

PLEASE KEEP THIS SHEET FOR YOUR REFERENCE

# Lake Eden Arts Festival 2012 Volunteer Information!

377 Lake Eden Rd, Black Mountain, NC 28711 • 828/68-MUSIC (686-8742) • [volunteers@theleaf.org](mailto:volunteers@theleaf.org) [www.theLEAF.org](http://www.theLEAF.org)

**Deadlines:** May Fest **April 1<sup>st</sup>** Oct Fest **September 1<sup>st</sup>**

Volunteers help create LEAF! Volunteers work scheduled job shifts in exchange for a weekend pass. Tent Camping is included. LEAF is a lot of fun AND remember, you are committing to being at LEAF and working your assigned duties and hours.

**Please take pride in your part by reading all the information.**

→ **YOUR APPLICATION:** Application deadline for the May festival is April 1st and for the October festival is September 1st. When applying online, you will pay the application fee by purchasing the application in our store. A link will then be emailed to you within 24-48 hours, containing the application. Once submitted, you will receive confirmation that we have received your application. You will then have 10 business days to send us a photo copy of your I.D. (if not submitted digitally on the form) and a deposit check. All volunteers MUST apply prior to LEAF, as we will not be able to take volunteers at the gate.

→ **CONFIRMATION:** Once we have received the photo copy of your I.D. and deposit we will send you another confirmation that you have been scheduled. Please be patient, the month prior to the festival can be a very high volume time for us in volunteers. **ALL VOLUNTEERS will be accepted if they are 21 years of age or older.** Applications will only be denied if they had previously not met LEAF requirements for any reason. If you have not heard from us by May 1st or October 1st please EMAIL. Make sure your email accepts email from [volunteers@theLEAF.org](mailto:volunteers@theLEAF.org) and [info@theLEAF.org](mailto:info@theLEAF.org) & does not see it as spam. **PLEASE DO NOT contact the office for your shifts.** Changes are made often. As long as you have applied BY the Application Deadline, April 1<sup>st</sup> or September 1<sup>st</sup>, you will now receive your schedule on April 15<sup>th</sup> or September 15<sup>th</sup>. We do our best to meet your requests. Volunteers registering AFTER the Volunteer Application Deadline WILL receive their Schedules at the LEAF Festival. PLEASE NOTE: Schedules are SUBJECT to CHANGE!!

→ **UNDER 21?:** Under 21 volunteers are taken on a case by case basis (no guarantees) with a letter of recommendation from a teacher/employer and two references.

→ **FEES & DEPOSITS:** There is a \$19 non-refundable application fee per festival or \$33 to apply for both at the same time. A deposit fee is also required, which is your ticket price plus a no-show penalty. Deposit check is held until your volunteer shifts are completed. If you don't complete ALL of your scheduled volunteer hours, your deposit check will be cashed. Deposit check cannot be a money order. If you don't have a checking account, use a friend's & put your name on the check. Turn in your signed volunteer card once you have completed your shifts. If you do not drop off your card, at the Volunteer tent, before you leave the festival, you must send us your signed work card in the mail within one week. All DEPOSIT CHECKS will be torn up after we receive your signed card.

→ **VOL CHECK-IN TIMES:** Thurs: 4:30-10pm, Fri: 9am-11pm. Volunteers check-in at Drive-Thru  
Attention: All volunteers must check in by noon on Saturday. Upon arrival, 1ST stop at drive-thru & check-in (during check-in times please) for ticket & parking pass. Please be ON-TIME!

**Volunteers must vacate the festival Sunday 7pm unless scheduled for cleanup shifts.**

→ **WORKING at LEAF:** You are given a choice of job areas. Job assignments are filled on a 1st come basis. **Volunteers chosen to do pre-festival jobs (Mon-Thur) will be contacted by phone.** Please, No children while working any of pre-festival or festival shifts. WE DO NOT GUARANTEE specific jobs. We try our best to get you in the area and at the times you prefer, but be prepared for anything!!

**NO DOGS allowed before, during or after LEAF. NO EXCEPTIONS.**

→ **SHIFTS:** You must work two 5-hr shifts ONLY. For long time Leafers...Over the past 15 years we have managed to keep the hours down to 8 while the prices of tickets continued to rise. This year we have had to raise the hours to 10 per festival. This is still a great value to you, it equates to being paid \$15.00 per hour. Please let us know ASAP if your arrival time is changing. ALL volunteers must complete a total of 10 hours. **PLEASE Do NOT contact the office for your shifts.** Changes are made often. If you have questions, please email Volunteer Coordinator at [volunteers@theleaf.org](mailto:volunteers@theleaf.org).

→ **ACCOMMODATIONS:** Tent camping ONLY is included in your weekend plus ticket. Tent campers park offsite at designated lots with shuttles or within walking. Pack easy to shuttle in to campsite. Vehicle Camping is permitted in designated areas and is not included in your ticket but may be purchased before hand though the office or on the application. **No Dogs are allowed at LEAF.**

**NO CAMPING BEFORE 4:30pm ON THURSDAY this includes SETTING UP CAMP.**

→ **CANCELLATIONS:** LEAF relies on dependable volunteers to help smoothly run LEAF. If you cannot volunteer, notify us via phone by May 1<sup>st</sup> (Oct 1<sup>st</sup>)- we will tear up your deposit check & fill your shifts. After May 1<sup>st</sup> (Oct 1<sup>st</sup>), you will be considered a NO-SHOW & your check will be cashed. In extreme emergencies, refunds may be discussed with Volunteer Directors (notify us immediately so we know you will not be arriving). You may NOT exchange volunteer deposit for a ticket at gate.

→ **Calling in sick:** Calling in sick after May 1st or October 1st will be considered a NO-SHOW. Again, PLEASE notify us immediately so we know that you will not be arriving. For extreme emergencies please call the office.

**THANKS for Volunteering & Reading all the info-hope we answered your??? See you at LEAF!**