VOLUNTEER OPPORTUNITIES

WENATCHEE VALLEY

EMPTY BOWLS 2018-2019

http://www.cdcac.org/empty-bowls.html

Chelan-Douglas Community Action Council
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Currently there is an estimated 10,000-11,000 community members in our area who are struggling to find something to eat at every meal. Hunger can be both physically and mentally harmful for anyone, especially children and families.

The North Central Washington Food Distribution center helps fight hunger in our valley by providing over a million pounds of food to 9 local food banks and programs, annually. Their efforts are made possible through the generous contributions of federal programs, local food drives, and dedicated volunteers and community members like yourself.

One of the ways we like to bring awareness to the issue of hunger and food insecurity in our valley, and to help raise funds to support the Food Distribution Center is by hosting the annual Wenatchee Valley Empty Bowls event.

In order to plan and host a successful event, we are assembling a team of volunteers from the community. If you are looking to gain experience in event coordination, learn more about our community’s needs, or fulfill volunteer and service hours requirements, consider joining the Wenatchee Valley Empty Bowls Event Committee as a Committee Leader or Volunteer and do your part to aid neighbors in Chelan and Douglas counties experiencing food insecurity and hunger.
A lot of work goes into making the annual Wenatchee Empty Bowls event a reality. We are looking for a handful of individuals to be committee leaders which can be a fun and relatively low commitment way to make a big impact. These leadership positions require light event planning, networking and communication, and event attendance. There is no prior experience or knowledge needed and people of all ages and backgrounds are encouraged to apply!

**Committee Head**
A committee leader acting in this position will be responsible for the logistics and overall event coordination. The Committee Head will generate a budget for the event and create a list of supplies and products needed for the paintings and dinner. They will maintain communication between Chelan-Douglas Community Action Council staff, committee leaders, and volunteers. They will also coordinate with our Creative and Hearth Sponsors.

**Corporate Relations & Financial Sponsorship**
A committee leader acting in this position will need to identify potential financial sponsors for the event early on in the year. This leader will assist volunteers in developing a strategy for acquiring these sponsors. This may include drafting and distributing sponsorship request letters. The leader will also help volunteers to create a sponsor intent form to track larger financial donations and ensure sponsors receive the recognition they deserve. The leader will also assist volunteers with following up with sponsors from time to time.

**Marketing & Media Relations**
A committee leader acting in this position will be responsible for guiding and assisting volunteers with decisions on how to promote the event to the public. The leader will help to develop promotional materials including event logos and slogans. They will oversee volunteers in creating and updating flyers, brochures, tickets and social media postings. This leader will be in charge of creating press releases and helping volunteers to manage the various methods of public communication such as TV, print, web, and email and postal promotions.

**In-Kind Donation Procurement**
A committee leader acting in this position will be responsible for the procurement of any and all in-kind donations. The leader will help volunteers identify and reach out to donors for soup, bread, and beverages as well with silent auction items. This may include drafting a letter of request or creating an item donation form. The leader will also manage the running of the silent auction by helping volunteers to determine prices and presentation of the items.
LEADERSHIP POSITIONS

Guest Experience
A committee leader acting in this position will be responsible for ensuring that guests have a wonderful time at Wenatchee Valley Empty Bowls community paintings and dinner. This will include coordinating registration processes and deciding the best way to sign up guests at the paintings and dinner. They will also assist volunteers to set-up each event to make sure they run smoothly. This may include creating signage, centerpieces or registration forms. The leader will assist with guiding guests through the process.

Volunteer Coordinator
A committee leader acting in this position will be responsible for recruiting and energizing volunteers. The volunteer coordinator will help find volunteers and provide the initial introduction to the event. They will work with other committee leaders to determine where volunteers are needed.

The Wenatchee Valley Empty Bowls Planning Committee is a critical part of making this event possible. Each leader should be able to attend at least one community painting held this winter, the dinner that takes place in the spring, and any meetings the committee decides are necessary. Leaders should plan to contribute at least one hour each week to event planning and preparations. Individuals of all ages and backgrounds are welcome to apply. In order to apply, fill out our Volunteer application which can be found on our website at cdcac.org/how-can-i-help
Every year the Wenatchee Valley Empty Bowls Committee will host several community paintings to give our community members the opportunity to glaze and customize their own bowls before the dinner in the spring.

These paintings will be held at Pybus Market from 1-6 pm on Sunday afternoons and so volunteers may be needed anytime between 12-7 pm on these days. We may host additional paintings as well at the Community Center or local schools depending on funding and interest. If you are unable to commit a full day but would still like to lend a helping hand, shifts of varying lengths can be arranged depending on the task.

Please note that some of these volunteer positions will have overlapping and flexible tasks and responsibilities. Whether you are only able to commit an hour or two or the full duration of the paintings you may be asked to act as a volunteer in any or all of these positions as the tasks may run into one another naturally or may not require your full attention the whole time.

Event Setup & Breakdown Team
Volunteers in this position help set up the event for a day of success! They will assist with safely unloading bowls, creating painting stations, and cleaning up the event at the end of the day. This will require minor lifting of boxes filled with breakable ceramic bowls. This position is perfect for a volunteer seeking shifts of 1-2 hours before or after the paintings. The committee will inform volunteers of specific times prior to the paintings.

Guest Painting & Dinner Registration (Ticketing)
For many guests, this will be their first exposure to the Empty Bowls project and for this reason, the volunteers in this position are crucial. These volunteers will check guests into the event and take payment for the bowl and dinner donations. Volunteers will need to record guest’s full name, phone numbers and email addresses. Once this information is recorded volunteers will give the guest a bowl and ticket for the dinner. Volunteers in this position should be comfortable with handling money and with answering and fielding questions about the event. Support and training on how to answer these questions will be provided prior to the paintings.

