

The San Gabriel/Pomona
PARENTS' PLACE
Family Resource & Empowerment Center
Non-Profit 501(c) (3) Tax ID 95-4620243

Exciting news! We're gearing up for our **Annual Information Fair & Festival** on **Sunday, April 28, 2024, 1-4 p.m.**, at Cortez Park in West Covina (check out the enclosed flyer).



We are currently on the lookout for dedicated volunteers who make this event possible. The fair is a special occasion for children and adults with special needs, their families, and professionals in the field.

Volunteers in the past have been a phenomenal support, assisting over 3,000 attendees. Now, we're opening registration for our 2024 volunteer team. Explore various opportunities on page two – every role matters.

Our biggest areas of need and of support are for Saturday, April 27th, 2024 and Fair set up and clean-up on Sunday, April 28th, 2024. These may not be the flashiest roles, but they are vital for the fair's success. Your organization's help in these areas is immensely appreciated.



Enclosed you will find:

- a) Fair Flyer
- b) Sign-up Form (one organization form per group)
- c) "One Day-Special Event Volunteer Release Form" (each volunteer must complete the Volunteer Release before volunteering at the Fair)

Submit your application early for priority assignments and we'll confirm receipt via email.

If part of a group, please choose a group leader. Have them complete the signup form, make a list of volunteers, and ensure each volunteer completes a release form. You can mail, email or fax your information back. ***If you are part of an organization, we will contact the group leaders when information is received. *Please kindly turn in your application as soon as possible.** If part of a group and your going to turn in your application the day of the event, please send include the first and last names of the individuals who will be attending, along with the time, and areas of interests. **We will do our best to accommodate the request.**

Your support means the world to Parents' Place and the families we serve. Questions? Reach out to Tavia L. Lawson tavia.l@parentsplacefrc.com and or call at 626 919-1091.

Sincerely,

Tavia L. Lawson

Volunteer Coordinator

1500 S. Hyacinth, Suite B

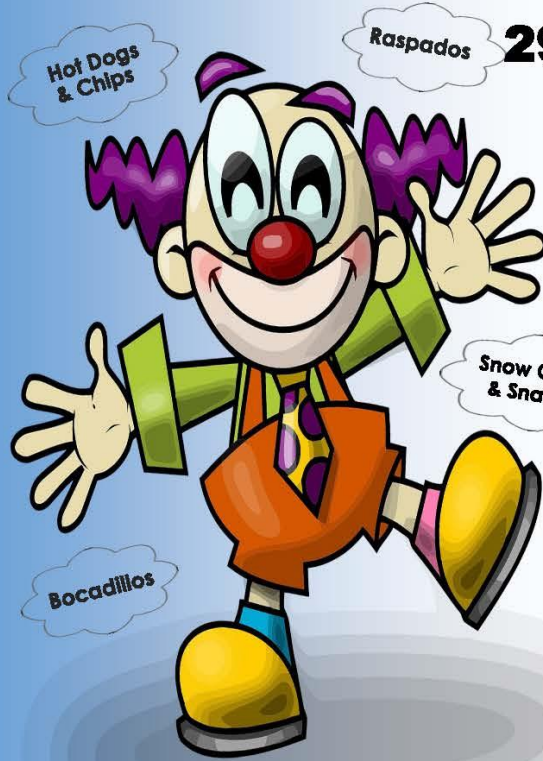
West Covina, CA 91791

Office: (626) 919-1091, Fax: (626) 919-2784, Website: www.parentsplacefrc.com



The San Gabriel/Pomona Parents' Place
along with the City of West Covina
proudly announce the

NONPROFIT ID: 95-4620243



29th Information Fair & Festival

Festival y Feria Informativa

資訊博覽及節慶

Sunday/Domingo/週日
April 28, 2024
1:00 to 4:00 p.m.

EVERYTHING IS FREE! GRATIS! 免費

For children, teens, young adults with special needs, their families,
and professionals who work with them. Para niños , jóvenes con
discapacidades y para los profesionales que trabajan con ellos.

ALL ABILITIES ARE WELCOMED!

