



2018 WARD MUSEUM OF WILDFOWL ART  
WORLD CHAMPIONSHIP  
WILDFOWL CARVING COMPETITION

Roland E. Powell Convention Center  
40th & Coastal Highway, Ocean City, MD  
April 27 - 29, 2018

**VOLUNTEER APPLICATION**  
**This form should be received by February 15, 2018**

Name: \_\_\_\_\_ Name for Name Tag \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State/Prov \_\_\_\_\_

Zip Code \_\_\_\_\_ E-mail address: \_\_\_\_\_

EMERGENCY NAME /CONTACT INFO: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE NOTE: THIS APPLICATION FORM IS NOT AN ASSIGNMENT SHEET.**

The assignment sheet comes later based on all jobs you are willing to do and times you are available.

Below are the starting and ending times for each date's activity. Please state when during that time frame you can volunteer. If you would like to do the job you did last year, please check the box at the bottom of this page.

We deeply appreciate your flexibility for filling in as needed at this event. **We'll do our best to match your preferred jobs with our volunteer needs.** All assignments are at the Ocean City Convention Center unless otherwise noted.

**Assignments will be mailed to you by April 2.**

So, watch your mailboxes or email shortly after April 2, 2018 and let us know if you have not received your assignment sheet, have any questions, or cannot fill the assignment.

**Contact the Volunteer Coordinator, Mary Kline  
at 410.742.4988 x 109 or [mekline@salisbury.edu](mailto:mekline@salisbury.edu)**

*Thank you for your help!*

**Please sign me up for the volunteer position I had last year.**

\_\_\_\_\_ I am available at the same times this year as last year.

\_\_\_\_\_ I am NOT available at the same times this year as last year

But I am available \_\_\_\_\_.

Please note that time for clerks change from year to year. You may not be able to be a clerk for the same category at the same time this year.

# Set up

Volunteers will assist in setting up the competition hall and are needed on **Wed. April 25, 8:30 am - 2:00 pm.**  
**and Thursday April 26, 11:00 am -5:00 pm.**

- \_\_\_ **Move-In Assistants:** Distribute boxes from moving truck to appropriate area.  
**Will require heavy lifting.**
- \_\_\_ **Table Set-up Assistants:** Set-up Assistants will **start at 9:30 and should be done by 2:00 pm.** They will build risers, put out table cloths, signs, etc. at the Convention Center.
- \_\_\_ **Finishing Touches:** Signage, Booths, etc

I have the following day(s) and time(s) available \_\_\_\_\_

## Convention Center Logistics

**Competition Registration:** Volunteers needed Thursday, April 26, 9am-8pm and Friday, April 27, 7am-9:30am

- \_\_\_ **Registration:** Volunteers give out registration forms and/or track competition on computers
- \_\_\_ **Registrar:** Knowledge of birds necessary
- \_\_\_ **Marker/Tagger:** Correctly mark the carvings, so they can be placed in the proper category
- \_\_\_ **Cashier:** Assist collecting money for registered carvings.
- \_\_\_ **Membership:** Confirm/sell memberships as part of registration process.
- \_\_\_ **Runner:** Transport birds during registration to appropriate tables in competition hall
- \_\_\_ **Line Director:** Facilitate line movement & direct artists
- \_\_\_ **Badge and Material Distribution:** Volunteers hand out badges and materials

\_\_\_ **Information Booth (Lobby):** Volunteers familiar with the show are necessary. This booth also serves as Public Relations. **Needed from 9:30 am - 5:00 pm on Fri. April 27, Sat. April 28, and Sun. April 29.**

\_\_\_ **Membership Booth:** Position requires familiarity with the Ward Museum to sell and renew memberships, as well as selling Raffle tickets. Training will be given as needed. Membership Coordinator will also be there often for relief. **Needed throughout the day on Fri. April 27, Sat. April 28, and Sun. April 29.**

