

# 2020 Volunteer Application and Information

FLORIDA



FOLK FESTIVAL

**There have been changes. Please be sure you read all participant information.**

**Volunteers** are individuals invited without pay to work at festival sites: stage, workshop, craft area, folklife area, food areas, campground, or other work areas within the festival. Volunteers are required to work a minimum of 12 hours during the festival. Preference in inviting site volunteers is given to those who can participate all three days of the festival and to those who have experience or special skills. Although there are a minimum number of volunteer positions in an indoor setting, volunteers should be capable of working a 4 hour day outdoors in the heat. A maximum number of 150 volunteers will be selected to participate in each festival. Festival coordinators may increase or decrease the number of volunteers selected based upon need.

## Applications

Applications will be accepted December 1, 2019 – February 15, 2020. Each person that would like to be scheduled for a volunteer position must submit an individual application. If you are sharing the volunteer time, each person should submit an individual application making special note with whom you are splitting the work time. Applications not postmarked by February 15, 2020 may not be reviewed for participation in the 2020 Florida Folk Festival.

## Terms of Acceptance

Invitations to participate in the Florida Folk Festival are issued by the Festival Coordinator following a selection process. An invitation to participate in the Florida Folk Festival is considered an honor and privilege by many festival participants. The festival receives many applications each year and unfortunately, due to space limitations, we cannot accept every applicant to participate. Applicants are selected and scheduled based on the needs of the Florida Folk Festival, not an individual's preferences, wants or demands. The festival does maintain a waiting list of qualified applicants that are always willing to fill a vacant participant position at any time. Volunteers will be notified of their acceptance by March 15, 2020. Participant invitations may be withdrawn by the Festival Coordinator for **failure to meet established deadlines**, failure to meet availability requirements and untoward demands on festival staff.

Note: Participation in a prior Florida Folk Festival does not guarantee acceptance to the 2020 Festival.

## Passes

Festival volunteers working 12 hours are entitled to receive a complimentary festival entrance pass for themselves and one adult guest. **Dependent children of festival volunteers** are admitted to the festival free of charge. Special Note: If you are splitting volunteer duties you are only entitled to a participant pass for yourself, your partner must submit an application and will be issued your guest pass. Please note: **Guests are not entitled to bring additional guests.**

## Camping

Campsites within the park's campground are considered primitive campsites for the Florida Folk Festival and are available on a first come, first serve basis. Festival volunteers with a schedule of 12 hours or more are permitted to camp in the festival campground for free.

## **Pets**

Pets are not permitted in the park during the Florida Folk Festival. Service animals are always welcome.

**Schedules** – Volunteers will be notified of their anticipated schedule by March 15 of each year. Festival staff should be notified no later than April 1 if a volunteer cannot volunteer during their scheduled time.

## **PLEASE BE AWARE:**

- Volunteer are expected to be available for a four hour work day all three days of the festival.
- Although we do try to be as accommodating as possible, the Festival Coordinator has the responsibility of scheduling volunteers as needed for the good of the Florida Folk Festival.
- Volunteers are not guaranteed specific volunteer areas.
- Volunteers that attend the festival and fail to perform their volunteer duties may lose their eligibility to participate as a volunteer at future festivals.
- The Festival Coordinator has the responsibility to make any necessary changes in festival scheduling at any time.

FLORIDA



FOLK FESTIVAL

**VOLUNTEER APPLICATION**

**Florida Folk Festival**

**May 22 – 24, 2020**

Please complete and return to:  
Stephen Foster Folk Culture Center State Park  
Post Office Drawer G  
White Springs, FL 32096  
Toll Free: 1- 877-635-3655

**Please return this application to the above address, postmarked by February 15, 2020.  
Faxed applications are not accepted.**

Note: All of the following information is required to complete the application process. Please write legibly.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail \_\_\_\_\_ Best time \_\_\_\_\_ and manner \_\_\_\_\_ to contact you?

**In the event of an emergency, Festival administrators should notify:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Exemption From Public Disclosure**

Are you a current or former law enforcement officer, other employee\* or the spouse or child of one who is exempt from public records disclosure under S11907, F.S.?

\*Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support, and certain investigators in the Department of Children and Families.

**Yes**

**No**

The Florida Folk Festival is a wonderful family volunteering opportunity! For their safety, younger volunteers, ages of 12 through 17, must volunteer with an adult (21+). There are a limited number of paired volunteer slots available. If you are 17 or under, please ask your parent or guardian to sign below.

I, \_\_\_\_\_, give permission for my child (age \_\_\_\_ ) to volunteer at the 2020 Florida Folk Festival.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Name of adult partner:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

I am a first time registered volunteer                      Yes                      No

I plan to arrive:                      Thursday a.m.                      Thursday p.m.

