



2009 Volunteer Opportunities

Thank You!

Volunteers are essential components for a successful BBQ event. Your presence is so important for carrying out all the details/tasks of the BBQ event in a careful and correct manner. The BBQ cooks, Official Judges, and BBQ event attendees depend on you to assist them in meeting their needs over the two- day event. In meeting those needs in the best possible friendly/helpful way ensures that the event and all its aspects are well-planned and organized and will provide a comfortable and enjoyable environment for all. That's what it means to have a successful event that benefits the Center for Health and Wellness in its mission to provide healthcare services to the uninsured, underinsured and the citizens of Northeast Wichita and citizens of Sedgwick County.

Thank you for your willingness to serve the community.

Brian Black
2009 event chair



VOLUNTEER QUALIFICATIONS

Eligibility criteria qualifications for volunteers of Kansas Masters BBQ Championship and Summer Fling include:

- **Be 15 years of age or older**
- **Able to sit, stand, walk, carry items without difficulty**
- **Able to understand volunteer task and carry it out correctly**
- **Able to perform assigned tasks without strain or pain**

Wednesday, June 10, 2009

Volunteer Orientation Meeting

Volunteers are asked to attend one orientation session each year. This allows us to provide customer services training, specialized job training, explain check in locations and provide a quick overview of the BBQ and Summer Fling event.

Location: Old Cowtown Museum Visitor's Center

Time: 5:30 pm

**To sign up to volunteer please contact Jeri Yanez
at - (316) 612-6886**

Visit

www.wichitawellness.org

Thursday, June 11, 2009

Meet in Cowtown Visitor's Center

Preparing Area for BBQ Competition

Captain: 1 person

- Assumes responsibility for marking spaces to accommodate the reservations made by the chefs prior to the event
- Assists in the delivery of the port-a-potties, hand washing stations, trash containers, hot ash barrels and their proper placement on the parking lot.

1 pm - 3 pm

- 10 volunteers

3 pm – 6 pm

- 10 volunteers

Setup all event areas at Cowtown with needed equipment

Captain: 1 person

- Places tables, chairs and tents in needed areas of Cowtown

1 pm - 3 pm

- 10 volunteers

3 pm – 6 pm

- 10 volunteers

Friday, June 12, 2009

Finalize Setup of event

Captain: 1 person

- Tables, tents, chairs and event signage

9 am – 11 am

- 15 volunteers

1 pm – 3 pm

- 15 volunteers

Cook Hospitality Check-in and Place Assignment

Captain: 1 person

- Responds to requests made by chefs regarding additional trash containers or other needs that may arise
- Assists in monitoring the entrance gate of the parking lot to ensure that unauthorized vehicles do not enter the lot during the event.

8 am - 10 am

- 2 volunteers

10 am – 12 pm

- 2 volunteers

12 pm – 2 pm

- 2 volunteers

2 pm – 4 pm

- 2 volunteers

Saturday, June 13, 2009

Century II

Mayor's Wellness Walk Helpers

Captain: 1 person

6:30 am - 8 am Walk Setup and Tear Down

- 8 volunteers

Cowtown

Volunteer Check-in Center

Captain: Marche Fleming Randle

- Check-in and monitors all volunteer activity for the event
- Ensure that water/snacks, etc are available for the volunteers

