



FESTIVAL OF TREES  
Mary Bridge Children's  
Hospital & Health Center

In Partnership with



Mary Bridge Festival of Trees: November 29–December 7, 2009

# Joy to the World

## VOLUNTEER REGISTRATION

Dear Festival Volunteer,

Please join a great group of Mary Bridge community supporters and volunteers at the 23<sup>rd</sup> annual Mary Bridge Festival of Trees. The 2009 Festival, Joy to the World, will be at the Greater Tacoma Convention and Trade Center located at 1500 Broadway, Tacoma, WA 98402.

Many of you have generously shared your time and talent with us before. The volunteers help make the Festival of Trees the success it is, and we hope you will be a part of this year's festivities. With your help, Festival's contributions to Mary Bridge Children's Hospital over the past 22 years now total over \$16.3 million. We want to continue to ensure that the children in our region receive the finest health care available.

On behalf of the Mary Bridge Festival of Trees, we THANK YOU and look forward to having fun with you again this year!

Sincerely,

Pamela Baade  
2009 Event Co-Chair

Michelle Baldwin  
2009 Event Co-Chair

Diane Beelendoy  
General Volunteers Co-Chair

Cathy Journey  
General Volunteers Co-Chair

FOR ADDITIONAL INFORMATION, PLEASE CALL THE FESTIVAL VOLUNTEER LINE AT (253) 403-1123

## General Volunteer Guidelines

- Free parking is available at the Tacoma Dome Station. You can take the free light rail service to the Convention Center, Mon-Fri from 5:40am to 8:00pm, Sat 8:00am-10:00pm, or Sun 10:00am-8:00pm. Carpooling is suggested. Republic Parking Lots cost between \$5 and \$8 for a four hour shift.
- Wear comfortable shoes and layers of clothing. Remember, you represent Mary Bridge Children's Hospital and Health Center. Please dress appropriately.
- Please remain at your job position for your entire shift until relieved.
- The facility is under the jurisdiction of the City of Tacoma. NO OUTSIDE FOOD OR DRINK IS ALLOWED. You may want to have a meal before you arrive at the convention center. As a result of budget reductions, volunteer meals will be limited.
- An adult must accompany each child under 16 years of age. Children under 16 years old, not belonging to a select youth group, might enjoy attending rather than working Festival. Safety guidelines insist that youth groups, performers, or volunteers have sufficient chaperones to supervise children. Supervising adults and all volunteers must complete the volunteer form.
- FRIDAY, DECEMBER 4<sup>TH</sup> IS NOT OPEN TO THE PUBLIC.

Mary Bridge Festival of Trees is a series of holiday fundraising events in celebration of the lifesaving efforts of Mary Bridge Children's Hospital & Health Center. The Mary Bridge Children's Foundation is a tax-exempt organization under Internal Revenue Code Section 501(c)(3).

**MARY BRIDGE FESTIVAL OF TREES**  
Mary Bridge Children's Foundation  
PO Box 5296, Tacoma, WA 98415-0296  
Volunteer Information Line: (253) 403-1123  
www.marybridge.org/fot

**MultiCare**   
**Mary Bridge**  
**Children's Hospital**  
**& Health Center** 

EIN #94-3030039 • (Rev. 8/09)

# Volunteer Position Descriptions

**Entertainment Helper:** Two positions are available.

- 1.) Help check in the entertainers or assist groups in the “green room,” and escort them to the stage.
- 2.) Help the Entertainment Chair add and remove equipment/chairs on and off the stage. Be sure to indicate which position you want in the Entertainment Helper box on the back of this form.

**Entry Way Greeter:** Greet guests as they arrive and invite them to vote for their favorite tree. Assist in providing directions. Wear comfortable shoes, as you will be standing for 3<sup>1</sup>/<sub>2</sub> hours.

**Santa Land:** Assemble photo holders, greet Festival guests to Santa Land, or assist the photographer. Help in guiding guests in the line.

**Special Tours Helper:** Assist our special needs guests so they may enjoy the trees, and Santa, too. Help guests on and off vans and buses, push wheelchairs, and keep groups together. (Thursday only).

**Packing & Delivery Angel:** On Sunday evening, prepare and pack the tree, decorations, and gifts for delivery on Monday, arrive at tree buyer’s destination to help make the tree look beautiful for the buyer.

**Tree/Holiday Décor Host:** Protect and guard the gifts and decorations with the trees. Make sure hands and feet stay behind the ropes and out of the display area. Visit with the guests and answer questions about the trees. (Written descriptions are provided.) This position requires standing for a 3<sup>1</sup>/<sub>2</sub> hour shift. A chair can be provided for those with special needs.

**Volunteer Room:** Make sure all volunteers feel as special as they are. Assist with sign-in and sign-out, provide directions, and be sure to thank them on behalf of the Festival. Make sure volunteers know their job responsibilities, show them where they need to be, and be available to answer any questions. Some data entry may be needed; please let us know if that is your specialty.

**Wherever Needed:** If you just can’t decide how you want to help, let us decide for you. Please be flexible, and we will assign you wherever the need is greatest.

*Volunteers between 12-16 years of age, must be accompanied by chaperones. Both the volunteer and chaperones must complete the volunteer form.*

*Please do not bring children between the ages of 12-16 with you. We need you to be a responsible volunteer at the assigned position.*

## 2008 Mary Bridge Festival of Trees Facts and Highlights

- 2008, the 22nd year of Festival, generated \$1.7 million. To date a total of \$16.3 million has been raised for Mary Bridge Children’s Hospital.
- There are 50 plus committees with more than 300 members working year round.
- Last year more than 1,200 volunteers worked during Festival week.