

2010 Common Ground Group Volunteer Information

1. **Please print or type** all requested information on the attached application form.
2. **Use one application form per person.** You may photocopy the original form or call the Common Ground office at (517) 267-1502 to request another form.
3. YOU MUST BE 16 YEARS OF AGE TO VOLUNTEER. NO EXCEPTIONS!!!
4. In addition to a great team-building experience, you and your team members will each receive the following volunteer benefits:
 - A commemorative Common Ground Festival Volunteer pin.
 - An invitation to the Kick-off/Training Party (tentatively scheduled for Tuesday June 22, 2010, 6:00 pm - 8:30 pm, location TBD) and the post-Festival Wrap-Up Party (tentatively scheduled for August 17, 2010).
 - Use of the Volunteer Hospitality Tent during your volunteer shift(s).
 - One (1) Festival token per shift worked, which you can redeem for tickets, merchandise or Festival food (while supplies last on the merchandise and tickets).
 - Reduced pricing on Festival tickets, while supplies last. (*You must submit your group volunteer application prior to June 18, 2010 in order to receive discount ticket pricing.*)

Please note: If your group is working as part of a sponsor or trade agreement with the Festival you will not receive tokens for volunteering.
5. Group volunteers are required to work the entire evening on the night they are assigned. Of course, we can always use your help with additional nights, so please let your Team Leader know if you are interested.
6. Please review the list of volunteer service areas on the attached application and indicate your choice of service: gates, guest services (*ushers/security*), or "Green Team." Please understand that group volunteer assignments are made on a first-come, first-serve basis, and according to the days you are available to work.
7. Please complete, sign and date the attached application form, and the Indemnification form, and submit these documents to the Common Ground Music Festival office, with full payment by the **June 1, 2010** deadline.

ATTENDANCE: We depend on your commitment to the Festival. If your schedule must change, or if you have an emergency, please contact your Team Leader immediately, or call the Festival Office at (517) 267-1502, ext. 202.

ARRIVAL & BREAKS: Please arrive through the volunteer entrance only (location TBA). You will not be admitted into the Festival through any other entrance without a ticket. You must

check in and out with your Team Leader for every shift. Among other reasons, it's necessary that you do this so you can receive credit, and therefore benefits, for the time that you give to the Festival. Breaks will be coordinated by the Team Leaders for each area and will be given at their discretion.

VOLUNTEER ATTIRE: In appreciation of your efforts, your group will be named on a sign at the entrance to the Festival, as one of our Community Teams. You and your fellow group members must wear your company/organization's logo t-shirt while volunteering. You can also wear your organization's logo hat or button. (All logo attire items must be approved in advance by Common Ground management.) Additionally, we prefer that volunteers also wear khaki pants or shorts.

MEALS AND BEVERAGES: Beverages will be provided to all volunteers while working. Alcoholic beverages may not be consumed before or during your shift. Violation of this rule will result in immediate dismissal and forfeit of your registration fee and any benefits earned. **You must go the Volunteer Tent, check out, show a valid State ID or Driver's License and get a valid wristband to consume alcoholic beverages after completion of your shift.** Meal tokens will be provided to Volunteers during their breaks, as determined by the Team Leaders for each area. Each token is worth \$5.00 and can be used to purchase food or non-alcoholic beverages at any vendor stand inside the venue.

VOLUNTEER BENEFITS: Each group volunteer is responsible for keeping his/her own attendance during their shift. (Please check in and out nightly with your Team Leader). At the completion of each shift you will be given **one token** by your Team Leader. These tokens are redeemable at the for single-day tickets, merchandise, non-alcoholic beverages, food and other items (subject to availability). Completion of **two full shifts** will qualify you to exchange two tokens for one single-day ticket at the Volunteer Tent, on the day of the show, while supplies last. You may earn additional tokens/rewards for volunteer time beyond the minimum requirements.

TRAINING: Your volunteer group must send a minimum of two designated "captains" to the Kick-Off/Volunteer Training Party (tentatively scheduled for Tuesday June 22, 2010, 6:00 pm - 8:30 pm, location TBD). At this meeting you and/or your group captains will receive your group's volunteer handbooks, commemorative pins, schedules, and your 2010 Common Ground volunteer t-shirts. At this time you and/or your group captains will also meet your group's Team Leader and learn about the service area where you will be working.

VOLUNTEER APPLICATIONS & PAYMENT MUST BE RECEIVED BY JUNE 1, 2010

Please return the attached application and Indemnity form to: **Common Ground Music Festival,
901 N. Washington Ave., Lansing, MI 48906**
Or fax it to 517-267-8955. Call 517-267-1502 with questions.