Painting & Bowl Managers
Volunteers in this position will be responsible for the proper handling of bowls and painting supplies throughout the event as well as assisting guests with painting their bowls. This position will require volunteers to work with and take direction from the Inspiration Ceramics Team. This will include advising and informing guests of techniques, tips, and tricks for achieving the masterpiece they have in mind. Volunteers in this position may need to routinely clean up painting stations, change water bowls and rinse out paint brushes. This position may require volunteers to perform other tasks as the need arises.
Every year the Wenatchee Valley Empty Bowls Committee will host a simple soup and bread dinner to raise awareness of food insecurity and hunger in Chelan and Douglas counties. This dinner will be attended by guests who donated to the event and received a bowl and ticket to the dinner at one of our community paintings. The date of this dinner may vary from year to year but will take place at Wenatchee High School on a weekend evening in the spring. Because this dinner requires a lot of setup volunteers may be needed anywhere between 1pm-9pm. Shifts of varying lengths can be arranged depending on the task. Dinner will be provided for volunteers that are in attendance during serving times.

Please note that some of these volunteer positions will have overlapping and flexible tasks and responsibilities. You may be asked to act as a volunteer in any or all of these positions as the tasks may run into one another naturally or may not require your full attention the whole time.

Event Setup & Breakdown Team
Volunteers in this position are needed to set the dinner up for a fun and seamless evening. Some volunteers in this position may be asked to transport food and other donations to the venue. Volunteer tasks for event setup may include rearranging tables and chairs, safely unloading boxes of breakable ceramic bowls, minimal decorating including creating signs to direct guest, and other miscellaneous tasks as necessary.

Dinner Registration (Ticketing)
Volunteers in this position will be working hand in hand with greeters and guest directors. Volunteers working at the dinner registration table will be helping any dinner guests that did not attend one of community paintings that would like to make a donation and take home one of the extra community bowls. Volunteers in this position will need to keep a record of how many guests attend the dinner and receive their own bowl or a community bowl.

Greeters & Guest Directors
Volunteers in this position will be asked to be the face of the Wenatchee Valley Empty Bowls event. They will be needed to first greet guest as they enter the dinner and also guide them through the various stages of the dinner Greeters at the front door will be asked to look at guest tickets and tell them where to go to find their bowl or help them receive a community bowl. This position will require volunteers to be familiar with the Empty Bowls project and the Wenatchee Valley Empty Bowls event in particular. The Wenatchee Valley Empty Bowls Committee will be sure to properly train and support any and all volunteers who will act as guest directors and informants to the guests. Greeters and Guest Directors will need to float between the various areas of the dinner and help where needed.
DINNER VOLUNTEERS

**Bowl Managers**
Bowl Managers will be volunteers that specifically aid guests with finding their bowl. Bowl Managers will be asked to cross off bowls as guests pick them up and make note of bowls that guests were unable to find or if for any reason a bowl has been damaged. They will also need to be available to help a guest find a bowl if they have misplaced their ticket and only know what day they attended a painting. As the night progresses and more and more bowls are picked up Bowl Managers may need to consolidate bowls unto fewer tables to make the search easier for guests.

**Kitchen Team & Servers**
Volunteers in this position have the honor of serving the guests the delicious soups that local restaurants have donated for them to enjoy. Volunteers on the kitchen and serving team will help to prepare the soups, bread, and beverages for guests. This may include heating soups, slicing bread and stocking beverages for guest to grab as they pass through the line. This will also include restocking napkins, spoons and other utensils as needed.

Kitchen and server volunteers will have the responsibility of rationing serving sizes to ensure that all guests have a meal. All volunteers in this position must follow Washington State’s health code regulations and must have a food handler’s permit. This position would be perfect for anyone who already has this permit and has experience serving food but the permit is easy and inexpensive to acquire. The Wenatchee Valley Empty Bowls will inform any volunteers on how to acquire this permit.

**Silent Auction Managers**
Volunteers in this position will be responsible for managing and monitoring the silent auction items. Silent auction managers will need to help arrange the items and set up the bidding sheets. This position will require managers to be nearby to answer any questions guest might have about the bidding process or the items themselves. Managers will close the bidding process and announce the winners of the items at a designated point in time during the dinner.

Volunteers acting as silent auction managers will assign bidding numbers to guests who wish to participate in the auction so as to keep the guest identity confidential.

**Tech Support**
Volunteers in this position are needed to support any performers, speakers or presentation the event may offer. Each year Wenatchee Valley Empty Bowls has a performer and some type of presentation that will require sound and technology checks. This position can be performed by any volunteer who is familiar with sound systems, emcees, computers, and other presentation-related technology.
Thank you!

Empty Bowls is an international grassroots effort to fight hunger growing across the nation and world. The idea is that potters, artists, and community members work together to create custom hand crafted bowls, which are then sold or auctioned off at a simple soup and bread dinner for the community. The funds raised go to benefit an organization that feeds people in need, and the guests each take home their bowl as a reminder of all the empty bowls in the world.

It’s an idea that combines compassion with creativity, public awareness with community building. In our own backyard, Leavenworth has been hosting an Empty Bowls festival for its residents for over 22 years, and because of their overwhelming support, they suggested that we start one here in Wenatchee. We began hosting our Empty Bowls event in 2012 and each year it gets bigger and better. This year will be our sixth Wenatchee Empty Bowls event.

For questions and additional information please visit our website or give us a call at 509-662-6156
http://www.cdcac.org/empty-bowls.html