pm+
- 3 Serve with Liberty, Organization with AOV
- 6 Golf Tournament - Notre Dame Alumni, 11:30am-5pm
- 10 Get Acquainted Luncheon, @ New Hope Center, 11am-1pm

### General Help - (not a specific date/ongoing)

Office Assistants needed at the Center

Mascot Games Support (variety of tasks and projects) Click this link to see our SignUp on SignUp.com: <https://signup.com/go/Xfnqoah>

Research projects (can help if have computer @home)

Database updates (this must be done at business office)

### Volunteers Needed - Serve with Liberty - Friday, May 3, 10 am - 3 pm

Join Liberty Mutual Volunteers as we work at the Fields Motorcars Dealership to prepare for Art of the Vine Event.

- Time:** 10 am - 3 pm
- Location:** 544 Mayo Avenue, Maitland
- Attire:** Casual Working clothes, no flip flops
- Need:** Volunteers needed to work in yard,

### Volunteers Needed - Golf Tournament, Notre Dame Alumni - Monday, May 6, 11:30 am - 5pm

We are in need of 6 volunteers

- Date:** Monday, May 6
- Event:** Golf Tournament with Notre Dame Alumni
- Time:** Set-up to clean up: noon - 5pm
- Location:** **Alaqua Lakes Country Club**- 1700 Alaqua Lakes Blvd, Longwood, FL 32779
- Need:**
  1. Two (2) volunteers to assist at Check-in registration
  2. Two (2) Volunteers needed to serve as Hole-in-one witnesses/ bring chairs/in shade
  3. Two (2) volunteers to assist with drinks, photos and must enjoy people
- Attire:** **New Hope for Kids t-shirts** or Golf shirts and khakis pants or shorts if on Green.  
Complete details given to those who will sign up including supplies & materials, etc.

### Volunteers Needed - Get Acquainted Lunch - Friday, May 10, 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



## 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 - Art of the Vine Event - Friday, May 3, 12 - 11pm

We are in need of 60 volunteers to help us with this event. **Parking is limited so please try to uber or carpool.**

- Date:** Friday, May 3  
**Event:** Art of the Vine  
**Time:** Set-up 11 am - 5pm  
Event 5:30 - 11pm  
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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## 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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If you are interested in helping with these event(s), please email Nicoll [volunteer@newhopeforkids.org](mailto:volunteer@newhopeforkids.org) with phone number (cell preferred) and email address Or call 407.331.3059 ext. 23 to get additional details.

SAVE THE DATES:

MASCOT GAMES: June 21 + 22 at Amway Center



Please add this event to your calendars...we will need over 300 volunteers...

☆ **Pre-Planning Volunteers** are needed to assist with:

- Poster distribution
- Special pre-event information table
- Social media – facebook, instagram and twitter
- Game Production
- Camp Attendance Coordination
- Administrative support
- Meet and greet dinner

☆ **Day of Event(s) Volunteers** are needed for both shows at Amway Center. Some of the areas in which we need volunteers are:

- Concourse operations
- Mascot support
- Mascot escorts
- Transportation
- Greeters
- Props
- Ushers
- Click this link to see our SignUp on SignUp.com: <https://signup.com/go/Xfnqoah>