



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@parentsplacefc.com
Website: parentsplacefc.com

Dear Volunteer,

Planning has started for our **27th Annual Information Fair & Festival**. The event will be on **Sunday, April 28, 2019, 1-4 p.m.**, at Cortez Park in West Covina. 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, nearly 3,000 people attended the Fair. The Fair would not be 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 2019 volunteer team is now open. There are so many ways you can volunteer, from helping with the preparation to clean up after the fair. Every role is so important. Please take a look at the list of jobs on the attached application and pick what works best for you. We do our best to assign you as requested, assignments are given on a first come first serve basis so submit your application as soon as possible. If you are available to help with more than one project let us know how you can help. Whether you are a first time volunteer or you have been with us for years, we welcome you to the team!

Two of our biggest areas of need are the Saturday projects (see page two) 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 an individual signup form, a release form (which needs to be completed to volunteer for the day of the Fair) and a flyer. Please complete these forms and return them by Monday, April 8th, 2019. 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.

Parents' Place and the families we serve greatly appreciate anything you can do to help. Thank you for your consideration, and if you have any questions, please call us at (626) 919-1091.

Sincerely,

Tavia L. Lawson & Valentina Allen

Volunteer Coordinators



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

27th Annual Information Fair & Festival Festival y Feria Informativa

資訊博覽及節慶

Sunday/Domingo/週日
April 28, 2019
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 is not a District sponsored activity
and this material was not prepared at
District expense."*

Location/Lugar/地點:
CORTEZ PARK
2441 E Cortez Avenue
(Off Citrus)
West Covina, CA 91791

ACTIVITIES / ACTIVIDADES/節目

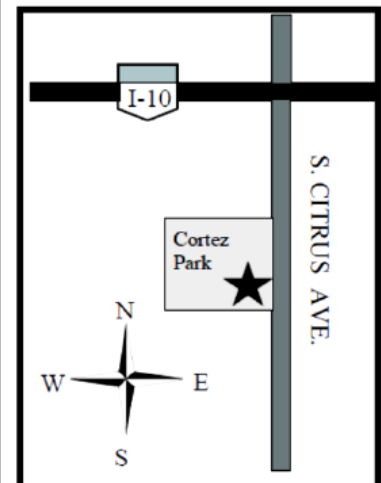
For Children, Teens & Young Adults/Para Niños y Jovenes/ 小孩

- ◆ 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
INFORMATION FAIR & FESTIVAL
SUNDAY, APRIL 28TH, 2019**



Please print legibly.

Volunteer Name: _____ Contact Tel.#: () _____
 Address: _____ FAX #: () _____
 City/State/Zip: _____ 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

Volunteer activities start the Saturday before the Fair. If you can help with these activities, we would appreciate it.

Saturday, April 27, 2019

- 9:00 am – 10:00 am Load Smart & Final Order
- 10:30 am – 1:00 pm Load supply truck at Parents' Place
- 7:00pm - 9:00pm Park Cleanup at Cortez Park

On Sunday, we begin setup at 7:00am and finish activities by 7:00 pm. **At 5:30 pm we will meet back at Parents' Place to unload the truck.** We want you to enjoy your day as well. Wristbands will be provided so that you can have lunch, snacks, etc. at no charge. Please check the appropriate boxes below to indicate your interest.

Sunday, April 28, 2019

- 7:00am - 9:00am: Unload truck
- 8:00am - 11:30am: Table/Canopy Set up
- 8:00am - 12:00pm: Set-up snack machines
- 8:30am - 10:30am: Distribute items to designated areas/
- 8:30am - 11:00am: Set Up Entertainment Area
- 8:30am - 11:30am: Set up Food Service Area
- 8:00am - 11:30am: Set-up Games/prize area/Game Booths
- 8:00am - 11:30am: Set up Craft/Sensory Area
- 11:00am - 5:00pm: Assist information tables
- Any assignment as needed.** I am available from _____ am/pm to _____ am/pm
(A minimum amount of time may be required depending on the assignment)
- 11:30am - 5:00pm: Sign in Families/Guests/Clean Up
- 11:30am - 5:00pm: Work Craft/Sensory Area/ Clean Up
- 11:30am - 5:00pm: Serve Food and Clean-up
- 12:30pm - 5:00pm: Work games, prize area, moon bounce.
- 12:30pm - 5:00pm: Operate snack machine & clean-up
- 4:00pm - 5:30pm: Breakdown- Tables/Canopies & Entertainment areas & General Cleanup
- 4:00pm – 5:30 pm: Load Truck
- 5:30pm - 7:00pm: Help deliver/unload @ Parents' Place

Note: We need some “muscle” for the truck unloading/loading, table/canopy setup and breakdown.

Fax or Mail this form back by Monday, April 8th. Thank You.

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



**The San Gabriel/Pomona
“One Day” Special Event Volunteer Release Form
For San Gabriel/ Pomona Parents**

Please Print Legibly. Application must be thoroughly completed.

Date Received/Confirmed: _____

Name _____ Other Language Spoken: _____

Address: _____ City _____ Zip Code _____

Phone: (home) _____ (cell) _____

E-mail Address: _____

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

Parental Consent

Must be completed for children under 18 years of age.

I hereby consent for my minor child to be a volunteer with Parents' Place.

Legal Guardian Name (Please Print)

Signature

Signature of Legal Guardian

Date

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 and 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: 27th Annual Parents' Place Info Fair & Festival

Signature of Volunteer

If under 18, Signature of legal guardian

TEL: 626-919-1091

FAX: 626-919-2784

E-mail: tavia.l@parentsplacefrc.com