



FESTIVAL OF TREES

A Benefit for the Children's Hospital of Michigan Foundation
**Celebrating 35 Years of Continuous Generosity and
Dedication**

Dear Volunteer:

Thank you for your dedication to helping us raise funding for pediatric research, by donating your time.

Please note, we ask that you read the following information on what we ask of you while you are here representing Festival of Trees as a volunteer.

- 1) No cell phone use while on shift.**
- 2) Absolutely no eating OR drinking in the event area.** If you are not able to work your shift without eating or drinking, we must know in advance and plan accordingly.
- 3) Please take care of any personal needs (eating, drinking, and restroom visit) prior to OR after your shift.**
- 4) When you are assigned an area, you are to remain at that area, do not leave your area unattended. If there is a reason you are not able to work a certain area, you are expected to advise the Volunteer Staffing Coordinators you signed up with. They will re-assign an area if it is available.**
- 5) If a guest asks you a question you are not able to answer, please direct them to a committee member or the sales booth.**
- 6) Please make sure to return your volunteer apron to the volunteer check in area. You will receive your community service letter at the end of your shift.**

Please acknowledge that you have read this document by signing below:

_____ **Date** _____

**18381 Westchester, Livonia MI 48152
Phone 734-748-3822 Fax 734-462-1257**