This event is organized & sponsored by:

Parents' Place Family Resource & Empowerment Center
1500 S. Hyacinth Avenue, Suite B, West Covina, CA 91791

Office: (626) 919-1091 Fax: (626) 919-2784 Website: www.parentspplacefrc.com

In conjunction with:

California Department of Developmental Services, California Department of Education
City of West Covina & private donations from community organizations

Location/Lugar/地點:

CORTEZ PARK

2441 E Cortez Avenue
(Off Citrus)

West Covina, CA 91791

ACTIVITIES / ACTIVIDADES/節目

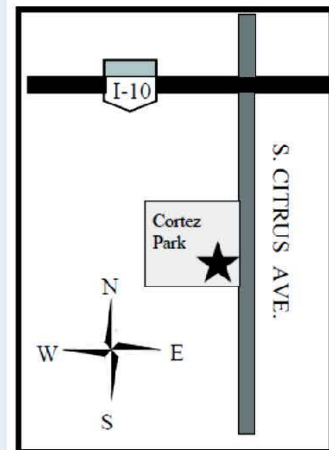
For Children, Teens & Young Adults/Para Niños y Jovenes/小孩

- ◆ Clowns / Payasos/小丑
- ◆ Face Painting / Pintura para la Cara/面部彩繪
- ◆ Moon Bouncers / Brincolin/月球彈跳
- ◆ Game Booths / Juegos/攤位遊戲
- ◆ Sensory Area/Area sensorial/感官區
- ◆ Prizes/Premios/禮物
- ◆ Live Entertainment/Entretimiento en Vivo/現場表演



For Parents/ Para los Padres/家長

- ◆ Information Booths/Informacion sobre servicios /資訊展覽
- ◆ Support Groups'Area / Grupos de Apoyo/支援小組區
- ◆ Parent networking / Platique con otros padres /家長聯誼
- ◆ Have Fun with your Children /Diviertase con sus hijos/孩子同樂





**PARENTS' PLACE
ANNUAL INFORMATION FAIR & FESTIVAL
SUNDAY, April 28, 2024**



If not part of an organization
please list your name to the right. _____

Volunteers Expected:
(Organization only) _____

Group Leader Contact
(organizations/clubs only) _____

Organization/School: _____ Contact Tel.#: () _____

Address: _____ Email Address: _____

City/State/Zip: _____

Org. Telephone #: () _____ FAX #: () _____

**Volunteer assignments start the Saturday before the Fair. (Each volunteer needs to complete the Release Form.)
We would appreciate it if any of your group can help with these assignments.**

Saturday, April 27, 2024 (Day Before the Fair)

- ___ 9:00 am – 10:00 am Load Smart & Final Order (Volunteers continue to Parents' Place to load add'l supplies.)
___ 10:30am - 1:00pm Load supply truck at Parents' Place ___ 7:00pm – 9:00pm Park Cleanup Cortez Park Cleanup

NOTE: Please write the number of volunteers to the left of each requested area.

***Sunday, April 28, 2024 (Cleanup and Truck Load/Unload at Cortez Park & Parents' Place):**

On Sunday, setup begins at 7:00am and fair activities and cleanup ends at 7:00 pm. **At 5:30 p.m. we will have volunteers to meet us back at Parents' Place to unload the truck.** We want you to enjoy your day. A volunteer shirt and wristbands will be provided for lunch and snacks, at no charge. Reminder, sign-ups are first come basis, please send your application in as soon as possible. Volunteer assignments will be made based on the top 3 workstation choices. We always need lots of help to wrap up the day. We truly appreciate extra help for clean up and truck load.

- ___ 7:00am - 9:30 am: **Unload truck @Cortez Park** 2441 East Cortez Park/West Covina, 91791
___ 5:30pm -7:45pm: **Unload Truck @Parents' Place** 1500 South Hyacinth, Suite B/West Covina, 91791
___ 3:30pm -5:30pm: Cleanup/Truck Load @Cortez Park
2441 East Cortez Park/West Covina, 91791

Sunday, April 28, 2024 (Morning Setup)

