

GALAXY

Artisan Market

VOLUNTEER APPLICATION

Event: Galaxy Artisan Market
Where: 5840 Interface Drive, Suite 400, Ann Arbor, MI 48103
When: Saturday, November 10, 2018
Time: 10am - 2pm

A BIG THANK YOU to last year's sponsors and volunteers. Without YOU, this event wouldn't be possible.

GALAXY
Artisan Market

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Galaxy Artisan Market is OUR GALAXY's way to give back to our community and the people we serve. Come support our Galaxy Entrepreneurs, artists and craftspeople by purchasing art and other amazing handmade items.



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WHY DO WE NEED VOLUNTEERS?

We use volunteers to help with the following activities:

- A personal volunteer will be assigned to each booth -- help the Artisan in any way needed in order to help sell their products.
- Volunteers needed to help with scheduled rest breaks. Our Artisans might need a break. Volunteers will escort them to the break rooms. Volunteers needed to help run the stations when breaks are required.
- Volunteers to assist with processing payments and packaging goods. We want the Artisans to just enjoy selling products without having to worry about exchanging money.
- Volunteers can help giftwrap goods as requested (bags, tissue, and tags provided).
- Volunteers needed to restock quiet relaxation rooms, including water for Artisans as needed.
- Volunteers needed to make sure that Artisans have snacks and food during scheduled lunch; volunteers will be provided with pizza for lunch.
- Volunteers needed to assist with set-up and take-down, as well as transportation of items/goods to and from car; rolling carts and dollies available for this process.
- Volunteers needed to restock refreshment stations.
- Volunteers needed to help participants at the Make-and-Take stations. They also "make" gifts (assembly line style) that are ready to go for participants who would rather just "take" a gift.
- We need Runners! What is a Runner? We will explain more later, but in a nutshell, when someone makes a "purchase" of an item, a checkout ticket will be "run" to the checkout/pay station. We gather all final purchases of items together, which enables the shoppers to purchase their items in one transaction.
- We need Greeters! Greet Shoppers and Artisans alike.
- We need Parking Attendants.
- We need Photo Booth Volunteers.
- We need Ticket Salespersons and Ticket Takers.
- WE NEED VOLUNTEERS TO WEAR OUR T-SHIRT WITH A SMILE!

WE ARE SO EXCITED TO HAVE YOUR PARTICIPATION!

LET'S GET STARTED WITH A FEW QUESTIONS SO WE CAN GET TO KNOW YOU BETTER.



VOLUNTEER Name: _____ Sex: _____

Date of Birth: _____ Driver's License #: _____

Address: _____

Phone: _____

Contact Person Email: _____ Phone: _____

Reference Name: _____

Reference Email: _____

Reference Phone: _____

- This is not an allergy-free location. Nuts are on-site. We will be ordering pizza for volunteers. Please indicate dietary needs and allergy needs. Our assistance dog will also be on-site.

Name of All Volunteers in Your Family:

Name : _____ Age: _____ Shirt Size: XS, S, M, L, XL, XXL

Special diet or accommodations: Yes/No If Yes, please explain: _____

Allergies: Yes/No If Yes, please explain: _____

Have you ever been convicted of a felony or crime? Yes/No If Yes, please explain:

Name : _____ Age: _____ Shirt Size: XS, S, M, L, XL, XXL

Special diet or accommodations: Yes/No If Yes, please explain: _____

Allergies: Yes/No If Yes, please explain: _____

Have you ever been convicted of a felony or crime? Yes/No If Yes, please explain:



Name : _____ Age: _____ Shirt Size: XS, S, M, L , XL, XXL

Special diet or accommodations: Yes/No If Yes, please explain: _____

Allergies: Yes/No If Yes, please explain: _____

Have you ever been convicted of a felony or crime? Yes/No If Yes, please explain: _____

Name : _____ Age: _____ Shirt Size: XS, S, M, L , XL, XXL

Special diet or accommodations: Yes/No If Yes, please explain: _____

Allergies: Yes/No If Yes, please explain: _____

Have you ever been convicted of a felony or crime? Yes/No If Yes, please explain: _____

Pick 1-3 choices per volunteer and enter the Letter (A,B,C...) under the volunteer options section of the form for each volunteer. This assignment is not guaranteed.

