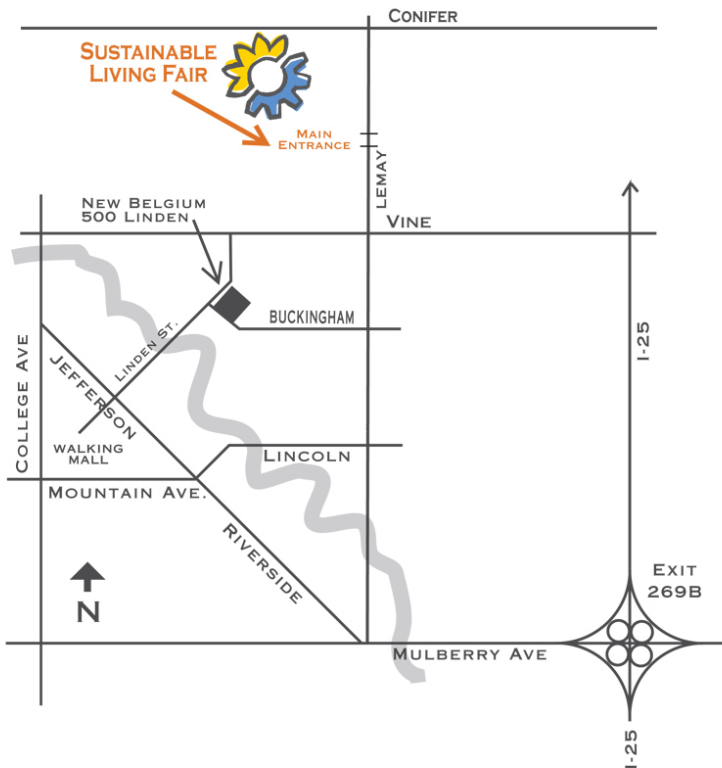


2009 Sustainable Living Fair Volunteer Handbook



Welcome to the 10th Annual Sustainable Living Fair!

Thank you for your participation in the Sustainable Living Fair in Fort Collins, Colorado on September 18th, 19th & 20th, 2009. This event educates people of all ages and backgrounds about Sustainable Living Practices, Renewable Energy, Environmental & Social Responsibility, Natural Health, Green Building, Alternative Vehicles, Organic Agriculture, Local Economies, and so much more.

The 10th Annual Sustainable Living Fair is located just North of the Rocky Mountain Raptor Center at 720 East Vine Drive in Fort Collins, Colorado (see map to the left.)

You can also access directions via our website <http://www.sustainablelivingfair.org>.

Volunteers Receive:

- FREE Admission to the Fair Saturday and Sunday
- Organic Cotton RMSLF Volunteer T-Shirt
- Lunch on the Day of Your Shift
- One Beverage per Shift (must be 21 to consume beer)

All volunteers are expected to conduct themselves in a professional manner and according to the rules of this agreement. Any unruly conduct or refusal to follow rules will be considered grounds for removal from the event. Such volunteers will not be invited to return to the Sustainable Living Fair in the future.

ALL VOLUNTEERS MUST VISIT THE VOLUNTEER SIGN-IN BOOTH AT LEAST **15 TO 30 MINUTES BEFORE BEGINNING THEIR SHIFT. HERE, YOU WILL RECEIVE YOUR T-SHIRT, WRISTBAND(S), FOOD VOUCHER(S), AND DRINK VOUCHER(S).**

THE VOLUNTEER SIGN-IN BOOTH WILL BE LOCATED AT THE MAIN ENTRANCE.

Volunteers whose shifts are not during fair hours may pick up their packet from the Volunteer Sign-In booth any time during fair hours.

Each volunteer area will have a "team leader" on-site. This person will be responsible for letting you know how to help out. This person will also have a radio if needed. You will be able to recognize your team leader by their name badge.