\_\_\_ **Volunteer Booth:** Help orient volunteers as they arrive. Give them their badge, assignment and pin. Help fill any volunteer opportunities that may be needed. **Needed throughout the day on Fri. April 27, Sat. April 28, and Sun. April 29**

\_\_\_ **Ticket Checkers:** Check tickets at arena entrances, greet visitors, and answer questions. **Needed at varying times between 8:00 am - 6:00 pm on Fri. April 27, Sat. April 28 and Sun. April 29.**

\_\_\_ **Security:** Check tickets at entry to Convention Center in conjunction with those volunteers who check for tickets. You will be identified as "Show Security" and work under the direction of our hired security company. **Needed at varying times between 8:00 am - 6:00 pm on Fri. April 27, Sat. April 28 and Sun. April 29.**

\_\_\_ **Auction Preview Security:** Fri, April 27 from 9:00 am -5:00 pm

\_\_\_ **Clerk:** Assist judges, record results, and place ribbons during judging. Clerks and Runners need comfortable shoes. **Clerks and runners stay with their judges the entire time, please. Needed Friday, April 27th and Saturday, April 28. Times vary according to judges' needs.**

\_\_\_\_\_ **Tank Runner:** Help move the decoys from the tables to the tanks inside the convention center. **Needed Friday, April 27 and Saturday, April 28 from 9:00 am - 2:30 pm.**

\_\_\_\_\_ **Bay Assistant:** Help with moving the decoys that are being judged in Assawoman Bay on Friday and Saturday. Please note day preference,

\_\_\_\_\_ **Exhibitor/Vendor Relief:** Sit at vendors' booths while owners take a break. There will be a sign-up sheet to volunteer for vendor relief at Volunteer Check-In table in lobby. *(The vendors will give us their preferred time and we will do our best to fill these requests.)* **Needed from 11am – 2pm on Fri. April 27, Sat. April 28, and Sun. April 29.**

\_\_\_\_\_ **Ward Decoy Raffle:** Outgoing volunteers needed to sell raffle tickets. **Needed throughout the days of Fri. April 27, Sat. April 28, and Sun. April 29.**

\_\_\_\_\_ **Candid Photographer:** Volunteers will take photos of events throughout the Convention Center. **Needed throughout the days of Fri. April 27, Sat. April 28, and Sun. April 29.**

\_\_\_\_\_ **Photography Helper:** Assist photographer in recording pictures, taking orders, etc. **Needed throughout the days of Fri. April 27, Sat. April 28, and Sun. April 29.**

\_\_\_\_\_ **Treetops Gifts in Ocean City:** Assist customers, bag merchandise, and keep the shop neat. **Needed from 9:30 am - 6:00 pm on Fri. April 27 and Sat. April 28. 9:30 am - 4:00pm on Sun. April 29.**

\_\_\_\_\_ **People's Choice:** Collect "People's Choice" awards, count and record. **Flexible hours Friday, Saturday, and Sunday.**

\_\_\_\_\_ **Accounting Volunteer:** Volunteers to help with the various accounting needs during the show. **Needed throughout the days of Fri. April 27, Sat. April 28, and Sun. April 29.**

\_\_\_\_\_ **Performing Arts Center Greeters and Ushers:** Living Legend Award presentation and World Championship Award Ceremony will be held in the new Performing Arts Center. **Needed Fri. April 27 and Sat. April 28 from 4:30-6 pm.**

I have the following day(s) and time(s) available \_\_\_\_\_

## Education Logistics

\_\_\_\_\_ **Education Booth (lobby):** Volunteers to sell tickets for seminars and specials. Promote education opportunities offered by the Ward Museum. Education Staff will be present often throughout the day. **Needed throughout the days of Thurs. April 26, Fri. April 27, Sat. April 28, and Sun. April 29.**

\_\_\_\_\_ **Kids' Corner:** Assist in special programs for children. Parents will be expected to stay in the area with their child. Education staff will be directing activities at all times. **Needed from 10:00 am - 4:00 pm on Fri. April 27, Sat. April 28, and Sun. April 29.**

