



2010 Wichita Pride Festival

VOLUNTEER REGISTRATION PACKET



PO Box 49439
Wichita, KS 67201
888-292-7011

volunteers@wichitapride.org
www.wichitapride.org

Dear Volunteer:

Thank you so much for your interest in becoming a volunteer of Wichita Pride, Inc. At this time we would like to inform you of what you are here for. Whether you are here to become a member of WPI or just here to volunteer for the festival itself, we are very enthused to have you. WPI is a non profit 501(c)3 organization supported by the donations of businesses and individuals like you.

This means we are in need of volunteers to help run the festivities. All proceeds raised by the festival are used to fund the events throughout the year and are donated to local charities.

Following this letter will be a volunteer work packet that will inform you of rules, regulations, procedures and expectations that WPI expects of all volunteers. If you're not sure which committee you'd like to volunteer for than just sign up as a general volunteer and we will find a position for you where needed most.

Once again, thank you for your interest in volunteering for Wichita Pride 2010, WPI also has many social and fundraising events going on throughout the year to ultimately help us in achieving our goal of establishing an LGBT Community Center. If you are interested in volunteering for other WPI events, please let the Volunteer Coordinators know of your interest to do so.

Much Obligated,
Tommy Nguyen & Skylar Johnston
Volunteer Coordinators
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INTRODUCTION TO WICHITA PRIDE, INC.:



The purpose of Wichita Pride, Inc., is to promote pride in and knowledge of the richness and diversity of the community through the organization and promotion of annual LGBT Pride events (Festival, Parade, Rally, etc) held in Wichita, Kansas.

Wichita Pride, Inc. is an all-volunteer nonprofit 501(c)3 organization. Our main mission is to educate the greater

Wichita community to Lesbian, Gay, Bisexual and Transgendered issues and concerns.

This includes, but is not limited to, equal rights for the LGBT community, same sex marriage, keeping the LGBT families intact and awareness. This June, we will once again be putting on the Wichita Pride event. Since 1972 there has been some kind of Pride event in Wichita with the exception of a few years. This makes Wichita Pride one of the oldest and largest pride events in the state of Kansas.

Wichita Pride, Inc. serves the community by:

- Providing a home for the nurture and celebration of lesbian, gay, bisexual and transgender organizations, institutions and culture.
- Promoting strong community partnerships.
- Increasing public affirmation of LGBT individuals through education, advocacy and outreach.
- Promoting and engaging in educational, civic and cultural activities in order to enrich the lives of LGBT people and the community as a whole.

The goals of Wichita Pride, Inc. are to:

- Celebrate LGBT families from across the state.
- Provide LGBT individuals with a place to gather free from harassment.
- Advance LGBT rights and visibility in the community.
- Organize and harness fair-minded dialogue of religion and faith.
- Empower individuals to be themselves in a relaxed and accepting environment.
- Raise funds to be able to give back Grants to other community organizations.

VOLUNTEERS RULES AND REGULATIONS:

1. It is understood that you are volunteering for a community event and should not expect any form of compensation.
2. You have agreed to volunteer for a specific period of time and we ask that you fulfill that time period, as staffing is critical to the success of an event this size.
3. Volunteers agree not to “freeload” or otherwise use volunteering as a means to simply gain entry into the festival. Volunteers found freeloading will be asked to surrender the volunteer t-shirt and pay for entry or leave.
4. Volunteers handling money for and/or serving alcoholic beverages must be at least twenty-one (21) years of age and must have in their possession a valid form of identification.
5. Volunteers must not show up to volunteer under the influence of alcohol or illegal drugs.
6. Volunteers may not consume any alcoholic beverages while performing their function for Wichita Pride, Inc.
7. Volunteers are asked to observe their levels of access and not attempt to gain access to areas of the festival they’re not allowed into.
8. Volunteers are asked to remove the volunteer t-shirt once they complete their volunteer hours.
9. Volunteers understand that safety and security of all attendees are of the utmost concern; volunteers are therefore asked to assist or otherwise report to their Pride contact person or onsite security, safety patrol or law enforcement any suspicious activity, dangerous situations or any other out of the ordinary activities.
10. Volunteers understand that since they are volunteering their time at a community event, they are representing Wichita Pride, Inc. Volunteers are asked not enter into or otherwise engage in controversial conversations or activities (i.e. protestors or others). Volunteers are asked to simply walk away from those types of encounters. Volunteers found to be instigating or engaging in this type of activity may be asked to surrender the volunteer t-shirt and escorted off the festival grounds.

Volunteer Procedures:

Wichita Pride, Inc. welcomes our volunteers! For safety and security reasons, all volunteers must sign in upon entering the Festival grounds for their shift and must wear an appropriate identification badge and volunteer shirt during their shift. Thank you for using the following procedures while you are volunteering for Wichita Pride 2010.

Sign In/Sign Out:

All volunteers must **sign in** upon arrival and **sign out** upon leaving. The sign-in area is located near the main entrance of the festival. Sign in using the volunteer sign-in sheet that you will be provided, please fill it out completely and accurately.

Sign in is important for two reasons:

- ❖ In case of an emergency, WPI personnel will know exactly where volunteers are located.
- ❖ WPI keeps a log with the total volunteer hours for its records each year.