Table of Contents

TABLE OF CONTENTS	1
GENERAL INFORMATION	2
CONTACT INFORMATION	3
BEER GARDEN	4
RULES & REGULATIONS	4
SUMMARY OF STATE AND LOCAL LIQUOR LAWS (AS IT PERTAINS TO THE FAIR).....	4
BEER GARDEN VOLUNTEERS SHALL:	4
BEER GARDEN PROCEDURE.....	5
BEER POURING TIPS	5
WHAT THE VOLUNTEERS ARE TO EXPECT/WHAT IS EXPECTED OF THEM.....	5
BLUE & GREEN BALL	6
GOAL	6
VOLUNTEER AREAS.....	6
ENERGY & POWER NEEDS	7
GOAL	7
DUTIES.....	7
THE GRID IS COMPOSED OF	7
EXHIBITOR, SPEAKER, PRESENTER SIGN IN	8
FLOATERS	9
MAIN ENTRANCE	10
NATURAL PARENTING	11
PARKING & PERIMETER	12
PLANET YOUTH	13
RMSLA BOOTH	14
SET-UP & TAKE-DOWN	15
SILENT AUCTION	16
WHAT IS A SILENT AUCTION?.....	16
SILENT AUCTION RULES	16
LEGALITIES	17
TAX DEDUCTIBILITY.....	17
SPEAKER ASSISTANTS	18
TICKET SALES	19
VOLUNTEER LUNCH TENT	20
VOLUNTEER SIGN-IN	21
WASTE STATION	22
RULES AND REGULATIONS	22
EXPECTATIONS	22
WORKSHOPS	23
ZEN ZONE	24

General Information

ALL VOLUNTEERS MUST ARRIVE AT THE FAIR AT LEAST 15 TO 30 MINUTES PRIOR TO THE START OF THEIR SHIFT

Fair Hours:

- Friday, September 18th, 2009 = Future Friday = 10:00 AM - 2:00 PM
- Friday, September 18th, 2009 = Blue & Green Ball = 7:00 PM - 10:00 PM
- Saturday, September 19th, 2009 = 10:00 AM - 6:00 PM
- Sunday, September 20th, 2009 = 10:00 AM - 5:00 PM
- The Beer Garden and Entertainment will last until 8:00 PM on Saturday and Sunday nights

Wristbands:

- Blue = Saturday Admission (for kids = Red Sunshine)
- Yellow = Sunday Admission (for kids = Green Sunshine)
- Pink = Beer Garden (Ages 21+)

Admission Prices:

- General Admission = \$8.00 per day
- Kids under 12 = FREE

RMSLA Membership Prices:

- RMSLA Membership (Student/Senior) = \$25.00
- RMSLA Membership (Community) = \$50.00
- RMSLA Membership (Non-Profit Business) = \$75.00
- RMSLA Membership (Corporate Business) = \$125.00
- RMSLA Membership (Sustaining) = \$250.00
- RMSLA Membership (Visionary) = \$500.00
- RMSLA Membership (Lifetime) = \$1000.00
- RMSLA Membership (Friends of RMSLA) = Monthly Giving Program

**If you purchase a membership, you get free admission to the Fair both days*

Contact Information

Below is the list of Steering Committee Members (Team Leaders) who are running the different areas of the fair.