- ___ 7:00am – 10:00am: Distribute items to areas
___ 7:00am – 6:00pm: Volunteer Check-In/Floater
___ 8:00am – 12:30 pm: Fair Setup (balloons, table canopy/snack machines/prizes/games, etc.)
___ 7:30am – 12:30 pm: Food Service Setup
___ 7:30am – 12:30 pm: Parking Lot/Vendor Guidance
___ 7:30am – 05:00pm: Bathroom Cleanup (All day)

Sunday, April 28, 2024 (During the Fair Continued)

- ___ 12:30pm – 5:30pm: Face Painting/Cleanup Area
___ 12:30pm – 5:30pm: Craft Area Sensory/Cleanup
___ 12:30pm – 5:30pm: Work Games/Prizes/Moon Bounces
___ 12:30pm – 5:30pm Maintenance Park Assts. (Trash Pickup)
___ 12:30pm -5:30pm: Traffic Guide (Parking Lot Areas)
___ 12:30pm -5:30pm: *Clown/Magician/Costumed Characters
***(space is limited)**

Sunday, April 28, 2024 (During the Fair)

- ___ 11:00 am – 5:30 pm: Assist Vendor Tables/Cleanup
___ 11:30 am – 5:30 pm: Sign-in Families/Guests/Cleanup am/pm to ___ am/pm. (A minimum of 2 hours is required)
___ 11:30 am – 5:30 pm: Food/Water Station/BBQ Areas
___ 11:30 am – 5:30 pm: Operate Snack Machines/Cleanup
___ **Any assignments as needed**, we are available from _____

Fax or Mail, or email tavia.l@parentsplacefc.com this form back by Monday, April 15th, 2024.

**Parents' Place Volunteer-Info Fair
1500 S. Hyacinth Avenue, Suite B
West Covina, CA 91791**

TEL: 626-919-1091

FAX: 626-919-2784

E-mail: tavia.l@parentsplacefc.com

“One Day” Information Fair and Festival Volunteering from Saturday, April 27th, 2024, through Sunday, April 28th, 2024.

**Special Event Volunteer Release Form
For San Gabriel/Pomona Parents’ Place**

Please Print Legibly. The application must be thoroughly completed, please email to tavia.l@parentsplacefrc.com.

Date Received _____/Confirmed: _____

Name _____ Other Language Spoken: _____

Address: _____ City _____ Zip Code _____

Phone: (home) _____ (cell) _____ Email Address: _____@_____

Family members to join me (Please be certain to list their ages (if under 18) and list them on the Release form as well.

Name	Age	Name	Age

Are you under the age of 18? []Yes []No

Parental Consent

Must be completed if a volunteer is under 18 years of age.

I hereby consent for my minor child (named above) to be a volunteer with Parents’ Place.

Legal Guardian Name (Please Print)

Signature

In case of emergency notify: _____

Address: _____

City: _____ State: _____ Zip: _____

Relationship: _____ Telephone: _____

**San Gabriel/Pomona Parents’ Place & City of West Covina
Hold Harmless/Indemnification Agreement**

The undersigned agrees to and shall indemnify, defend and hold harmless the San Gabriel/Pomona PARENTS’ PLACE and CITY OF WEST COVINA, its agents, officers, elected and appointed officials, employees and volunteers against any legal proceeding in law or equity, and further shall indemnify, defend, and hold harmless the San Gabriel/Pomona PARENTS’ PLACE and CITY OF WEST COVINA, its agents, officers, elected an appointed officials, employees and volunteers from and against any and all claims, liabilities, demands, suits, judgments, expenses, costs, and other legal expenses of every kind to which the San Gabriel/Pomona PARENTS’ PLACE and CITY OF WEST COVINA may be subject by reason of any act or omission, whether intentional or negligent, or from strict liability, arising from the conduct of any participant, invitee, attendee, sponsor or any third person who is or is not an invitee, attendee, participant, or sponsor of the event.

I have read the Hold Harmless/Indemnification Agreement and am in agreement with its content.

Date: _____

Event: Annual Parents’ Place Info Fair & Festival

Signature of Volunteer

***If under 18, Signature of legal guardian required. *Must have a parent, caregiver, group/church leader, and or school leader on premises at all times. We appreciate your understanding.**

TEL: 626-919-1091

FAX: 626-919-2784

E-mail: tavia.l@parentsplacefrc.com