2010 Common Ground Group Volunteer Application

CONTACT INFORMATION:

First _____
 Last _____
 Street _____
 City _____ State _____ Zip _____
 Day Phone _____
 Eve Phone _____
 Best time to reach me: Day Evening
 Employer/Organization/Affiliation: _____
 E-Mail _____
 Emergency Contact _____
 Emergency Phone Number _____

Your Driver's License or S.S. # (REQUIRED):

Your Birth Date (REQUIRED) _____

Please check appropriate box(s):

New group Volunteer in 2010 Previous group Volunteer in:
 2004 2005 2006 2007 2008 2009

Past Common Ground experience (list service areas):

SCHEDULING:

We require that groups commit to at least one (1) full-evening shift! Available shifts are on a first-come, first-serve basis, and will be confirmed by your Team Leader or Jennifer Taylor if you are working the Gates.

I will commit to working the following nights and times:

- Monday • July 12 • 3:00 pm – 11:30 pm
- Tuesday • July 13 • 3:00 pm – 11:30 pm
- Wednesday • July 14 • 3:00 pm – 11:30 pm
- Thursday • July 15 • 3:00 pm – 11:30 pm
- Friday • July 16 • 3:00 pm – 11:30 pm
- Saturday • July 17 • 3:00 pm – 11:30 pm
- Sunday • July 18 • 3:00 pm – 11:30 pm
- Pre-Festival days & times (By special arrangement with Festival management.)

Please note any minor exceptions to your availability:

ASSIGNMENTS:

Please indicate the service area where you would like to work. Assignments are made on a first-come, first-serve basis. First right of refusal will be given to previous service area groups.

- Entrance Gates:** Monday-Sunday, 2:30 p.m.-11:30 p.m. Share the responsibility of scanning daily tickets and 7-Day Tickets, checking IDs and putting wristbands on all guests. (Must be able to stand for long shifts.)
- Green Team:** (Ushers/Security) Monday-Sunday, 4:30 p.m.-11:30 p.m. Help the Common Ground Music Festival become more "green" by assisting with our Festival recycling program.
- Poster & Flyer Distribution:** Distribute Common Ground posters and flyers to businesses throughout Lansing and the surrounding area, by special arrangement, prior to Festival dates. **Please contact the Festival Office at 517-267-1501 to arrange this special assignment dates and times.**

YOU WILL RECEIVE CONFIRMATION OF YOUR ASSIGNED AREA(S) AND SHIFT(S) AS LATE AS THE WEEK BEFORE THE FESTIVAL.

COMMON GROUND HATS:

Please circle volunteer t-shirt size: **M L XL 2X 3X 4X**

Number of additional Volunteer t-shirts at \$7.00 each. ____

Please circle additional t-shirt size(s): **M L XL 2X 3X 4X**

Number of Common Ground hats at \$10.00 each. ____

Total amount for extra t-shirts and hats: _____

PAYMENT:

The typical Volunteer Group registration fee is \$150.00. *This covers groups of up to 20 members. Very small groups may be eligible for a reduced fee. Likewise, there may be additional cost to having more than 20 volunteers. Please call the Common Ground office at 517-267-1502 to confirm your registration fee.* Please enclose a check or money order payable to **Common Ground Festival. Payment must be received prior to June 1, 2010.**

If you would like to purchase a Common Ground baseball hat(s) to wear while Volunteering, please include an additional \$10.00 per hat (one size fits all).

Payment Method: Cash Money Order Check # _____

I have read the 2010 Group Volunteer information. I agree to attend the training session (or send my group captain), scheduled on June 22, 2010 and to adhere to the policies and guidelines regarding volunteers for the Common Ground Music Festival. I understand that special permission will be required for additional team members to apply after the June 1, 2010 deadline.

Signature _____

Date _____

VOLUNTEER APPLICATIONS & PAYMENT MUST BE RECEIVED BY JUNE 1, 2010

Please return this application and the attached Indemnity form to:
Common Ground Music Festival, 901 N. Washington Ave., Lansing, MI 48906
 Or fax 517-267-8955 • Call 517-267-1502 with questions.

2010 Common Ground Volunteer Indemnification

Indemnification: Volunteers agree to indemnify and hold harmless the Festival from and against any claims, costs (including without limitations, reasonable attorney's fees and court costs), expenses, damages, liabilities, losses and/or judgments arising out of, or in connection with, any claim, demand or action made by any party if such are (or are alleged to be) a result of Volunteer's negligence.

Signature _____ Date _____

Please print name _____



www.douglasj.com

2010 Common Ground Volunteer Sponsor