- A) A personal Artisan Volunteer (Assigned to an Artisan -- sit at their table)
- B) Make-and-Take Volunteer; help make gifts and teach others how to do it, too
- C) Process payments at the checkout area
- D) Organize purchase at the checkout area by purchase number/pack them nicely
- E) Giftwrap station
- F) Restock and Gopher -- Utility Volunteer
- G) Break Room -- Organize snacks and lunch for Artisans and Volunteers
- H) Set-up -- Help clients get items to the tables (November 9)
- I) Take-down -- Clean up
- J) Supervise Relaxation Rooms -- Restock with pillow cases, blankets, water ice packs, etc.
- K) Refreshment station -- Keep the food tables well-stocked and neatly displayed
- L) Be a Runner! -- Get the purchase tickets and items from the Artisan to the checkout area
- M) Be a Greeter
- N) Parking Attendant
- O) Help with taking pictures at the Photo Booth
- P) Ticket Sales -- For refreshments and Make and Takes

When you volunteer at Galaxy, you must represent Galaxy! Here are some basic rules we live by...we call them THE GALAXY WAY.

GALAXY

Artisan Market

THE GALAXY WAY
WE ARE ALL A TEAM.
WE ASK, "WHAT BRINGS YOU JOY?"
WE ARE NEVER DONE LEARNING.
OUR CLIENTS ARE OUR BEST TEACHERS.

WE CARE ABOUT WHAT YOU CARE ABOUT. ☒
WE ALWAYS GO THE EXTRA MILE. ☒
WE BELIEVE THE BRAIN CAN HEAL AT ANY AGE OR STAGE. ☒
EVERY PERSON CAN AND SHOULD
DO SOMETHING MEANINGFUL EVERY DAY.

ALL THERAPY SHOULD HAVE CREATIVE PURPOSE. ☒
EXERCISES NEED TO CHALLENGE THE BRAIN AND BODY. ☒. REAL LIFE THERAPY OFTEN
REQUIRES REAL LIFE SETTINGS. ☒.
BEING DISCHARGED FROM THERAPY SHOULD BE EXCITING,
& THERAPY SHOULD BE REPLACED WITH MEANINGFUL PURSUITS. ☒
WE ARE ALL CONNECTED FOR A REASON.
OUR GALAXY IS A PLACE WHERE WE SUPPORT ONE ANOTHER.
THE PROCESS OF HEALING AND RECOVERY,
IS JUST PART OF OUR JOURNEY.
THE BEST IS YET TO COME.

What part of THE GALAXY WAY applies to our AWESOME VOLUNTEERS?

- You are on our Team! Our Artisans are on our Team!
- Spread joy, give joy, receive joy.
- We all learn from each other.
- Go the extra mile! Take those manners your grandparents taught you and use them!
- Believe in those we serve. Encourage, support, and empower people.
- Be intentional with everything you say and do.
- Be creative and encourage others to be creative, too.
- Be willing to try something new, learn from every experience, and keep trying.
- You are here for a purpose. Represent yourself, your family, your team, and your Galaxy well! We get so many compliments about our volunteers. We thank you ahead of time for being SO AWESOME!

See next page to sign The Galaxy Way Pledge

GALAXY

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X SIGN HERE IF YOU PLEDGE TO BE AWESOME! By signing this form, I agree to do my best to show compassion, encourage, support, and be a part of The Galaxy Team. I am ready to be a part of something special and will do everything in my power to help our Artisans shine, while giving the public an experience they won't soon forget!

Name: X _____ Date: _____

Name: X _____ Date: _____

Name: X _____ Date: _____

Name: X _____ Date: _____

REPORT PROMPTLY AT 8:30AM on Saturday, November 10, 2018
5840 Interface Drive, Suite 400, Ann Arbor, MI 48103, Phone: 734-627-8001

ORIENTATION for Volunteers is **Saturday morning at 8:30**. Come get your T-Shirt, learn your assignment, learn the ropes, grab a pastry, and meet your fellow team members!