   Friday a.m.                      Friday p.m.

I am available to work:                      Thursday a.m.                      Thursday afternoon                      Thursday evening

   Friday a.m.                      Friday afternoon                      Friday evening

   Saturday a.m.                      Saturday afternoon                      Saturday evening

   Sunday a.m.                      Sunday afternoon                      Sunday evening

***Please note: Although we do take into consideration your preferred schedule, volunteers are scheduled as needed for the benefit of the Florida Folk Festival.***

Please tell us if there is a time during the festival when you cannot work or special considerations we need to make when scheduling you to work:

Please indicate your work preferences and rank your choices: 1 (most preferred) to 5 (least preferred). Descriptions can be found on the last pages of the application. No volunteer is guaranteed they will be assigned to the position requested.

**Yes   Rank**

**Yes   Rank**

\_\_\_   **Campground Check-In**

\_\_\_   **Museum/Tower Aide**

\_\_\_   **Children’s Area**

\_\_\_   **Record/Log Supervisor**

\_\_\_   **Emcee**

\_\_\_   **Record Performances**

\_\_\_   **Folklife Area**

\_\_\_   **Registration**

\_\_\_   **Gift Shop**

\_\_\_   **Stage Aide**

\_\_\_   **Hospitality**

\_\_\_   **Stage Construction - Dance Stage**

\_\_\_   **Information**

\_\_\_   **Stage Lighting**

\_\_\_   **Log Performances**

\_\_\_   **Stage Manager**

\_\_\_   **Merchandise Sales**

\_\_\_   **Surveys**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Indicate any special skills you have (including stage production, recording or experience working with people) that could benefit this year's Festival:

Volunteers should be capable of working at least a 4 hour shift in an outdoor setting. Stage coordinators and assistants should be capable of lifting at least 20 lbs or performing repetitive lifting of at least 5 lbs. Please list physical tasks you may be inhibited from performing:

In order to receive a complimentary pass for yourself and one other person and to qualify to stay in the Festival campground during the event **a minimum of 12 volunteer hours throughout the weekend is required.** Volunteers able to arrive Thursday and work through the weekend receive preference. Please note: Guests are not entitled to bring additional guests.

Names of persons to receive passes: 1. \_\_\_\_\_ Camping  
2. \_\_\_\_\_ Camping

Please note that **dependent children** of volunteers are admitted to the Festival FREE. Please list your dependent children that will be accompanying you:

1. \_\_\_\_\_ Camping                      3. \_\_\_\_\_ Camping  
2. \_\_\_\_\_ Camping                      4. \_\_\_\_\_ Camping

**Please read and sign the Release/Assurance below. Unsigned applications cannot be accepted.**

I hereby grant permission to the Florida Folk Festival and the Stephen Foster Folk Culture Center State Park, Division of Recreation and Parks, Department of Environment Protection and the Florida Department of State to use photographs and audio/video tape recordings made of me during the annual Florida Folk Festival for publicity, educational and other promotional purposes.

I shall not hold the Division of Recreation and Parks, Florida Park Service responsible for accidents to me or my property while participating in the annual Florida Folk Festival on the grounds of the Stephen Foster Folk Culture Center State Park in White Springs, Florida.

I hereby understand that the above-described volunteer services will be uncompensable. I further understand that volunteers are not considered employees of the State of Florida. Volunteers are covered by state liability protection in accordance with Chapter 768.28, F.S. and by workers compensation in accordance with Chapter 440 F.S. Volunteers shall comply with all applicable department and agency rules. No state employment, unemployment, leave, or hours of work provisions or collective bargaining agreements shall apply to volunteers. This agreement may be cancelled by either party at any time following notice of the other party.

**My signature below indicates that I have read and agree to these conditions.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## VOLUNTEER WORK POSITION DESCRIPTIONS

**Campground Check-in:** Check-in campers at the campground, check for campground pass in vehicles, assists in giving instructions, sells ice, monitors campground for safety issues. Cleans and monitors campground restrooms. Supervised by the Campground Coordinator

**Children's Area:** Volunteers assist children in making crafts, keep the area neat and as ordered as possible. They may also need to actively participate in performances to encourage children to participate. Assists area coordinators in conducting workshops and activities with children. Must be a child friendly volunteer capable of moving around repeatedly and working in the heat. Supervised by the Children's Area Coordinator

**Emcee:** Our emcees are the lifeblood of the festival. They make sure that the audience is entertained and informed while stages are being prepared for performances by the Stage Manager and Stage Aides. They are also responsible for making sure that stage performers are on time and prepared to go on stage. Emcees must attend orientation on Friday morning at Nelly Bly's Kitchen at 8:00 a.m. Supervised by the Stage Coordinator

