

## Volunteer Preference Sheet

**Please complete the form below and return it to Karen Olten by Feb. 1, 2011.  
 Please use the enclosed, envelope, e-mail to [operations@masrf.org](mailto:operations@masrf.org),  
 Call: 636-797-3000x474, or Fax to 636-789-2093.  
 Keep a copy for your records; we will not be able to send reminders.**

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E Mail Address (Used only for a reminder just before the Fair.) \_\_\_\_\_

**Please circle the areas where you want to help. Mark as first or second choice, as it may be necessary to move you to an area that has a greater need for help.**

**Job descriptions on back.**

Data Entry	Information Desk
Dino Den	Mastodon Market Place (Store)
Dino Egg Hunt	Premier Night
Field Trips	Set-up and/or Tear Down
General Help	Volunteer Check-In/ Out
Hospitality	Award Ceremony

**Please circle the day(s) you are available:  
 Refer to Calendar for the day your preferred activities are scheduled.**

Saturday, March 12	Thursday, March 17
Sunday, March 13	Friday, March 18
Monday, March 14,	Saturday, March 19
Tuesday, March 15	Sunday, March 20
Wednesday, March 16	Schedule me as needed.

**Please circle the hours you are available.  
 Please refer to the calendar for daily times. Staff arrives at 8 am. We ask that  
 volunteers arrive at least 30 minutes prior to start time.**

8.30am – 12 noon	12 noon – 4pm	4pm - 8pm
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*Thank you for your help and support.*

***Mastodon Fair helps students excel from the inside out!***

## Job Descriptions

**Data Entry** – Needed daily for Volunteer Check-In, and during Project Check-in and Judging. Speed and Accuracy required. Minimum age 16 yrs. (See Volunteer Check-in/Out)

**Dino Den** – Assist in conducting children’s activities. Minimum age is 16 yrs\* or parent and child may work together.

**Dino Egg Hunt** – Assist families in egg hunt activities and in the prize redemption area. Minimum age is 16 yrs\* or parent and child may work together.

**Field Trips** – Greet busses, direct students and teachers to activity rooms, monitor. Minimum age is 18 yrs.

**General Help** – Assist in areas as needed, (often includes physical tasks). Minimum age is 18 yrs\*.

**Hospitality** – Serving food to volunteers and maintaining hospitality room. Minimum age is 16 yrs\* or parent and child are welcome to work together.

**Information Desk** – Greeting visitors, answering questions, and giving directions. Minimum age is 16 yrs\*.

**Mastodon Market Place** – Maintain the store and conduct sales. Minimum age is 16 yrs\*.

**Premier Night** – Set-up, greet and direct visitors. Minimum age is 16 yrs.

**Set-Up and/or Tear Down** – Loading and unloading equipment, tables, chairs, etc., unpacking and arranging exhibit areas or packing up the equipment and supplies. (Trucks and trailers are needed) Work is mostly done on the weekends. Minimum age is 16 yrs\* or parent and child may work together.

**Volunteer Check-In/Out** – Meet and greet volunteers, data entry of contact info, assign jobs, answer phones, maintain check-in area, etc. Minimum age is 18 yrs.

**Award Ceremony** – Set-up, organize student line-up, greet and direct public. Minimum age is 16 yrs\*.

## Volunteer Responsibilities

1. Please arrive 30 minutes prior to the start of the scheduled time.
2. Please call Karen if unable to attend as scheduled. 636-797-3000x474
3. Please read guidelines posted on the website before arriving.

*\*We encourage families to volunteer together. We welcome school aged children under 16 years to work with their parents in the area selected. Children will be the responsibility of their parent and will be under their supervision.*

*Thank you for your help and support.*

***Mastodon Fair helps students excel from the inside out!***