\_\_\_\_\_ **Seminar Series Hosts:** Needed Friday, April 27, Saturday April 28 and Sunday April 29. Times TBA

\_\_\_\_\_ **Workshop Host:** Needed Friday, April 27 and Saturday April 28. Times TBA

I have the following day(s) and time(s) available \_\_\_\_\_

# Auction Logistics

\_\_\_\_\_ **Auction Registration:** Volunteers needed to work w/museum staff to register auction donations. Volunteers needed for Auction Registration on **Thursday April 26, 11 am - 8 pm, and Friday April 27, 7 - 9 am.**

Volunteers needed for all other auction jobs:

**Bidder Registration Volunteers needed Saturday, April 28 from 10:00 am – 4:30 pm.**

**All other auction volunteers needed Saturday, April 28 1:30 pm – end of auction.**

\_\_\_\_\_ **Bidder Registration:** Record names and information for auction bidders.

\_\_\_\_\_ **Cashier Assistant:** Assist with tallying sales and paperwork. Good math skills needed.

\_\_\_\_\_ **Auction Recorders:** Volunteers record auction prices and bidder numbers.

\_\_\_\_\_ **Auction Registration Walkers:** Volunteers carefully walk/carry the art works for the bidders.  
Must be able to walk quickly and long distances

\_\_\_\_\_ **Transport:** Volunteers carefully move the art works from the auction area to the packing area.

\_\_\_\_\_ **Packers:** Volunteers carefully follow instructions on packing artwork for safe shipping/transport.

\_\_\_\_\_ **Spotters:** Help the auctioneer spot bids as they are made.

I have the following day(s) and time(s) available \_\_\_\_\_

# Ward Museum and Salisbury Logistics

Volunteers will be needed at the museum in Salisbury while the show is occurring in Ocean City, MD. Volunteers will be needed **Thurs. April 26, Fri. April 27, Sat. April 28 and Sun. April 29 from 10:00 am - 5:00 pm.**

\_\_\_\_\_ **Greeter at the Ward Museum:** Greet, and welcome visitors as they enter the museum.

\_\_\_\_\_ **Gallery Duty:** Trained docents to guide visitors through museum and answer questions, Salisbury assignment.

\_\_\_\_\_ **Treetops Gifts in Salisbury:** Assist customers, bag merchandise, and keep the shop neat.

\_\_\_\_\_ **Volunteer Office Receptionist:** Volunteers record and dispatch messages to appropriate personnel in the museum and to the central Worlds' number at the Convention Center in Ocean City.

I have the following day(s) and time(s) available \_\_\_\_\_

# Clean Up

\_\_\_\_\_ **Break Down:** Assist in the take down of show on **Sunday, April 29, from 4:00 pm - 6:00 pm.** May involve lifting and carrying heavy or delicate items.

\_\_\_\_\_ **Help unload van –** Unload van at Ward Museum on **Monday April 30, 9:00 am-2:00pm and Tuesday, May 1, 8 am - 10 am.**

\_\_\_\_\_ **Mail-in Entries:** Assist Floor Captains with packing Mail-in Entries at close of show  
**Sunday, April 29, 4:00 pm-6:00 pm**

I have the following day(s) and time(s) available \_\_\_\_\_

Additional Comments or Special Needs:

**PLEASE RETURN THIS FORM ASAP  
SO IT IS RECEIVED BY February 15, 2018**

- Hand deliver the form to:** Mary Kline, Volunteer Coordinator or  
Helene English, Americorps Member at Ward Museum of Wildfowl Art, Salisbury University
- Mail form to:** Mary Kline at 909 S. Schumaker Dr., Salisbury, MD 21804
- Email form to:** Mary at mekline@salisbury.edu.
- Fax form to:** Mary Kline at 410-742-3107
- Phone:** 410-742-4988 x 109 to complete the application with Mary or Helene by phone any Tuesday through Friday 10 am - 4 pm.

*You make the difference and we're excited to work with you  
at this 48<sup>th</sup> World Championship Wildfowl Carving Competition.*

*Thank You!*