Identification Badges:

Volunteer Identification Badges **MUST** be worn at all times while you are on your shift. The volunteer coordinators will make a Volunteer Badge for each volunteer who has signed up. Your Volunteer Identification Badge will be given to you at time of Sign In. If you do not have a volunteer badge, please see the Volunteer Coordinators and they will provide you with one.

Volunteer T-shirts:

Volunteer T-shirts **MUST** be worn at all times while you are on your shift. The volunteer coordinators will have a t-shirt for each volunteer who has signed up. Your Volunteer t-shirt will be given to you at time of Sign In. Once you are finished with your shift, you **MUST** remove the t-shirt, it is yours to keep as a souvenir but can not be worn on the festival grounds if you are not on shift.

Volunteer Absence

Wichita Pride, Inc. and Festival Staff rely on the support of our volunteers, but absences happen! If you are not able to volunteer for your shift due to sickness or other reason, **PLEASE** call or email the Volunteer Coordinator immediately to report your absence. Also, remember to tell the coordinator where you were volunteering so that the appropriate committee chair can be notified.

VOLUNTEER REGISTRATION FORM

WICHITA PRIDE, INC.

The 2010 Wichita Pride, Inc. Volunteer Committee invites you to participate in making Wichita Pride 2010. Your time, commitment and talents are needed to make the Festival and Parade a success. Please complete this form and return it to the volunteer coordinator. Thank you for your interest!



(FOR WPI USE ONLY):

Reviewed By: _____ Accepted: ____ Rejected: ____ Date Reviewed: _____

Area of Interest: _____ Interest in other Events: ____ Yes ____ No

Personal Information:

Mr. Mrs. Ms. Miss. Are you a student? Yes No School: _____

Name: _____ D.O.B.: _____

Permanent Mailing Address: _____ Suite/Apt. #: _____

City: _____ State: _____ Zip code: _____

Day Phone: _(_____)_____ Cell/Eve. Phone: _(_____)_____

Email address: _____ Website: _____

T-Shirt Size: SM M L XL XXL XXXL

Emergency Contact Information:

Name: _____ Phone: _(_____)_____

Relationship: _____

***Wichita Pride, Inc. respects the personal privacy of all individuals. We do not sell, give out or otherwise share personal information that you provide to any third party for any reasons.**

Specific Skills, Certifications or Knowledge: (Check all that apply)

- Office/Clerical
- Security
- Parade
- First Aid/CPR
- Accounting (Must be 21 or over)
- Internet Technology
- Marketing/Advertising
- Beverage
- Volunteer Check-in/Check-Out
- General Volunteer
- Entertainment
- Vendor Relations
- Set Up/Tear Down
- Merchandise
- Other _____

Do you have any Certifications? _____

Are your certifications up to date? Exp. Date: _____

Is this the first time volunteering for this event? Yes No

If No, my requested placement is: _____

Areas of Interest: (Please place in a preferred ranking order: 1-3)

- ___ Office/Clerical
- ___ Security
- ___ Parade Monitor
- ___ Ticket Booth/Taker
- ___ Beverage Sales
- ___ Beer Garden
- ___ Set up/Tear Down
- ___ Volunteer Check In/Out
- ___ Merchandise Booth
- ___ Entertainment Stage Hand
- ___ Vendor Relations
- ___ Internet Technology
- ___ Family Area
- ___ General Volunteer (Placed where needed by event staff)
- ___ Other: _____

I am also interested in volunteering at other WPI events throughout the year, Please contact me regarding information on those events.

Where did you hear about volunteering for WPI?

- WPI Board/Committee member
- The Liberty Press
- WPI Website/Forums/Blog
- Other Organization _____
- Newspaper/Magazine _____
- Friend/Family Member _____

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Availability: (Please circle the hours you are available to work)

Sunday, June 13th 2010:

5:00am – 9:00am

9:00am – 1:00pm

1:00pm – 5:00pm

5:00pm – 9:00pm

Availability for other Events: (Please circle the days & times you are available to work)

Various events throughout the year:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

5:00am – 9:00am

9:00am – 1:00pm

1:00pm – 5:00pm

5:00pm – 9:00pm

I am unable to volunteer this year but wish to remain on the volunteer mailing list: Yes No

I do not wish to be kept on your mailing list.

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**WICHITA PRIDE 2010
VOLUNTEER CODE OF CONDUCT
AGREEMENT**

Wichita Pride, Inc. operates under the notion that all volunteers take their volunteer services seriously, with pride and respect, we expect all volunteers to be courteous and use good judgment in all situations, immediate dismissal from the volunteer program includes, but is not limited to the following inappropriate activities:

- Fighting
- Dishonesty
- Misrepresentation
- Destruction of property
- Theft or attempted theft
- Using foul or abusive language
- Violation of Alcohol and Drug Policy
- Failing to show up for volunteer shift you requested
- Refusing to follow the volunteer instructions
- Leaving the volunteer area for long periods of time during shift
- Misrepresentation of the organization
- Inappropriate behavior toward our guests or other volunteers

As a volunteer at Wichita Pride 2010 and a representative of Wichita Pride Inc., I have an obligation to the organization I am representing, to the festival, to the general public and to myself to maintain the highest standards of ethical conduct. I will refrain from engaging in or supporting any activity that would discredit the organization. **By signing this form, I have read the Rules, Regulations and Procedures and will abide by them.**

Print Name _____ Date: _____

Signature _____

(Please sign and return)