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
Amelia Schmid	Planet Youth Coordinator	980-7967	ameliajaneschmid@gmail.com
Amy Alcorn	Volunteer Assistant	310-5791	amy.alcorn@yahoo.com
Andy Kumar	Sustainable After Hours	217-9943	antimoniou@hotmail.com
Ariana Friedlander	Silent Auction Coordinator	377-2973	ariana@redirectguide.com
Bryan Birch	Education Director	237-1498 (c)	workshops@sustainablelivingassociation.org
Carolina Levy	Natural Parenting Assistant	412-3318	nicobennet@msn.com
Chris Gugelman	Creator	290-1565	bronzeboy411@hotmail.com
Chris Washa	Friendly Food Market	760-688-6574	chriswasha@gmail.com
Colin Glover	AFV & Transportation	720-939-9571	cn_glover@hotmail.com
Darren Hein	Parking and Perimeter	988-3622	heinsight@comcast.net
Dave Clapsaddle	Entertainment Coordinator	310-3264 (c)	daveclapsaddle@hotmail.com
Deanna Estes	Graphic Design	568-7404	Deanna@lotusdesign.biz
Donna Pursell	RMSLF Secretary	205-317-0974	FRCCsustainableliving@gmail.com
Eddie Arthur	AV Coordinator		programming@fcpan.org
Elan Alford	Signage Coordinator	214-9288	eralford@lamar.colostate.edu
Elliot Cooper	Energy & Sound Assistant	692-9652	coopere20@gmail.com
Emily Elmore	Tent Workshop Coordinator	988-9367	emilyelmore@gmail.com
Erik Hofseth	Art Coordinator	218-6392	ehpottery@yahoo.com
Evan Bland	Entertainment Assistant		evanbland@yahoo.com
Greg Vogel	Volunteer Assistant	970-420-7832	gregorav@yahoo.com
Jake Van Vonderen	Zen Zone Coordinator	237-0802	jakevanvonderen@gmail.com
James Mitchell	Main Entrance Coordinator	212-2434	welchmitch@gmail.com
Jason Downing	Emcee	663-2015	Jason.Downing@frontrange.edu
Jeanie Sutter	Blue & Green Ball	219-8333	jeanie@articulatecity.com
John Long	Zero Waste	310-9079 (c)	john@zeroheroevents.com
Julie Sutter	Blue & Green Ball	420-6006	julie@articulatecity.com
Katie Wallace	Eat Local/Grow Local	231-3871	kwallace@newbelgium.com
Kellie Falbo	Executive Director & Speaker Coord.	224-FAIR (w)	kellie@SustainableLivingAssociation.org
Kendol Gustafson	ELGL Workshop Coordinator	420-1048	kgustafsen@resourceyard.org
Kristen Birch	Décor Coordinator		kristenbirch@gmail.com
Kristina Cash	Fair Director	217-8786	kristina@SustainableLivingAssociation.org
Kurt Yungeberg	Zen Zone	308-6689	linghou@msn.com
Linda Gonzales	Volunteer Coordinator	377-0158	totink@earthlink.com
Liv Helmericks	Planet Youth Assistant	556-8126	liv@livhelmericks.com
Liza Bodistow	Energy Coordinator	214-0654	snowpupgirl@gmail.com
Lucas Erickson	Zero Waste	402-8405	lucas@zeroheroevents.com
Margaux Dart	ELGL Contest Tent	310-1067 (c)	margauxdart@gmail.com
Marna Widom	Natural Parenting Coordinator	308-2485	marnawidom@mailworks.org
Matt Price	Web Master	988-6384	matt@designbyprice.com
Mike McDonnell	Beer Garden Assistant	416-8759	phooee2k1@hotmail.com
Ray Sanchez	Set-Up & Take-Down	227-1286	raydog@bigamericanman.com
Scott Hinkson	New Belgium Representative	218-3164	shinkson@newbelgium.com
Tony Falbo	Beer Garden Coordinator	224-2209 (h)	tfalbo@poudre-fire.org
Trinity Bigford	Silent Auction Assistant	692-4796	trinity.bigford@gmail.com

Beer Garden

TEAM LEADER: Tony Falbo (Assistant – Mike McDonnell)

MEETING PLACE FOR VOLUNTEERS: Beer Garden

Rules & Regulations

First and foremost, our volunteers need to adhere to the laws of the State of Colorado and the City of Fort Collins in regards to the sale, purchase and possession of beer and/or mead (herein referred to as alcohol) and liquor.

Summary of State and Local Liquor Laws (as it pertains to the Fair)

- It is illegal to sell alcohol to anyone under the age of 21 (Must be born by September 18th, 19th & 20th, 1988).
- It is illegal to purchase alcohol for someone under the age of 21.
- It is illegal for anyone under the age of 21 to attempt to purchase, or be in possession of alcohol.
- It is illegal to serve alcohol to someone who is visibly intoxicated*.
- It is illegal to take alcohol outside of licensed premises (Fair Grounds).
- It is illegal to have an open container of liquor, wine, mead or beer on licensed premises that was not served by RMSLA in the Beer Garden.
- If you are unsure of what visibly intoxicated means, or are uncomfortable “cutting off” a patron, contact Tony or Mike, and they will handle it.
- In accordance with State law, we have the right to refuse service to anyone for any reason at any time.

