



VOLUNTEER GUIDE



Garden State GreenFest 2014 Volunteer Guide

Thank you for considering volunteering at Garden State GreenFest 2014! This amazing event just would not be possible without our volunteers. We hope that the opportunity to see how the event runs and to help attendees make the connection between each of our individual actions and saving the earth is a truly rewarding and memorable one for you! We'd love to have you join us!

Why volunteer?

1. **Think Globally – Act Locally!** There are the tar sands in Canada. The extinction of the Western black rhinoceros in Africa. The Great Pacific Garbage Patch. The radiation leaks from Fukushima. Fracking right here in the northeast. You think on a global level but volunteering at GreenFest is an opportunity to act locally. Your participation ensures that thousands in our community will get informed, get inspired and take action.
2. **Networking.** Whether your interest is environmental issues or event planning there are so many interesting people for you to meet. Professors, representatives from environmental non-profits and activists are at the event and particularly accessible to volunteers. If events are your thing make sure to let the volunteer coordinator know so we can help you get the most from your experience.
3. **Quality Time with Friends and Family!** What's better than volunteering? Volunteering with friends and family! Make it a bonding experience by working the event together. Later you can reminisce about all the awesome people you met and interesting things you learned.
4. **That Cool Volunteer T-shirt!** Oh it's super cool and the only way to get one is to be a volunteer.
5. **It's Fun!** Who knew that hanging with like-minded people to help your community is tons of fun? But it's true!

Who can volunteer?

Anyone 18 years or older and in good health is welcome to volunteer. Anyone 12 to 17 may volunteer with an adult, however we encourage young people to prioritize attending GreenFest and enjoying all there is to see and do.

How do I volunteer?

Please fill out the volunteer application form (it can be downloaded from the Volunteer web page) then return it either by fax at 908.349.3080 or e-mail it to volunteer@gardenstategreenfest.com. Our volunteer coordinator will be in contact with you soon!

If you have any questions - did you receive my application? When and where am I volunteering? etc. - please e-mail them to Volunteer@gardenstategreenfest.com.

When are volunteers needed?

Volunteers are primarily needed starting the day before Garden State GreenFest through the evening on Saturday:

Thursday, March 13th (set up) 11am to 6pm

Friday, March 14th 8am to 6pm

Saturday, March 15th 9am to 7pm

Shifts are 5 hours long.

There is often a need for a few volunteers in the weeks leading up to the show. Occasionally there is paid work. If you are interested in either, please indicate that on your application.

If you have any expertise or professional experience in the following areas, or special skills, please let us know. We are always looking for:

- PR skills
- Photography and videography
- Social media skills
- Graphic artist

What is it like to be a volunteer?

- As soon as you register to volunteer, 'like' the [Garden State GreenFest Volunteers](#) Facebook page so you are up to date on all volunteer news.
- We hope to first meet you at volunteer training on Thursday, March 13th. It's not mandatory but highly recommended. You'll meet the STAFF, get background information on the event and as needed training for the area where you are volunteering. T-shirts are distributed.
- Volunteers check in about 15 minutes before their shift begins. The Volunteer Coordinator will make sure you have materials you need (floor plan, phone numbers) and set you up with your area leader.
- Your shift starts and you may be:
 - helping with the hundreds of students taking GECKO Field Trips,
 - making items in the Upcycling Center,
 - planting in the Community Garden,
 - taking photographs of the event,
 - assisting a speaker,
 - working in the event store, or
 - assisting one of the producers.
- Events, like people, are unpredictable so don't be surprised if you're asked to pitch in on an unexpected situation.
- Before you know it your shift will be over. You will be asked for observations and suggestions for the area you worked and the event overall.

Volunteer Jobs:

Setup: Help setup the booths, signs, displays, upcycling center, community garden etc.

Greeters: Stationed around the event, greeters help guests find their way around Garden State GreenFest. It's important that greeters arrive enough ahead of their shift to familiarize themselves with the layout and schedule. Some greeters will be stationed outside.

Runners: Runners are there to facilitate information/supplies/goods getting from one place or person to another. Greeters/Runners should expect to be on their feet a lot!

Upcycling Center: This is year three of the Upcycling Center and it has quickly become one of the most popular areas at GreenFest! Examples will have been prepared. Loaded with supplies, volunteers will help attendees try their hands at different projects, and keep the area stocked and organized. This is a great spot for crafty types and those with a passion for repurposing.

Community Garden: Here you will find interactive composting, seed stations, organic gardening, food preservation and more. If you've got a green thumb or want to get one, ask to be placed here.

Garden State Green Auto Show: Electric, hybrid and high mileage vehicles will be on display. Perfect for car enthusiasts! You will assist as needed. Let us know if you have special knowledge in this area.

Exhibitor Support: Assist our great eco-friendly exhibitors as needed.

PlanetHugger Store: Assisting at the booth where official Garden State GreenFest merchandise, books and other eco-friendly items will be sold. You should be comfortable handling money and making credit card transactions.

GECKO (Kids Area): Friday will be dominated by the free school field trips we are so proud of. Volunteers start by guiding the over 700 students plus teachers get off their busses, store their lunches, form their groups and get to workshop one on time! Volunteer guides are assigned to each group and keep them on schedule. Others may assist workshop leaders in getting their materials together or distributed. It's a whirlwind experience but tons of fun. On Saturday GECKO volunteers support our many workshops by helping leaders and working with the kids.

Teardown: Volunteers are needed to help producers and exhibitors empty their booths, collect lost items, organize chairs, trash, etc.

Miscellaneous: There are always surprises at events so we really appreciate our volunteers who are ready to do whatever needs to be done!

Volunteer Training

You will be asked to participate in a fun and informative short training session before Garden State GreenFest. This insures that you get to know the coordinator and others, and that you know exactly what to do at the event. Please try and attend one of the two sessions offered. These will most likely be scheduled for Wednesday, March 12th – one in the morning and one in the evening.

Finally

- We are happy to sign letters if you need to track your community service hours.
- Clubs and groups are welcome to volunteer.
- If your company has a 'Green Team' we would love to make contact with them about GreenFest in general.
- Follow us on social media:
 - Facebook www.facebook.com/gardenstategreenfest
 - Twitter: gs_greenfest
 - Instagram: gs_greenfest
 - Pinterest: Garden State GreenFest www.pinterest.com/coulproductions/garden-state-greenfest/