



2020 WARD WORLD CHAMPIONSHIP WILDFOWL CARVING COMPETITION & ART FESTIVAL

Roland E. Powell Convention Center
40th & Coastal Highway, Ocean City, MD
April 24 - 26, 2020

VOLUNTEER APPLICATION

This form should be returned by February 21, 2020

Please print clearly

Name: _____ Name for Name Tag _____

Home Phone: _____ Cell Phone: _____

Street Address: _____ City _____ State/Prov _____

Zip Code _____ E-mail address: _____

EMERGENCY CONTACT INFO: Name: _____ Phone: _____

Below are each date's volunteer opportunities. Please state **when** during that opportunity you can volunteer. We deeply appreciate your flexibility for filling in as needed at this event. All assignments are at the Ocean City Convention Center unless otherwise noted.

Please note this is **NOT an all-inclusive list of activities**. Activities and needs are subject to change and time needed. New volunteer opportunities will be announced as further preparations for the 50th annual World Championship continue.

PLEASE NOTE: THIS APPLICATION FORM IS NOT AN ASSIGNMENT SHEET.

Assignment sheets come later based on all jobs you are willing to do and times you are available. **We'll do our best to match your preferred jobs with our volunteer needs.**

Assignments will be mailed to you by April 2.

Please watch your mailboxes or email shortly after April 2 and let us know if you have not received your assignment sheet, have questions, or cannot fill the assignment by **April 16**.

Contact the Volunteer Program Director, Nikki Kerr
at 410.742.4988 ext.109 or cnkerr@salisbury.edu

Thank you for your help!

Please sign me up for the following volunteer positions. *Please include days and times available.*

Positions _____

Days & Time _____

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 are needed to help load the truck at the Museum on **Tuesday April 21. Time TBA**

___ **Load-in assistants:** Ensure boxes are taped and secured, assist staff in loading the truck. ***Will require heavy lifting**

Volunteers to assist in setting up the competition hall on **Wednesday April 22. Time TBA**

___ **Move-In Assistants:** Distribute boxes from moving truck to appropriate area. ***Will require heavy lifting.**

___ **Table Set-up Assistants:** Set-up Assistants are needed **Wed. April 22 in the morning.** Multiple areas of help needed to build risers, put out table cloths, signs, etc. at the Convention Center.

___ **Finishing Touches:** small details – signage, booths, etc.

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

Convention Center Logistics

Competition Registration: Volunteers needed Thursday, **April 23,** and Friday morning, **April 24.**

___ **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:** Hand out badges and materials.

_____ **Information Booth (Lobby):** Volunteers familiar with the show are necessary. This booth also serves as Public Relations. **Needed on Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **Membership Booth:** Position requires familiarity with the Museum to sell/renew memberships and sell raffle tickets. Training will be given as needed. Membership Coordinator will be there often for relief. **Needed on Fri. April 24, Sat. April 25, Sun. April 26.**

_____ **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 on Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **Ticket Checkers:** Check tickets at arena entrances, greet visitors, and answer questions. **Needed on Fri. April 24, Sat. April 25, Sun. April 26.**

_____ **Security:** Check tickets at entry to Convention Center in conjunction with ticket checkers. You will be identified as "Show Security" and work under the direction of our hired security company. **Needed on Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **Auction Preview Security:** Assist in security of the Auction Preview items. You will be identified as "Show Security" and work under the direction of our hired security company. **Needed on Fri. April 24.**

_____ **Clerk:** Assist judges, record results, and place ribbons during judging. **Clerks are required to attend a meeting on Fri, April 24 at 8:30 am.** Clerks need comfortable shoes. ****Clerks and Runners must stay with their judges the entire time. Needed Fri. April 24 and Sat. April 25. Times vary according to judges' needs.**

_____ **Tank Runner:** Help move the decoys from the tables to the tanks inside the convention center. Runners need comfortable shoes. ****Clerks and Runners must stay with their judges the entire time. Needed Fri. April 24 and Sat. April 25.**

_____ **Bay Assistant:** Help with moving the decoys that are being judged in Assawoman Bay on **Fri. April 24 and Sat. April 25.** 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 on Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **Ward Decoy Raffle:** Outgoing volunteers needed to sell raffle tickets. **Needed on Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **Candid Photographer:** Volunteers will take photos of events throughout the Convention Center. **Needed on Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **Photography Helper:** Assist photographer in recording pictures, taking orders, etc. **Needed on Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **Treetops Gifts in Ocean City:** Assist customers, bag merchandise, and keep the shop neat. **Needed on Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **People's Choice:** Collect "People's Choice" awards, count and record. Friday helpers needed to place "People's Choice" number cards. **Flexible hours Friday, Saturday, and Sunday.**

_____ **Award Ceremony Greeters and Ushers:** World Championship Award Ceremony will be held in the Performing Arts Center of the Convention Center. **Needed Sat. April 25.**

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

Education Logistics

_____ **Education Booth:** Volunteers to sell tickets for seminars and specials, promote offered education opportunities. Education Director and Education Program Manager will be present often throughout the day. **Needed Thurs. April 23, Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **Kids' Corner:** Assist in special programs for children. Parents will be expected to stay in the area with their child. Education and AmeriCorps staff will be directing activities at all times. **Needed on Fri. April 24, Sat. April 25, and Sun. April 26.**

_____ **Lecture/Workshop Hosts:** Greet attendees, check tickets, etc. **Needed Fri. April 24, Sat. April 25, and Sun April 26.**

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

Auction Logistics

_____ **Auction Registration:** Volunteers needed to work with Museum staff to register auction donations on **Thursday April 23, and Friday April 24.**

All other auction jobs are **needed Saturday, April 25:**

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

_____ **Cashier Assistant:** Assist with tallying sales and paperwork.

_____ **Auction Recorders:** Record auction prices and bidder numbers.

_____ **Auction Registration Walkers:** Carefully walk/carry the art works for the bidders.

**Walkers must be able to walk quickly and long distances

_____ **Transport:** Carefully move the art works from the auction area to the packing area.

_____ **Packers:** 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 23, Fri. April 24, Sat. April 25 and Sun. April 26.**

- ___ **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.
- ___ **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 26, after 4 p.m.** May involve lifting and carrying heavy or delicate items. Also involves removing tablecloths and other clean up duties that DO NOT require heavy lifting.
- ___ **Mail-in Entries:** Assist Floor Captains with packing Mail-in Entries at close of show. **Needed Sunday, April 26, after 4 p.m.**
- ___ **Help unload van** – Assist with unloading van at Ward Museum on **Mon. April 27, time TBD.**
*Requires heavy lifting.

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 21, 2020**

Hand deliver or Mail form to: Ward Museum of Wildfowl Art, Salisbury University
Attn: Nikki Kerr, Volunteer Program Director
909 S. Schumaker Dr.
Salisbury, MD 21804

Email form to: Nikki at cnkerr@salisbury.edu

Fax form to: Nikki at 410-742-3107

Inquiries or complete by phone: 410-742-4988 ext. 109, Mon-Fri 10 am-4 pm.

You make the difference and we're excited to work with you at the
**50th annual WARD WORLD CHAMPIONSHIP
WILDFOWL CARVING COMPETITION & ART FESTIVAL**

Thank You!