Beer Garden volunteers shall:

- Follow all State and local laws. Any person, patron or volunteer, who is found breaking the laws of the state and city, or the Rules and Regulations of the RMSLA Beer Garden will be asked to leave the Fair.
- Conduct themselves in a friendly and professional manner at all times.
- Only serve alcohol to people who:
 - Have a wristband (bright pink and says OVER 21) snugly fit on wrist, AND
 - Gives you a token or BLUE ticket provided in volunteer packet, AND
 - Are not visibly intoxicated.
- Only apply a wristband to an individual with a Valid form of acceptable ID.
 - (Acceptable forms of ID are any state driver’s license, State issued ID, or Passport).
- Do not simply give a wristband to anyone; actually apply it to their wrist with a snug fit.
- Work together as a team.
- Bring all concerns, complaints, comments and/or issues to Beer Garden Coordinator and/or Assistant Coordinator (Tony and Mike).
- Help watch for underage drinkers and/or visibly intoxicated individuals.
- NO FREE BEER** NO FREE MEAD** No Free Glasses.
- **All volunteers need to exchange their “Drink Coupon” for a token; each volunteer (who is 21 with Valid ID) will get one free beer or one free serving of mead per shift worked. Volunteers are required to bring their own glass or purchase a RMSLA pint glass.
- **RMSLA Steering Committee Members (Coordinators) and Keynote speakers get a free glass and free beer/mead throughout the Fair. They shall be wearing a RMSLA Coordinator/Speaker Badge. If there’s any question as to the validity of a RMSLA Badge, or if someone claims to be a Coordinator or Speaker and has no badge, contact Tony.
- Patrons will be expected to conduct themselves in a manner respectful of others.

- RMSLA has the right to refuse service to anyone for any reason at any time.

Beer Garden Procedure

- Patron goes to the money/ID table and presents a Valid ID.
- Patron then pays for a glass and/or token(s).
- Patron takes glass and token to alcohol pourer.
- Patron presents token and glass to alcohol pourer.
- Alcohol Pourer takes token(s) and deposits it into the marked receptacle, fills the patron's glass and gives the glass full of beer or the glass full to the 6 oz. pour line of mead to patron.
- Each token is good for one (1) 16 oz. pour of beer or one (1) 6 oz. pour of mead. If the patron presents a container larger than a pint glass (i.e. a 32 oz. Nalgene water bottle) either:
 - only pour 16 oz. of beer or 6 oz. of mead into the container***, OR
 - take two tokens and fill the 32 oz. container with beer, OR
 - take two tokens and fill to the 12 oz. line for mead
- ***There are two methods for determining a 16 oz. pour of beer and a 6 oz. pour of mead.
 - 1st - you can fill a pint glass or fill mead to the 6 oz. or 12 oz. pour line and then Carefully pour it into the container, OR
 - 2nd - you can count to yourself as you pour a pint glass, and pour beer into the larger container using the same 'count'. For example, if while pouring a beer in a regular pint glass you count to five to yourself, then when presented with a larger container, open the tap, and count to five to yourself and close the tap. That should be a 16 oz. pour. The same thing goes for the 6 oz. and 12 oz. pours of mead.

Beer Pouring Tips

- Always keep beer and mead cold.
- Keep jockey boxes full of ice.
- Open the tap all the way.
- Never open the tap partially. This is called feathering and makes the beer very foamy.
- Place the glass under the tap (just below the faucet) at a 45-degree angle.
- Straighten glass as it fills up, keeping the glass up to the faucet.

What the volunteers are to expect/What is expected of them

The most important thing for our Volunteers to remember is to follow the laws of the state/city and the Rules and Regulations of RMSLA Beer Garden. The next most important thing to do is to have fun!

The RMSLA Beer Garden is a major source of revenue for the Fair. It is also a potential liability due to the very nature of serving alcohol. It is for that reason that we must be strict in adhering to the laws of the State of Colorado and the City of Fort Collins. We also must be diligent in collecting the posted funds for each beer, mead and glass. Giving away free beer, mead or glasses to friends is not an option.

Working in the Beer Garden can be the most rewarding and challenging shift a volunteer can have at the Fair. If we all play by the rules, and have fun, we will have a great and successful weekend; which will help insure the future of the Fair. Don't forget to bring your own glass to drink out of or be prepared to purchase a RMSLA pint glass.

Please note that RMSLF Volunteers and Band Members will be receiving a "drink voucher" that counts as a beer token. These will be small blue tickets. Tony and Mike will be able to show you a sample. Volunteers and Band Members are responsible for bringing or purchasing their own glass.

Blue & Green Ball

TEAM LEADER: Jeanie Sutter

Goal

This is the first event of its kind, the idea is to create an enjoyable and elegant evening that will be mindfully conscious, green and gorgeous.

Volunteer Areas

1) Setup / Takedown

These people will be responsible for doing all of the set up and take down of decorations, tables, chairs, hang signs and stage.

