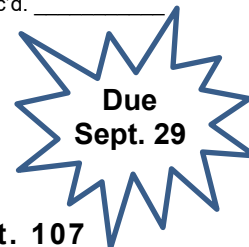




**VOLUNTEER SIGN-UP FORM**  
**West Springfield, MA | November 11-14, 2021**

Date rec'd. \_\_\_\_\_



Please return this form by September 29<sup>th</sup> to:

**Lori Helsel**  
**Equine Affaire, Inc.**  
**2720 State Route 56**  
**SW London, OH 43140**

**Phone: (740) 845-0085 ext. 107**  
**Fax: (740) 845-2879**  
**Email: lhelsel@equineaffaire.com**

Name: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Address Line1: \_\_\_\_\_

Address Line2: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

Number of times you have volunteered at Equine Affaire: \_\_\_\_\_ Interested in working how many shifts? \_\_\_\_\_

**EXPERIENCE**

Please check the block that best describes your level of experience with horses.

None                      Novice                      Intermediate                      Advanced                      Expert

**DAILY WORK SHIFTS**

Check the shifts you are willing to work during each of the pre-event and event days. Please understand that these are approximate timeframes that will be followed as closely as possible. In order to volunteer at Fantasia, you must be signed up to work at least one shift (2 hours) during the day. Volunteer hours for Fantasia will earn free admission to Fantasia, but do not count towards free admission to Equine Affaire.

<b><u>TUESDAY</u></b>	10-4PM SET UP							
<b><u>WEDNESDAY</u></b>	10-6PM SET UP		6-9PM (Fantasia Rehearsal)					<b><u>Fantasia</u></b>
<b><u>THURSDAY</u></b>	8-12 PM	11-3 PM	12-4 PM	1-5 PM	2-6 PM	3-7 PM	7-10 PM	
<b><u>FRIDAY</u></b>	8-12 PM	11-3 PM	12-4 PM	1-5 PM	2-6 PM	3-7 PM	7-10 PM	
<b><u>SATURDAY</u></b>	8-12 PM	11-3 PM	12-4 PM	1-5 PM	2-6 PM	3-7 PM	7-10 PM	
<b><u>SUNDAY</u></b>	8-12 PM	11-3 PM	12-4 PM	1-5 PM	5-7 PM (TEAR DOWN)			

**NOTE: You will need to report to the Volunteer Office 15-20 minutes before each shift.**

## **VOLUNTEER TASKS**

The following is a list of some of the positions that we will be filling with volunteers at the event. Please indicate the tasks you believe you would be best suited to fill and indicate the order of your preference by writing in "1" for your first choice, "2" for your second choice, "3" for third choice, etc. We cannot guarantee that you will be assigned to any job in particular, but we try to assign volunteers based on their preferences and abilities. **Please note that to assist as a volunteer, you must be available to volunteer at least two shifts (a total of four hours) during the event, which includes set up and tear down days.**

### **Set up of the event on Tuesday/Wednesday:**

Set up may include standing, walking, and stretching for a full shift, as well as frequent lifting and bending. Some lifting may be considered heavy. Jobs may include: hanging banners, putting up static clings on doors, setting out shopping bags, folding t-shirts/apparel at the Affaire-Wear booth, assisting in setting up and cleaning vinyl fencing for clinic/demo rings, taping down roofing paper for walkways in the Breed Pavilion, and moving equipment and supplies around the site.

### **During the event (Thursday through Sunday):**

Distributing free event programs on foot at entrance gates \_\_\_\_\_

Assisting with securing doors in buildings or entrances to parking lots \_\_\_\_\_

Assisting with set up of round pens, jumps, and other clinic equipment \_\_\_\_\_

Cleaning stalls after they are vacated (*FRI & SAT from 8-12 ONLY*) \_\_\_\_\_

Assisting with horse rotations in the Breed Pavilion \_\_\_\_\_

Assisting in the Affaire-Wear booth selling Equine Affaire apparel and souvenirs \_\_\_\_\_

Assisting with youth-related activities in the Equine Fundamentals Forum \_\_\_\_\_

Assisting Equine Affaire staff working in the Marketplace \_\_\_\_\_

### **Strike of the event on Sunday (5:00–7:00pm):**

Strike may include standing, walking, and stretching for a full shift, as well as frequent lifting (some may be considered heavy) and bending. Could also include taking down banners or static clings, folding apparel at the Affaire-Wear booth, assisting in tearing down vinyl fencing for clinic/demo rings, moving equipment/supplies around the site, etc....

### **Additional Comments or Requests:**

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I understand volunteer shifts are each two hours in length and that in exchange for volunteering for two shifts I will receive admission to Equine Affaire on two days. If I volunteer for three shifts, I will receive admission to Equine Affaire on three days and if I volunteer for four shifts, I will receive admission to Equine Affaire on four days plus an official Equine Affaire souvenir. I also understand that I am neither required to work as a volunteer any additional hours or shifts nor will I be asked or permitted to work more than four shifts or eight hours. ***I understand that because of the nature of much of the work that volunteers are asked to do, we cannot accept individuals who are under 18 years of age for most volunteer positions. The only volunteer jobs available for younger volunteers, ages 12 - 17, are cleaning stalls, assisting with youth-related activities in the Equine Fundamentals Forum, and Program Distribution at the gate. The Volunteer Coordinator may require a parent to accompany a young volunteer. Youth Groups that are interested in volunteering are asked to please contact the Volunteer Coordinator for more information.***

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Signature of Volunteer Applicant

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Date

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