



January 24, 2008

Dear Rotary Clubs of WI,

Organic Valley/CROPP Cooperative would like to invite Rotary Clubs of WI to participate as volunteers at the 2008 Kickapoo Country Fair, held July 26 and 27 on the grounds of Organic Valley's headquarters in La Farge, Wisconsin. This rural heritage and farming festival will be a showcase of rural and cultural traditions, farm and garden exhibits, music, dance, arts, natural foods and cooking, green housing and renewable energy, community health and education, environmental responsibility, and eco-development. Why are we asking? Because we need you! How will your group benefit? Read on!

This is a fund raising opportunity for your group as well as a community outreach! Community volunteer groups will be paid \$6.50 for each hour worked by each group member at the event. A single check will be made out to your organization after the event, along with an itemization of hours worked by group members. Any group that provides volunteers to cover 12 or more shifts can have an event table or booth at no charge (must register by 5/01/08). Your organization will also be listed in our program and will be offered a link on our website. Enclosed you will find further details on our community volunteer perks. Note, all volunteers must be 16 years of age or older to participate in this year's event.

Please find enclosed the volunteer registration form. If you decide to participate in the event, more details will be mailed to you as well as information regarding a volunteer training session to take place before the event. Additional information about the Kickapoo Country Fair can be found at www.kickapocountryfair.org. If you have any questions please do not hesitate to contact me. I look forward to hearing from you.

Thank you,

A handwritten signature in black ink, appearing to read "Alesha", is written over the "Thank you," text.

Alesha Y Schandelmeier Zellers
Event Coordinator
Organic Valley / CROPP Cooperative
608.625.3534 or alesha.zellers@organicvalley.coop

Kickapoo Country Fair

July 26-27, 2008

~ Community Volunteer Perks ~

- ❖ Volunteer groups will be paid \$6.50 for each hour worked by each group member at the event.
 - ❖ A single check will be made out to the group after the event, along with an itemization of hours worked by group members
- ❖ Volunteer groups may wear their own groups T-shirts
 - ❖ KCF T-shirts will be given to them at the end of their shift
- ❖ Any group that provides volunteers to cover 12 or more shifts can have a non-profit table or booth at no charge
 - ❖ Shifts are 2 ½ hours each (30 total work hours)
 - ❖ Must be signed up by May 01, 2008
- ❖ There will be prize drawings during each day
 - ❖ Volunteers must be on time, as well as sign-in and sign-out
- ❖ \$5.00 food vouchers will be given each day that you work
 - ❖ Good at on-site food vendors, only
- ❖ You will receive FREE tickets into the fair for yourself and your family (children 12 and under are free)

Volunteer Job List

Welcome & Information Team: Welcome fair goers, take tickets and/or money, hand out wristbands, direct pedestrians/vehicles, distribute event programs and area literature, give directions and additional assistance, responsible for lost and found, message boards/world map. **X****

Volunteer Support Team: Staff volunteer check-in tent which includes check-in, name tags, check-out, t-shirt distribution, food voucher distribution and information. Monitor volunteer "lounge area" which includes replenishing water, snacks, supplies, etc. also responsible for maintaining the integrity of shift drawings.

Vendor/Exhibitor Support Team: Artisan/Merchant Vendors, Not-For-Profit Exhibitors, Rural Heritage Tent and the Natural Health & Healing Tent – assisting with vendor and exhibitor check-in, move-in and move-out; deliver agreed upon services to vendors like tables, chairs, etc.; hourly rounds to the different areas mentioned above to support vendors as needed; monitor demonstrations and timeline. ***Volunteers must be able to lift 50 lbs and have protective shoes. ****

Food & Beverage Support Team: Food Vendors and Bar management – assist with food vendor check-in, move-in and move-out. Monitor and staff the reefer truck – store and distribute vendor product. Hourly rounds to areas mentioned – check for gloves (i.e. health codes) and additional needs; stock and replenish water coolers. ***Volunteers must be able to lift 50 lbs and have protective shoes. ****

Ticket & On-site Sales: Set-up and maintain cash tills, ID verification (i.e. wristbands), sell tickets for beverage tent, sell event t-shirts and other merchandise, sell Farm Tour tickets, sell Tasting Salon tickets, balance tills and make cash deposits with accounting. ***Volunteers must be over the age of 18.**

Kids, Activities Team: Support kids' activities tent (e.g. projects, art, etc.); monitor the roaming kids' entertainment (e.g. stilt-walkers, face painters, etc); monitor the family friendly music and puppet performances; support cooperative games with Kamp Kenwood.

Parking & Grounds Team: Direct traffic/parking, assist with loading and unloading of merchants, vendors, exhibitors and performers, assist with loading and unloading of farm tour busses, maintain the parking area and assist with any grounds issues that may develop. **X *Volunteers must be able to lift 50 lbs and have protective shoes. ****

Green Team: Set-up recycling program, monitor recycling stations and educate fair goers on proper recycling, monitor and restock supplies in portable toilets and hand wash stations, collect and sort recycling at the Green Team Tent and remove refuse from event site. **X****

Workshop & Spoken Word Tent Support Team: Keep the schedule boards updated, check-in presenters, insure that workshops are set-up with the proper equipment, materials and supplies for each presenter, pass out and collect workshop evaluation forms, clean and maintain the tents after each workshop, insure that the Spoken Word Tent is ready for each performer, show or event, clean and maintain the Spoken Word Tent after each performance.

