



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

We are excited to announce that planning has started for our **Annual Information Fair & Festival**. The event will be held on **Sunday, April 30, 2023, 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 and adults with special needs, their families, and the professionals who work with them. This special occasion allows families who have children and adults with special needs to come together in an open and friendly environment, enjoy a lively festival, and find out about the many community resources available to them.

Over 3 years ago, 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 2023 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 ASAP. *If you are 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 appreciate anything you can do to help. Thank you for your consideration. If you have any questions, please email tavia.l@parentsplacefrc.com and or call at 626 919-1091.

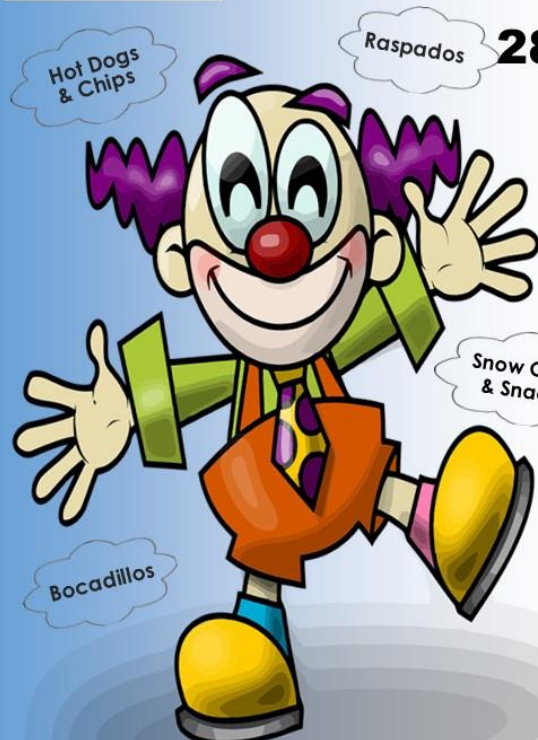
Sincerely,

Tavia L. Lawson

Volunteer Coordinator (Encs. Volunteer Application, Release Form & Our Flyer)



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



28th Information Fair & Festival Fair & Festival

Festival y Feria Informativa 資訊博覽及節慶

Sunday/Domingo/週日
April 30, 2023
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.

ALL ABILITIES ARE WELCOMED!

This event is organized & sponsored by:

Parents' Place Family Resource & Empowerment Center
1500 S. Hyacinth Avenue, Suite B, West Covina, CA 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

Location/Lugar/地點:

CORTEZ PARK

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

ACTIVITIES / ACTIVIDADES/節目

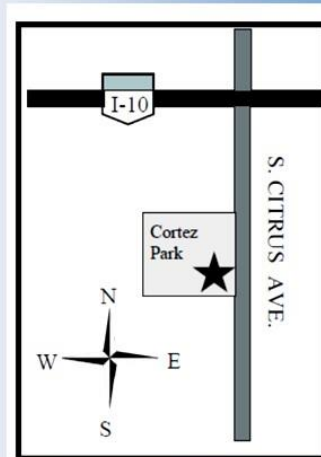
For Children, Teens & Young Adults/Para Niños y Jovenes/小孩

- ◆ 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/Informacion 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





PARENTS' PLACE
ANNUAL INFORMATION FAIR & FESTIVAL
SUNDAY, April 30, 2023



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.) We would appreciate it if any of your group can help with these assignments.

Saturday, April 29, 2023 (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 30, 2023 (Cleanup and Truck Load/Unload at Cortez Park & Parents' Place):

On Sunday, setup begins 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 - 9:15am: Unload truck @Cortez Park 2441 East Cortez Park/West Covina, 91791
5:30pm -7:45pm: Unload Truck @Parents' Place 1500 South Hyacinth, Suite B/West Covina, 91791
3:30pm -5:30pm: Cleanup/Truck Load @Cortez Park 2441 East Cortez Park/West Covina, 91791

Sunday, April 30, 2023 (Morning Setup)

- 7:00am - 10:00am: Distribute items to area
7:00am - 5:00pm: Volunteer Check-In/Floater
8:00am - 12:15pm: Fair Setup (balloons, table canopy/snack machines/prizes/games, etc.)
7:30am - 12:15pm: Food Service Setup
7:30am - 12:15pm: Parking Lot/Vendor Guidance
7:30am - 05:00pm: Bathroom Cleanup (All day)

Sunday, April 30, 2023 (During the Fair Continued)

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

Sunday, April 30, 2023 (During the Fair)

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

Fax or Mail, or email tavia.l@parentsplacefrc.com this form back by Monday, April 6th, 2023.

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” Information Fair and Festival Volunteering from Saturday, April 29th, 2023, through Sunday, April 30th, 2023.

**Special Event Volunteer Release Form
For San Gabriel/Pomona Parents’ Place**

Please Print Legibly. The application must be thoroughly completed, please email to tavia.l@parentsplacefrc.com.

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 a 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: Annual Parents’ Place Info Fair & Festival

Signature of Volunteer

If under 18, Signature of legal guardian required. Must have a parent, caregiver, group/church leader, and or school leader on premises at all times. We appreciate your understanding.

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