

KidsBuild! 2009 Volunteer Sign-Up Sheet

All volunteers need to fill out this form and e-mail it to Jen Littlefield at jlittlefield@mmarchitectsinc.com

Volunteers are asked to attend an evening training session **Thursday May 21** at the ICA from 6 to 8 pm. We will start promptly at 6 pm. Please plan to arrive before 6, to make sure you don't miss out on the orientation. Food and drinks will be provided.

VOLUNTEER NAME:

TELEPHONE NUMBER:

EMAIL ADDRESS:

SHIFT(S) I WOULD LIKE TO SIGN UP FOR:

ROLE I WOULD PREFER TO PARTICIPATE IN (SELECT 2):

I WILL BE ABLE TO ATTEND THE EVENING TRAINING SESSION (Y/N):

T-SHIRT SIZE:

(SHIRTS WILL MATCH THOSE FROM 2007 EVENT-INDICATE IF YOU WILL REUSE OR NEED NEW- S/M/L/XL/XXL)

Volunteer shifts will be as follows:

Thursday, May 28	10:00 am – 2:00 pm (setup) 1:00pm – 5:00 pm (setup)	
Friday, May 29	8:30 am – 1:00 pm (setup & event) 12:30 pm – 4:30 pm (event) 4:00 pm – 8:00 pm (event & prep for Sat.)	Event is open to the public from 10 am-7pm
Saturday, May 30	9:00 am – 2:00 pm (prep & event) 1:30 pm – 6:30 pm (event & cleanup)	Event is open to the public from 10 am-5pm

In order to make the day flow smoothly, volunteers must commit to a full shift. Refreshments will be provided for all volunteers throughout the shifts. *If volunteers wish to have their children participate, they are asked to bring them through independent of their volunteer time. Your commitment to our event is very important to us.*

Volunteer Roles:

Registration/Permitting (Step 1)

- *Volunteers assigned to this task will explain the entire 4-Step process to participating children, help them understand the concept of a permit, help them select a building type/site, (or convince them that the site we have left will be great!) and send them to Step 2*

Building Inspector/ICACity Guide (Steps 2 or 4) – *This is a dual role*

- *Volunteers assigned to these tasks will help the children find their site, (Step 2) observe their surrounding site, take measurements, remind them they NEED their work book with their stamped building permit at all times, and send them to Step 3. When a child returns for an inspection (Step 4), as the building inspector you will review their design, going over basic design concepts trying to establish the best dialogue you can about design, construction, codes, and planning. You will make sure they abided by their codes (site limitations and height) and have doors, windows etc. Finally, you will sign their building permit and send them to the Certificate of Occupancy table.*

Construction Yard (Step 3)

- *Volunteers assigned to this task will be surrounded by pure chaos!! We assure you that it is fun and filled with energy! You will either assist with the distribution of donated materials or assist children with the design and construction of their model.*

Photo take-away (Step 4)

- *Volunteers assigned to this task will take digital photos of the models created by the children and affix the photo to the work book. (The children are not allowed to take their models home).*

Building Department (Step 4)

- *Volunteers assigned to this task sign the Building Permit section of their work book and sign the Certificate of Occupancy section of the workbook and add a gold seal!*

Urban Renewal

- *Volunteers assigned to this task will assist in the 're-organization' and selective demolition of the city. Over the course of the event, we may need to free sites for more children to participate (the extent of this role may be minimal)*

DEADLINE FOR VOLUNTEER SIGN UP: **MAY 8, 2009**

For more information please visit our website at <http://committees.architects.org/kidsbuild>

A Planning committee member will send a confirmation email for your volunteer shift and additional updates.

The KidsBuild! 2009 planning committee, BSA, and ICA thank you for your time!