



The San Gabriel/Pomona
PARENTS' PLACE
Family Resource & Empowerment Center

Non-Profit 501(c) (3) Tax ID 95-4620243

1500 S. Hyacinth Avenue Suite B
West Covina, California 91791-3824
Office: (626) 919-1091
FAX: (626) 919-2784
E-mail: tavia.l@parentsplacefrc.com
Website: parentsplacefrc.com

Planning has started for our **28th Annual Information Fair & Festival**. The event will be held on **Sunday, April 26, 2020, 1-4 p.m.**, at Cortez Park in West Covina (flyer enclosed). Every year hundreds of volunteers make our fair possible. We are currently taking applications for this year's volunteer team.

We dedicate our Information Fair to children with special needs, their families, and the professionals who work with them. This special occasion allows families who have children with special needs to come together in an open and friendly environment, to enjoy a lively festival and to find out about the many community resources available to them.

Last year, around 3,000 people attended the Fair. The Fair would not have been such a tremendous success without the generous financial support from the community as well as the many volunteers who donated their time and energy. Registration for our 2020 volunteer team is now open. Please see the list on page two for the different volunteer opportunities. Every role is important big or small. There are many ways your organization can help. If your organization can volunteer for one or more projects, it is greatly appreciated.

Two of our biggest areas of need are the Saturday projects (see page three) and Fair clean up. While they are not the most glamorous jobs, they are critical to the success of the Fair. We hope you will consider supporting us in one of these areas.

Along with this letter is:

- a) Fair Flyer
- b) Sign up Form (one organization form per group)
- c) "One Day-Special Event Volunteer Release Form" (each volunteer must complete the Volunteer Release before volunteering at the Fair)

If part of a group, please choose a group leader and have him/her complete the signup form, make a list of volunteers and have each volunteer complete a release form. It is essential to submit your application early, as we give assignments on a first-come basis. When you mail, email or fax your information back, we will e-mail instructions, confirming your application was received. **Return your package by Monday, April 6th, 2020** or ASAP. If your part of an organization, we will contact the group leaders by email once we have your information.

Parents' Place and the families we serve greatly appreciates anything you can do to help. Thank you for your consideration. If you have any questions, please call us at (626) 919-1091 or email tavia.l@parentsplacefrc.com

Sincerely,

Tavia L. Lawson & Valentina Allen
Volunteer Coordinators (Encs. Volunteer Application , Release Form & Our Flyer)



The San Gabriel/Pomona Parents' Place
along with the City of West Covina
proudly announce the

28th ANNUAL Information Fair & Festival Festival y Feria Informativa

資訊博覽及節慶

Sunday/Domingo/週日
April 26, 2020
1:00 to 4:00 p.m.



EVERYTHING IS FREE! GRATIS! 免費

For children, teens, young adults with special needs, their families, and professionals who work with them. Para niños, jóvenes con discapacidades y para los profesionales que trabajan con ellos.

This event is organized & sponsored by

Parents' Place Family Resource & Empowerment Center

1500 S. Hyacinth, Suite B/West Covina, 91791

Office: (626) 919-1091 Fax: (626) 919-2784

Website: www.parentsplacefrc.com

In conjunction with: California Department of Developmental Services, California Department of Education, City of West Covina & private donations from community organizations

ALL ABILITIES ARE WELCOMED!

ACTIVITIES / ACTIVIDADES/節目

For Children, Teens & Young Adults/Para Niños y Jovenes/小孩

- ◆ Clowns / Payasos/小丑
- ◆ Face Painting / Pintura para la Cara/面部彩繪
- ◆ Moon Bouncers / Brincolin/月球彈跳
- ◆ Game Booths / Juegos/攤位遊戲
- ◆ Sensory Area/Area sensorial/感官區
- ◆ Prizes/Premios/禮物
- ◆ Live Entertainment/Entretenimiento en Vivo/現場表演



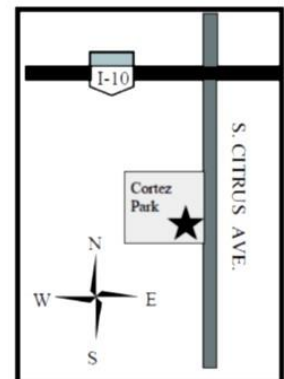
For Parents/ Para los Padres/家長

- ◆ Information Booths/Información sobre servicios /資訊展覽
- ◆ Support Groups' Area / Grupos de Apoyo/支援小組區
- ◆ Parent networking / Platique con otros padres /家長聯誼
- ◆ Have Fun with your Children /Diviertase con sus hijos/孩子同樂

Location/Lugar/地點:

CORTEZ PARK

2441 E Cortez Avenue
(Off Citrus)
West Covina, CA 91791





PARENTS' PLACE
28th ANNUAL INFORMATION FAIR & FESTIVAL
SUNDAY, April 26, 2020



If not part of an organization
please list your name to the right. _____

Volunteers Expected:
(Organization only) _____

Group Leader Contact
(organizations/clubs only) _____

Organization/School: _____ Contact Tel.#: () _____

Address: _____ Email Address: _____

City/State/Zip: _____

Org. Telephone #: () _____ FAX #: () _____

**Volunteer assignments start the Saturday before the Fair. (Each volunteer needs to complete the Release Form.)
If any of your group can help with these assignments, we would appreciate it.**

Saturday, April 25, 2020 (Day Before the Fair)

- ___ 9:00 am – 10:00 am Load Smart & Final Order (Volunteers continue to Parents' Place to load add'l supplies.)
___ 10:30am - 1:00pm Load supply truck at Parents' Place ___ 7:00pm – 9:00pm Park Cleanup Cortez Park Cleanup

NOTE: Please write the number of volunteers to the left of each requested area.

