Keep the Date, Change the Event! - Volunteers Needed

The Great Hearts Arizona development team is seeking volunteers for the Teacher Excellence Fund Telethon, the event that has replaced this year's annual Gala. Event proceeds benefit the Teacher Excellence Fund which will provide bonus compensation to Great Hearts Arizona teachers in their payroll this December. Come serve at this exciting event!



When: Saturday, September 19, 2020 from 7:30am – 7:30pm
Where: Veritas Preparatory Academy, 3102 North 56th Street Phoenix, AZ 85018
(all volunteer positions are in-person and cannot be done remotely)
Attire: School Uniforms for Students; Business Casual for Adults
Food and beverage will be provided throughout the day for all volunteers.

Sign Up Here: https://signup.com/go/cHqFWLW

Who may Volunteer? Great Hearts Staff, Parents, Alumni, and current 11th and 12 grade Great Hearts students may volunteer at the Telethon. Students will earn community service hours upon completion of their volunteer shift. All adult volunteers must have a valid fingerprint clearance card to participate.

Volunteer Training: To ensure a smooth flow of events and professional experience for our at-home audience, volunteer training is mandatory in order to serve at the Telethon. Exact days/times are TBD but will be after school hours to accommodate student volunteers. Expect further information about volunteer training by August 15th.

COVID-19 SAFETY PRECAUTIONS: *The following is based on current public health guidelines. In the event there are further restrictions imposed by the State, County, or municipality prior to the date of the Telethon, protocols for the indoor event shall be updated accordingly. No more than 50 staff and volunteers will be working on the school campus at one time. Among those 50, volunteers and staff will be spread out between the two libraries, performing arts center, reception area, food and beverage station, breezeway, and various classrooms, allowing space for 6' of social distancing at all times. Temperature checks will be required upon entrance into the building. The campus will be professionally sanitized on Friday evening before the event, and all equipment will be sanitized and disinfected between each volunteer shift by Great Hearts janitorial provider, Casas Bonitas, during the event. All food and beverages provided for volunteers will be individually packaged. Hand sanitizer will be abundant and readily available. Great Hearts will comply with County and Local ordinances on face coverings at the time of the event.*

Volunteer Positions for Parents and 11th/12th Grade Students:

- **Event Set Up:** Event Set Up Volunteers will be assigned tasks related to setting up the volunteer food and beverage station, various event areas, directional signage around campus, administrative supplies, and more.
    - ◊ 7:30am – 9:00am (8 positions available, student or adult)

- **Phone Banker:** Phone Bankers should be outgoing, charismatic, and comfortable speaking on the phone. Student phone bankers will answer inbound calls from at-home viewers who are calling in to donate. Adult phone bankers will make outbound calls (minimum of 10 calls per hour) to a pre-approved list of Great Hearts parents soliciting donations. A script, suggested responses, data collection forms, and all other materials will be provided to all phone bankers to ensure success. Phone bankers will not be responsible for collecting payment information or processing payment. There will be a 1:1 ratio of students to parents, parents being available to students as needed. Other Great Hearts staff will be available and present to assist phone bankers as unique situations arise. At the volunteer training, Phone Bankers will practice taking a live caller.
    - ◊ 9:00am – 11:00am (16 positions available: 8 student, 8 adult)
    - ◊ 11:00am – 1:00pm (16 positions available: 8 student, 8 adult)
    - ◊ 1:00pm – 3:00pm (16 positions available: 8 student, 8 adult)
    - ◊ 3:00pm – 6:00pm (16 positions available: 8 student, 8 adult)

- **Runner:** Runners will act as the liaison between Phone Bankers and Great Hearts Staff, collecting hard copy pledge forms and delivering it to the appropriate team member. Runners may be assigned other administrative and logistical tasks throughout the shift.
    - ◊ 9:00am – 11:00am (2 positions available: student only)
    - ◊ 11:00am – 1:00pm (2 positions available: student only)
    - ◊ 1:00pm – 3:00pm (2 positions available: student only)
    - ◊ 3:00pm – 6:00pm (2 positions available: student only)

- **Greeter/Usher:** Greeters will be stationed at the main entrance to open doors and welcome volunteers, hosts, and performers as they arrive and accompany guests to their appropriate rooms. Greeters will assist in conducting contactless temperature checks for upon guest's arrival into the building.
    - ◊ 8:00am – 1:00pm (3 positions available, student or adult)
    - ◊ 1:00pm – 6:00pm (3 positions available, student or adult)

- **Event Closer:** Event Closers stay until the final volunteers have left the building. Event closers will be assigned pack-up or clean-up tasks to ensure all materials are collected and that the event space is restored to its original condition.
    - ◊ 5:00pm – 7:30pm (6 positions available, student or adult)

Sign Up Here