**Folklife Area:** Assist demonstrators in the folklife area by assisting with set-up and break down and providing lunch and restroom breaks for demonstrators by watching their exhibits. Supervised by the Folklife Area Coordinator

**Gift Shop Volunteers:** This is an indoor position with many duties, such as bagging sales, assisting customers, limiting amount of patrons in the store at one time and helping to keep an eye on merchandise. There will be no cashier duties. Supervised by the Gift Shop Manager

**Hospitality Aide:** Volunteers will be working at Nelly Bly's Kitchen. You will be responsible for putting out food items as needed and keeping the area clean and attractive. Afternoon shifts will be responsible for cleaning everything and putting items away as needed. Supervised by the Hospitality Area Supervisor

**Information:** This area is located at the back porch of the Auditorium. Information serves as a multi-use area for the Festival. You'll be responsible for providing information to the public, assisting other volunteers with locating their assignments, collecting and logging lost and found articles, assisting with lost and found children and parents, scheduling wheelchair loans, logging requests for sign language interpreters, filling in for volunteers that fail to show up in critical areas, monitoring radio and telephone communications and any other duties as required. Supervised by the Festival Office Manager

**Logging:** Keeping records of recordings in precise manner. Must have the ability to operate a computer. Must have a neat handwriting and have the ability to pay attention to detail. **Required to participate in a training session on Friday morning at 8 a.m. at the Under The Oaks Stage.** Supervised by the Archival Recording Supervisor.

**Merchandise Sales:** Working in the merchandise sales tent at the top of the Amphitheater Hill, selling performer cds and merchandise and festival t-shirts and merchandise. Supervised by **FOFF Tent Coordinator**

**Museum/Tower Aide:** Volunteers assist Docents in greeting, directing and helping visitors to the Museum and the Carillon Tower and will also relieve the Museum Docent for lunch and breaks. You will also assist in cleaning and restocking the rest rooms on an as needed basis, and keep trash emptied and the Museum clean. Will also assist in safety issues (ex. Children running/jumping off porches) and to help with protecting the Museum and its contents. Supervised by the Museum Guide

**Recording:** Recording experience required. Recording performances with digital equipment. This position will work closely with the sound company at each stage to ensure that festival recordings are being properly formatted during each performance. **Required to participate in a training session on Friday morning at 8 a.m. at the Under The Oaks Stage.** Supervised by the Archival Recording Supervisor.

**Registration/Check-In:** Volunteers are responsible for correctly issuing passes, t-shirts and information to festival participants. Please check in at the registration desk 10 minutes before your scheduled time to receive a brief orientation and to allow for shift change over. Supervised by the Registrar

**Stage Aide:** These volunteers are primarily used at the large stages. They assist the stage manager/Emcee by setting up/straightening chairs, keeping the public seating area clean and free of trash, checking water coolers and supplies for your stage area, and any other duty that the stage manager/emcee may require. You will also help maintain a pleasant experience at your stage for park visitors. This includes asking disruptive visitors to quiet down and maintaining a no smoking policy under our tents. You may also run errands for artists and assist them with their equipment, but only after informing the stage manager/emcee. Stage Aides are required to attend an orientation session Friday morning at 8 a.m. at Nelly Bly's Kitchen. Supervised by the Stage Coordinator

**Stage Construction:** The stage construction team will assist park staff in construction of the dance stage and the folklife stage prior to the Florida Folk Festival. Volunteers must be available to work a weekend (date to be established) prior to the festival arriving no later than 9 a.m. on a Saturday and departing no earlier than 2 p.m. on a Sunday. Participation in the pre-event dance stage construction will be considered your 12 hours of volunteer time required in order to qualify for camping and festival passes.

**Stage Lighting/Safety:** Assist the festival stage lighting manager with daily set-up and monitoring of stage lighting and stage safety issues. A Total of 4 shifts will be covered throughout each day of the event. Supervised by the Stage Lighting Manager

**Stage Manager:** Stage Managers are responsible for assisting the sound person in setting up microphones and equipment for groups at stages with amplified sound system; arranging chairs on stage as needed; identify artists for the stage emcee and making sure that the emcee meets the artists. You will also direct the volunteer stage aides. Stage Managers are required to attend an orientation session Friday morning at 8:00 a.m. at Nelly Bly's Kitchen. Supervised by the Stage Coordinator

**Surveys:** These volunteers will be staged throughout the festival conducting surveys of festival goers. You will check in at information to receive your survey materials and your assignments. Volunteers conducting surveys will be expected to work their complete 4 hour shift taking surveys and return the completed surveys to information at the conclusion of your shift.

**Thank you! We look forward to working with you!**