Sunday, April 26, 2020 (Cleanup and Truck Load/Unload):

On Sunday, setup begin at 7:00am and fair activities and cleanup ends at 7:00 pm. **At 5:30 p.m. we will have volunteers to meet us back at Parents' Place to unload the truck.** We want you to enjoy your day. A volunteer shirt and wristbands will be provided for lunch and snacks, at no charge. Reminder, sign-ups are first come basis, please send your application in as soon as possible. Volunteer assignments will be made based on the top 3 workstation choices. We always need lots of help to wrap up the day. We truly appreciate extra help for clean up and truck load.

- ___ 7:00am - 9:00am: Unload truck @Cortez Park _____ 5:30pm -7:30pm: Unload Truck @Parents' Place
2441 East Cortez Park/West Covina, 91791 1500 South Hyacinth, Suite B/West Covina, 91791
___ 3:30pm -5:30pm: Cleanup/Truck Load @Cortez Park

Sunday, April 26, 2020 (Morning Setup)

- ___ 7:00am - 10:00am: Distribute items to area
___ 7:00am - 5:00pm: Volunteer Check-In/Floater
___ 8:00am - 12:00pm: Fair Setup (balloons,
table canopy/snack machines/prizes/games, etc.)
___ 8:00am - 12:00pm: Food Service Setup
___ 8:00am - 12:00pm: Parking Lot/Vendor Guidance
___ 8:00am - 05:00pm: Bathroom Cleanup (All day)

Sunday, April 26, 2020 (During the Fair Continued)

- ___ 12:30pm - 5:00pm: Face Painting/Cleanup Area
___ 12:30pm - 5:00pm: Operate Snack Machines/Cleanup
___ 12:30pm - 5:00pm: Work Games/Prizes/Moon Bounces
___ 12:30pm - 5:00pm: Maintenance Park Assts. (Trash Pickup)
___ 12:30pm - 5:00pm: Traffic Guide (Parking Lot Areas)
___ 12:30pm -5:00pm: *Clown/Magician/Costumed Characters
***(space is limited)**

Sunday, April 26, 2020 (During the Fair)

- ___ 11:30am - 5:00pm: Assist Vendor Tables/Cleanup
___ 11:30am - 5:00pm: Sign in Families/Guests/Cleanup
___ 11:30am - 5:00pm: Food/Water Station/BBQ Areas
___ 11:30am - 5:00pm: Operate Snack Machines/Cleanup
___ **Any assignments as needed**, we are available from ___
am/pm to ___ am/pm. (A minimum of 2 hours is required)

Fax or Mail this form back on Monday, April 6th.

Parents' Place Volunteer-Info Fair
1500 S. Hyacinth Avenue, Suite B
West Covina, CA 91791

TEL: 626-919-1091

FAX: 626-919-2784

E-mail: tavia.l@parentsplacefrc.com

“One Day” Special Event Volunteer Release Form

For San Gabriel/Pomona Parents’ Place

Please Print Legibly. Application must be thoroughly completed.

Date Received _____/Confirmed: _____

Name _____ Other Language Spoken: _____

Address: _____ City _____ Zip Code _____

Phone: (home) _____ (cell) _____ Email Address: _____@_____

Family members to join me (Please be certain to list their ages (if under 18) and list them on the Release form as well.

Name	Age	Name	Age

Are you under the age of 18? []Yes []No

Parental Consent

Must be completed if volunteer is under 18 years of age.

I hereby consent for my minor child (named above) to be a volunteer with Parents’ Place.

Legal Guardian Name (Please Print)

Signature

In case of emergency notify: _____

Address: _____

City: _____ State: _____ Zip: _____

Relationship: _____ Telephone: _____

San Gabriel/Pomona Parents’ Place & City of West Covina Hold Harmless/Indemnification Agreement

The undersigned agrees to and shall indemnify, defend and hold harmless the San Gabriel/Pomona PARENTS’ PLACE and CITY OF WEST COVINA, its agents, officers, elected and appointed officials, employees and volunteers against any legal proceeding in law or equity, and further shall indemnify, defend, and hold harmless the San Gabriel/Pomona PARENTS’ PLACE and CITY OF WEST COVINA, its agents, officers, elected an appointed officials, employees and volunteers from and against any and all claims, liabilities, demands, suits, judgments, expenses, costs, and other legal expenses of every kind to which the San Gabriel/Pomona PARENTS’ PLACE and CITY OF WEST COVINA may be subject by reason of any act or omission, whether intentional or negligent, or from strict liability, arising from the conduct of any participant, invitee, attendee, sponsor or any third person who is or is not an invitee, attendee, participant, or sponsor of the event.

I have read the Hold Harmless/Indemnification Agreement and am in agreement with its content.

Date: _____

Event: 28th Annual Parents’ Place Info Fair & Festival

Signature of Volunteer

If under 18, Signature of legal guardian

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