

Instructions for Volunteers for Multicultural Night  
February 2014

1. Please arrive to Beall Elementary School (451 Beall Ave.) on time for your shift.
2. On the SignupGenius online sheet (<http://www.signupgenius.com/go/10C0F45ACA92EA57-bealls>) is information about WHO you are reporting to for your shift. Mrs. Edlind and Ms. Ricadelli will most likely be in the Art Room (to the right of the entry way up the stairways; first door on your right) or in the hallways so it might take some looking!
3. If you are helping with the art and craft projects with the kids on Friday evening, please report to the Media Center with Mrs. Edlind at **6:45 pm** so she can explain what needs to be done before the kids arrive.
4. If you are volunteering for the day of the event and reporting to Tida Violante, **please keep reading below.**
5. Go directly to the Gym. If you are standing on Beall Avenue, looking at the school, it is on your left hand side at the corner of the building.
6. Make sure that you sign in on my sheet at the "Welcome Table".
7. It will get very chaotic as there will be hundreds of people so I particularly need you to be proactive in doing your jobs and find me if you need something else to do.
8. There will be a list of jobs at the Welcome Table. Please check on the list of your job assignments when you arrive.
9. At 5 – 6 pm, we will be setting up the Gym with the tables and chairs using a preassigned map/lay out, decorating the Gym and putting signs on the correct table. As the exhibitors arrive, please help them unload their cars (they should park in the back in staff parking and enter through the Gym's back door) and bring their stuff in. It will be raining so please make sure you bring a rain jacket and shoes that can deal with the rain (and muddy slushy snow). Some of the exhibitors will want a chair, so please give them one.
10. In between your jobs, please feel free to enjoy the event and taste the foods and see the exhibits.
11. At the end of the evening, please help fold the tables and chairs and load them back onto their racks.
12. I will bring some extra SSL forms if you need one. When you are done with your shift, fill out your SSL forms and come find me to have me sign the forms.

Thank you very much for your help! The success of this event every much rests on all our volunteers : )

Tida Violante  
Beall PTA - Multicultural Night Coordinator