7 am – 9 am

- 4 volunteers

9 am – 11 am

- 4 volunteers

11 am – 1 pm

- 4 volunteers

1 pm – 4 pm

- 4 volunteers

Mayor's Breakfast Setup Helpers

Captain: 1 person

6:30 am – 8 am

- 2 volunteers

Event Day Logistics Team

Captain: Pam Irish

- Assumes responsibility for all signage used at the event
- Obtains all signs, banners, posts, bungee cords to attach the banners to posts from CHW
- Drills holes with a post hole auger for banners to be posted in the ground at McLean and Seneca intersection and corner of Central and Seneca and along Museum Blvd.
- Hangs banners on fence around the West Parking Lot for the two day event;
- Places banners for People's Choice, Western Meal, Kids Zone, Cooks sampling area, Cooks check-in, Beer/Soda stand, etc.
- At close of event, collects all banners and return to CHW along with posts and bungee cords.
- Prior to event, obtains and delivers the two-way radios and chargers to OCT.
- Assigns responsible drivers to each of the golf carts (flat carts for hauling equipment, ice, etc., and passenger cart)
- Provide key persons with the two-way radios and instruct how to use properly.
- At the close of the first day of the event, collects all radios and place in charger so they are ready for use on the second day of the event.
- At the close of the event, collects all keys to golf carts and radios.
- Delivers radios/chargers back to store

- 7 am – 9 am
 - 10 volunteers
- 9 am – 11 am
 - 10 volunteers
- 11 am – 1 pm
 - 10 volunteers
- 1 pm – 4 pm
 - 10 volunteers

Information Booth/Tasting Kit Distribution Team

Captain: Jeri Yanez

- 8:30 am – 11 am
 - 4 volunteers
- 11 am – 1 pm
 - 4 volunteers
- 1 pm – 3 pm
 - 4 volunteers

Judges Area Volunteers and Award Ceremony

Captain: Connie Clark

- Brings judges nametags to the event on Friday before the event
- Ensures that all supplies needed for the judges are brought to the event on Friday.
- Ensures that all tables/chairs needed for the judges are in place prior to 10:00a.m. on Saturday, the day of the event
- Ensures that sufficient trash containers are in place prior to the 10:00a.m. meeting of KCBS judges with the volunteer judges
- Places nametags on table prior to 10:00a.m. so easily picked up by the judges as they arrive.
- Greets the judges as they arrive for the Judges meeting at 10:30a.m.
- Remains in the judging area to respond to any needs during the judging time.
- Ensures volunteers to place leftovers in containers
- After judging is completed at 2:30p.m. cleans up the tables, etc to leave area in good order
- Arranges 2 tables/2 chairs in front of stage prior to 3:00p.m. on Saturday
- Arranges the ribbons according to announcement(10th place down to 1st place winner)
- Ensures that the photographer is available to take pictures of each winner with ribbon
- Receives the winner sheet(Grand Champion/ Reserve Grand Champion & top 10 winners names) from KCBS officials
- Have CHW CEO announce winners, have President of CHW Board present ribbon to each winner with a photograph of each.
- Has each winner receive check following the photograph
- CEO thanks all for participating in the event to benefit CHW

- 9 am – 11 am
 - 4 volunteers
- 11 am – 1:00 pm
 - 4 volunteers
- 1 pm – 3:30 pm
 - 4 volunteers

People Choices Contest Helpers

Captain: 1 person

- Prior to the event activity, orients volunteers to the plan for the People's Choice activity and how it is to be organized.
- On day of event, arrives early to help arrange the 4 tables/chafing pans/ plastic containers for ticket voting and be ready to receive the cooked meat by 10:45a.m.
- Marks chafing pans with number to indicate what chef has provided the meat for the voting by attendees.
- Helps attendees to line up for the tasting and voting and keep traffic moving and tell them of more tasting in the Chef's cooking area on the West Parking Lot where they may use the tasting kit.
- After the tasting and prior to 3:00p.m. Award Ceremony counts the tickets to determine the People's Choice winner.
- Takes the sheet with winner identified to the Event Coordinator by the stage so the winner can be announced.
- After the People's Choice is over collects the chafing pans and aluminum pans.
- Cleans the tables, etc.

