

HandsOn Greater Duluth

*Community*  
**Volunteer Fair**

@ The Depot ~ April 9, 2010

February 2010

Join HandsOn Greater Duluth Volunteer Center and partners AmeriCorps and MN Reading Corps at the Depot on April 9<sup>th</sup> for the second annual **Community Volunteer Fair**. Highlight your volunteer opportunities and the incredible things you accomplish by tapping into the talents of volunteers. Recruit potential AmeriCorps members, seniors, youth, and members of the business community with an anticipated attendance of 250 guests.

**April 9, 2010**

11:00 AM – 4:00 PM

The Depot

506 W. Michigan Street, Duluth

Celebrate volunteerism while promoting your opportunities, your impact on our community, and the importance of civic engagement. Please complete the attached registration form; registration is on a first come first served basis. **Please respond quickly!**

**Once we receive your registration form and \$10.00 fee, you will receive confirmation via email.**

Requirements to register:

- 1) Be prepared to interact with people! Do something to pull participants to your table that encourages them to get to know your organization and understand your need for volunteers.
- 2) Your booth must be manned for the times listed on the registration form. This is also a great way for staff and volunteers to be visible in the community.
- 3) All information must be complete on the registration form.
- 4) You must have your open volunteer positions listed at your table. It is also recommended to have volunteer applications available.
- 5) **Booth contracts must be received by Friday, April 2.** Additional information will follow, with details of the volunteer fair.

HandsOn Greater Duluth is looking forward to celebrating service together!

Sincerely,

Program Coordinator, HandsOn Greater Duluth Volunteer Center  
726-4794, direct line  
726-4778, fax

Community  
**Volunteer Fair**

@ The Depot ~ April 9, 2010

11:00 AM – 4:00 PM  
The Depot  
506 West Michigan Street, Duluth

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Will your organization be recruiting a True North AmeriCorps member for 2010-2011?

Yes  No

\*\* if yes, you do not need to remit payment with registration as it will be paid by TNAC

Will you need an electrical outlet at your booth?  Yes  No

- **Booth Fee: \$10.00. Please make checks payable to: United Way of Greater Duluth with "Community Volunteer Fair" in the memo.**
- **Mail registration forms and payment to:**  
HandsOn Greater Duluth  
424 W. Superior Street, Suite 402  
Duluth, MN 55802
- Registration forms must be received by **Friday, April 2, 2010**. Once you have registered, a follow up will be sent to you via email with additional information and details of the event.
- Set up occurs 10:00-10:45 a.m., please have your booth set up before 10:45 a.m.
- **Parking** is available in nearby ramps and at street meters. You can drive up to the main entrance to unload and load. A map will be provided in the confirmation email.
- **Booth breakdown cannot happen prior to 4:00 PM.**
- The Depot, HandsOn Greater Duluth, and the United Way of Greater Duluth shall not be held responsible for any or all damages caused by fire, theft, vandalism, or loss of property.

**Call HandsOn Greater Duluth Volunteer Center 218-726-4794 with questions.**