

Zoo Halloween 2018 Volunteer Information

Thank you for agreeing to volunteer your time during “The World’s Largest Halloween Party!” at the Louisville Zoo. **IMPORTANT:** This is an outdoor event **PLEASE** let your volunteers know to dress according to the weather and wear comfortable shoes.

PARKING

Volunteer parking will be located at the Zoo’s Bus Parking lot - go to the main lot down to the bus parking lot (FOLLOW VOLUNTEER SIGNS). **Exit** out the Main gate to the bus parking lot – end of evening

CHECKING IN

After parking at the Bus Lot - Volunteers will check in at the African Outpost Restaurant (entrance in bus parking lot) with the Coordinator of Volunteers at 4:00pm for your assignment (i.e., treat station). You will also be given an Area assignment (i.e., I, II, III, IV). Each of these areas has a supervisor who will take each group to their assigned station. **PLEASE NOTE:** Candy booths are assigned first, as these must be manned when the event opens. **It is not always possible to place group members together unless they all check in at same time.** **PLEASE NOTE:** **Need all volunteers checked in by 4:15pm.**

COSTUMES

Volunteers are welcome to come in “not too scary” costumes (friendly ghosts, pirates, scarecrows, and storybook characters). The event is geared toward very young children. Anyone wearing a scary costume will be asked to change clothes before volunteering. Masks that cover the face may not be worn.

HOSPITALITY

Hospitality, which includes snacks and drinks, will be provided for all volunteers working the event.

HOURS

Volunteers are asked to stay for the entire time 4:00-9:30pm. A minimum of three – four volunteers will be placed at each candy booth. It will be up to the three-four individuals to give each other their 20 minute break. It is very important that all stations are manned with at least two volunteers throughout the entire event!

TRICK-OR-TREATERS

Children will be told to only take candy from those wearing a FRIENDLY SPIRIT sticker. **PLEASE** don’t forget to pick up a sticker when you sign in. This is one of the Zoo’s most important fund raisers. Our sponsors donate all the candy and goodies. Because there is a limited supply – **PLEASE give only ONE treat per child** from each station unless otherwise instructed. Trick-or-Treating is available for visitors 11 and under.

WAIVERS

All volunteers must sign and turn in a waiver before volunteering.

SERVICE HOURS

Sign in sheets will be emailed to your group organizer by November 14, 2018. Individuals wanting service hours verification – please contact the Volunteer Office by email – mary.taylor@louisvilleky.gov.

VOLUNTEERING

******Because children are not allowed in the treat booths -we ask that you not bring your children with you when you volunteer.**



THANKS FOR YOUR SUPPORT!!