9 am – 11 am

- 4 volunteers

11 am – 2:30 pm

- 4 volunteers

Cowtown Kids Adventure Helpers

Captain: 1 person

- *Assist Cowtown staff as directed*

8 am – 10 am

- 2 volunteers

10 am – 1 pm

- 2 volunteers

1 pm – 4 pm

- 2 volunteers

Sponsor VIP Access Area

Captain: 1 person

- *Setup lunch for VIP attendees*

9 am – 11 am

- 2 volunteers

11 am – 2:30 pm

- 2 volunteers

Hamburger Feed Volunteers

Captain: 1 person

- *Assist Outback Steak House Team with serving 4, 000 hamburgers to the public*

9 am – 11 am

- 8 volunteers

11 am – 2:30 pm

- 8 volunteers

Cashier Volunteers

Captain: Venus Lee

- Assist CHW Chief Operating Officer as directed
- Prepares checks prior to Saturday's events
- Is available to write names on checks after 2:00p.m. on Saturday
- Makes copies of each written check for record keeping
- Sits at table near stage to hand checks to winners

1 pm – 3 pm

- 2 volunteers

Health and Wellness Pavilion

Captain: Donisha Ross and Roderick Harris

- Assist the Sedgwick County Health Department Staff as directed

7 am – 9 am

- 4 volunteers

9 am – 11 am

- 4 volunteers

11 am – 1 pm

- 4 volunteers

1 pm – 4 pm

- 4 volunteers

BBQ Competition Tear Down

Captain: 1 person

- After the event closes on Saturday afternoon, takes down tents/canopies/ tables/chairs and pack up for return to proper places
- Cleans up area (empty trash containers, etc.)
- Returns tents/canopies to designated area for pick up and return

1 pm - 3 pm

- 10 volunteers

3 pm – 6 pm

- 10 volunteers



**2009 KANSAS MASTERS BARBECUE CHAMPIONSHIP
VOLUNTEER INFORMATION FORM**



ELIGIBILITY CRITERIA

- Be 15 years of age or older
- Able to sit, stand, walk, carry items without difficulty
- Able to understand volunteer task and carry it out correctly
- Able to perform assigned tasks without strain or pain

NAME: _____ **AGE:** _____
(volunteers under the age of 18 must get parent/guardian approval)

ADDRESS: _____
Street City Zip

TELEPHONE #: _____ **EMAIL:** _____

DO YOU HAVE ANY DISABILITIES THAT WOULD PREVENT YOU FROM PERFORMING VOLUNTEER TASKS AT THE SPECIAL EVENT: YES NO
IF YES, WHAT ARE YOU NOT ABLE TO DO (lifting, carrying items, etc.)? _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY: YES NO
IF YES, STATE DATE/YEAR: _____

ARE YOU AVAILABLE?

THURSDAY (June 11, 1 p.m. - 6 p.m.)	YES _____	NO _____
FRIDAY (June 12, 8 a.m. to 7 p.m.)	YES _____	NO _____
SATURDAY (June 13, 6 a.m. - 6 p.m.)	YES _____	NO _____

TIMES AVAILABLE?

<u>Thursday, June 11</u>	<u>Friday, June 12</u>	<u>Saturday, June 13</u>
____p.m. - ____ p.m.	____ a/p - ____ a/p	____ a/p - ____ a/p

Please circle your area of interest: (Circle all that apply)

- | | | | |
|-------------------|------------------------------|--------------------|----------------|
| Set-Up | Admission Table | People's Choice | Cooks Check-In |
| Judging Assistant | Wellness Walk | Volunteer Check-In | VIP Area |
| Hamburger Feed | Health and Wellness Pavilion | Kids Activities | Clean Up |

Thank you for completing this confidential information form. This information is private and will be used only for the Center for Health and Wellness BBQ fundraiser. You will be contacted in the near future regarding your volunteer opportunities.

WAIVER OF LIABILITY

I agree to volunteer for the CHW BBQFEST on June 11 – 13, 2009. I understand that I should observe all safety procedures and rules to ensure my own safety and that of persons around me. I agree that I will hold harmless the Center for Health and Wellness, Inc., City of Wichita and Old Cowtown Museum in the event of injury or mishap that may occur during the period that I have agreed to volunteer.

Signature _____
Date