

BOWL ROOM POSITION DESCRIPTIONS

Friday, February 23

Bowl Pick up -

Two volunteers are needed to pick up bowls at various locations

Bowl Room Unpacking and Set up -

Six **Bowl Room Assistants** are needed at Mylan Park between the hours of 2:00 and 5:00 to set up the bowl room and inventory bowls.

Saturday, February 24

There will be 1 **Bowl Room Ticket Taker**, working all day.

The *Bowl Room Ticket Taker* is responsible for monitoring the *exit point* of the Bowl Room. The **Bowl Room Ticket Taker** will collect the ticket that the patron receives when they enter the event. It is this ticket that entitles them to choose a bowl.

The Ticket Taker should arrive, check in at the volunteer table and **be at the Bowl Room by 10:00 am**. Please plan to have your lunch when your shift is over.

Two **Back Bowl Room Managers** are needed to work each shift. This volunteer will ensure that the stock room is secure and that there is a steady flow of bowls available to send to the Bowl Room.

The *Back-Bowl Room Managers* should arrive, check in at the volunteer table and **be at the Bowl Room by 10:00 am** for the first shift and at 12:30 pm for the second shift. Please plan to have your lunch before your shift begins or when your shift is over.

One **Bowl Room Raffle** Volunteer is needed to work each shift. This volunteer will be located in the Fundraising Area to sell raffle tickets to patrons for a chance to win a “special bowl”. This volunteer must be comfortable handling cash and **must be willing to participate in a raffle.**

The *Bowl Room Raffle Volunteers* should arrive, check in at the volunteer table and **be at the Fundraising Area 10:00 am** for the first shift and at 12:30 pm for the second shift. Please plan to have your lunch before your shift begins or when your shift is over.

One **Bowl Sales Volunteer** is necessary to work each shift. This volunteer will assist patrons in making bowl purchases, and wrap and bag the purchases. This volunteer will be working with a cash handler who will be responsible for the cash and credit card transactions.

The *Bowl Sales Volunteers* should arrive, check in at the volunteer table and **be at the Bowl Room by 10:00 am** for the first shift **and at 12:30 pm for the second shift**. Please plan to have your lunch before your shift begins or when your shift is over.

6 volunteers are needed for **Bowl Room Tear Down**. This includes disassembling the display room, wrapping and packing the bowls.

Volunteers for *Bowl Room Tear Down* should arrive, check in at the volunteer desk and **be in the Bowl Room by 2:45 to begin the process.**

There will be some lifting and loading of boxes containing bowls.

Political Campaigning: Public charities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Campaigning of any type is prohibited at all of our events including this Annual Luncheon. This includes (but not limited to), T-Shirts which represent a particular candidate or party, distribution of printed material including business cards and general political discussion with the patrons attending this event.

It is the responsibility of all who work in the Bowl Room to make sure that bowls are not given to patrons or volunteers who do not possess a paid luncheon ticket.

Note: All positions at this event are pre-assigned. We ask that you do not bring additional people with you to work at this event. Volunteers are expected to purchase a ticket for the Event if they would like to have soup, bread and/or a bowl.