



2019 WARD MUSEUM OF WILDFOWL ART
WORLD CHAMPIONSHIP
WILDFOWL CARVING COMPETITION

Roland E. Powell Convention Center
40th & Coastal Highway, Ocean City, MD
April 26 - 28, 2019

VOLUNTEER APPLICATION

This form should be received by February 15, 2019

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, 2019, 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

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 24, 8:30 am - 2:00 pm. and Thursday April 25, 11:00-5:00

- ___ 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 25, 9am-8pm and Friday, April 26, 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 26, Sat. April 27, and Sun. April 28.
- ___ 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 26, Sat. April 27, and Sun. April 28.
- ___ 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 26, Sat. April 27, and Sun. April 28
- ___ 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 26, Sat. April 27 and Sun. April 28.
- ___ 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 26, Sat. April 27 and Sun. April 28.

_____ Auction Preview Security: Fri, April 26 from 9:00-5:00

_____ 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 26th and Saturday, April 27. 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 26th and Saturday, April 27 from 9:00 - 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 26, Sat. April 27, and Sun. April 28.

_____ Ward Decoy Raffle: Outgoing volunteers needed to sell raffle tickets. Needed throughout the days of Fri. April 26, Sat. April 27, and Sun. April 28.

_____ Candid Photographer: Volunteers will take photos of events throughout the Convention Center. Needed throughout the days of Fri. April 26, Sat. April 27, and Sun. April 28.

_____ Photography Helper: Assist photographer in recording pictures, taking orders, etc. Needed throughout the days of Fri. April 26, Sat. April 27, and Sun. April 28.

_____ 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 26, Sat. April 27, and Sun. April 28.

_____ 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 26, Sat. April 27, and Sun. April 28.

_____ 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 26 and Sat. April 27 from 4:30-6 pm.

I have the following day(s) and time(s) available _____

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Education Logistics

_____ Education Booth (lobby): Volunteers to sell tickets for seminars and specials. Promote education opportunities offered by the Ward Museum. Education Director will be present often throughout the day. Needed throughout the days of Thurs. April 25, Fri. April 26, Sat. April 27, and Sun. April 28.

_____ Kids Corner: Assist in special programs for children. Parents will be expected to stay in the area with their child. AmeriCorps staff will be directing activities at all times. Needed from 10:00 am - 4:00 pm on Fri. April 26, Sat. April 27, and Sun. April 28.

_____ Lecture Hosts: Needed Friday, April 26 and Sunday April 28. Times TBA

_____ Workshop Host: Needed Friday, April 26 and Saturday April 27. 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 25, 11 am - 8 pm, and Friday April 26, 7 - 9 am.

Volunteers needed for all other auction jobs:

Bidder Registration Volunteers needed Saturday, April 27 from 10:00 am – 4:30 pm.

All other auction volunteers needed Saturday, April 27 1:30 pm – end of auction.

_____ Bidder Registration: Record names and information for auction bidders.

_____ Cashier Assistant: Assist with tallying sales and paperwork.

_____ 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 25, Fri. April 26, Sat. April 27 and Sun. April 28 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 28, from 4:00 - 6:00 pm. May involve lifting and carrying heavy or delicate items.

____ Help unload van – Unload van at Ward Museum on Tuesday, April 29, 8 am - 10 am.

____ Mail-in Entries: Assist Floor Captains with packing Mail-in Entries at close of show
Sunday, April 28, 4:00-6:00 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, 2019

- ___ Hand deliver the form to: Mary Kline, Volunteer Coordinator or
Helene English, 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 a.m. to 4 p.m.

*You make the difference and we're excited to work with you
at this 49th World Championship Wildfowl Carving Competition.*

Thank You!