Stage Support/Roadies Team: Main and acoustic stages – keep the schedule boards updated, check-in performers and assist with set-up needs. Keynote Speaker Support - Insure the proper supplies and equipment is available for each performer, support the Stage Manager and Sound Tech as needed, clean and maintain the Magic Bus with supplies, drinks, snacks, etc., clean and maintain the stages after each performance.

X = Good choice for groups

*** = Special need/qualification**

**** = Always need lots of volunteers for this area**

Kickapoo Country Fair

C/O Organic Valley

One Organic Way – La Farge – WI – 54639

Ph: 888.444.6455 or 608.625.2602 x 3456 – Fax: 608.625.2600

kcf@organicvalley.coop

GROUP VOLUNTEER REGISTRATION FORM

(IF YOU ARE NOT VOLUNTEERING TOGETHER – SAME TIME, SAME PLACE – PLEASE USE THE INDIVIDUAL FORM)

2008 Schedule

Set-Up: Friday, July 25

Fair: Saturday, July 26 – Sunday, July 27

Cleanup: Sunday, July 27

Return form to: Kickapoo Country Fair c/o Organic Valley, One Organic Way, La Farge, WI 54639
by June 1, 2008. For a free organization table/booth registration must be in by May 1, 2008.

Name of Supervisor(s): _____

Name of Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Best way to contact you 8am-4pm, M-F? _____

1. Have you ever volunteered at the Kickapoo Country Fair? _____
2. How many volunteers will come in your group? _____
3. Would you like your confirmation cards? All mailed to you? Or Mailed to the individual volunteers?
4. Names, addresses and T-shirt sizes of the volunteers in your group:
(T-shirt sizes available: ADULT: SM, MED, LG, X-LG, XX-LRG)

Name	Address <i>(only needed if confirmation cards are to be mailed to individuals)</i>	T-shirt Size
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

(use additional sheets if necessary)

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VOLUNTEER REGISTRATION FORM

Feel free to copy this form and share it with friends, or go to our website to download and print more copies. Thanks!

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Return form to: Kickapoo Country Fair c/o Organic Valley, One Organic Way, La Farge, WI 54639
by June 1, 2008. For a free organization table/booth registration must be in by May 1, 2008.

IF YOU ARE REGISTERING A GROUP, PLEASE DOWNLOAD A GROUP REGISTRATION FORM FROM OUR WEBSITE OR CONTACT US TO REQUEST ONE

Name: _____ Home phone: _____

Permanent address: _____ Work phone: _____

City: _____ State: _____ Zip: _____ Email: _____

1. Have you ever volunteered at the Kickapoo Country Fair? _____
2. Preferred T-shirt size: ADULT: SM MED LRG X-LRG XX-LRG

Please review the Volunteer Job Description List. Choose areas that are of interest to you. We will honor your first choice, but in case we cannot, please indicate a second choice for each day and time. One shift is generally 2.5 hours. If you wish to volunteer for more than 2.5 hours (THANKS!!), just attach another sheet. We will send a confirmation card to you in the mail.

FIRST SHIFT (2.5 Hours)

1st choice: AREA: _____ DAY: _____ START TIME: _____

2nd choice: AREA: _____ DAY: _____ START TIME: _____

SECOND SHIFT (2.5 hours)

1st choice: AREA: _____ DAY: _____ START TIME: _____

2nd choice: AREA: _____ DAY: _____ START TIME: _____

(CONTINUED ON BACK)

Kickapoo Country Fair 2008 Volunteer Agreement

- I agree to work all the above mentioned shifts. If I am unable to fulfill my shifts, I will contact my Organization leader at least 48 hours in advance.
- I agree to attend a training session and/or read all training materials provided.
- I agree to sign-in (designated volunteer area) and arrive at least 5 minutes prior to my shift.
- I agree to follow the Kickapoo Country Fair and/or Organic Valley's procedures and standards (including health and safety).
- I agree to show respect and politeness to all fair attendees, other volunteers and staff members.
- I agree to complete all assigned job duties, to the best of my abilities.
- I agree to sign-out after my completed shift. After that time I will receive my complimentary event T-shirt and food voucher.

Signed: _____ Date: _____

Please sign and return by 6/01/2008: Kickapoo Country Fair, c/o Organic Valley, One Organic Way, La Farge, WI 54639
Phone: 888.444.6455 or 608.625.2602 x 3456, Fax: 608.625.2600, Email: kcf@organicvalley.coop

IMPORTANT INFORMATION FOR YOUNG VOLUNTEERS

If you want to volunteer at the Kickapoo Fair and are under the age of 18, your parent or guardian must sign the following statement.

_____ (name of volunteer), age _____ (age of volunteer), is capable, competent, and conscientious. I understand that strenuous and potentially dangerous assignments may be given to volunteers, and that occasions may arise when volunteers will have no direct supervision. Nonetheless, I grant permission to my son/daughter/ward to serve as a volunteer. In an event of a medical emergency while he/she is volunteering for the Kickapoo Country Fair, I authorize whatever emergency medical treatment is deemed essential by responsible medical attendants.

Signature of Parent/Guardian

Relationship/Nature of Authority

Date

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