- Organize guest and registration tables
- Assemble centerpieces and place on tables

2) Registration

Team members will be registering attendees at the front desk. Will call tickets will be provided as well as a list of ticket purchasers and sponsors.

- Ticket prices are \$50.00 in advance and at the door.
- All guests must be 21 years old to attend. Please check an ID of anyone you suspect may be 30 years old or younger. *Their date of birth must be after September 18, 1988.*

3) Servers

These Team members will be assigned a specific section that they will be responsible for during the event. Ensure that all guests' food and beverage needs are being taken care of.

- Do not attempt to carry more drinks than you are comfortable with. Please clean up any spills immediately.
- Encourage guests to participate in all aspects of the event.
- All guests should be 21 years of age or older. If a guest requests an alcoholic beverage but doesn't appear to be 21 years old, please notify a staff organizer immediately.

4) Parking & Bike Valet

Both Parking and Bike Valet attendants will be assisting guests as to where they are allowed to park their motor vehicle or bike. Instructions will be given before the event begins.

5) Silent Auction

You are responsible for encouraging guests to bid on silent auction items and ensure a smooth transaction by answering any questions about the bidding process.

- We will be enforcing the minimum bid and bidding increments. Both these amounts will be listed on the bidding form.

Attire is "green tie": blue or green cocktail dresses for the ladies, blue or green ties for the gents. Think eco-elegant! Repurpose something you already own, bewitch us in that bridesmaid's dress ... green glamour is the order of the evening. Tux and tails optional, sense of humor suggested. Team members are welcome to stay and participate with the evenings festivities, but will be expected to maintain a professional appearance and complete all tasks required during your shift.

Energy & Power Needs

TEAM LEADER: Elliot Cooper

Goal

Set-up and maintain electrical grid to ensure a functioning and enjoyable fair experience for all

Duties

- 1) Have fun!
- 2) Arrive on time for shift
- 3) Depending on what shift you have:
 - A) Help layout grid on Friday afternoon for Blue and Green Ball and readjust for fair Saturday morning
 - a) This includes some heavy lifting
 - b) Taking an inventory of all extension cords and power strips
 - B) Talk with vendors who requested electricity about their responsibilities
Which include:
 - a) Using outdoor-certified extension cords
 - b) Understanding their need to bring an extension cord that reaches their designated power strip or distribution box
 - c) Connect ONLY to their designated power strip or distribution box unless otherwise authorized to do so by the Energy Coordinator
 - d) Not coiling plugged-in extension cords
 - e) Let energy coordination staff (or any Fair staff) of any problems that arise immediately
 - C) Working with Energy Coordinator to trouble-shoot problems as they arise
 - D) Help breakdown the grid at the end of Fair

The grid is composed of

- 1) Two diesel generators
- 2) 8 distribution boxes
- 3) 13-20 power strips
- 4) 20-30 extension cords
- 5) One hydrogen fuel cell - powers the main stage only
- 6) One solar trailer - powers extended workshops

Elliot Cooper, Energy Coordinator, telephone (970) 692-9652, email: coopere20@gmail.com.

Exhibitor, Speaker, Presenter Sign In

TEAM LEADER: James Mitchell

MEETING PLACE FOR VOLUNTEERS: Exhibitor Sign-In Booth

- 1) **EXHIBITORS:** When exhibitors arrive, give them their name badge. There should be five name badges for each exhibitor.

SPEAKERS/PRESENTERS: When speakers/presenters arrive, give them their name badge.

- 2) Tell the Exhibitor/Speaker/Presenter to "Feel free to take a Program Guide"

- 3) **EXHIBITORS:** Direct them to the location of their booth. A map can be found on pages 34-35 of the Program Guide or on the large map at the Exhibitor Booth. An updated Exhibitor Key may be provided in which we are to use this key.

SPEAKERS: Direct speakers to the Main Stage or help them find Kristina Cash if possible.

WORKSHOP PRESENTERS: Direct all workshop presenters to the Workshop Presenter Check-In Tent, located on the west side of the property.

- 4) If someone requests a name badge but the allotment has already been collected for the company:
 - Tell the person to wait at the check-in and find the appropriate booth on the map. Visit the booth and see if they have any of their extra name badges. If so, bring the badge back to the Exhibitor Sign-In and give it to the person.
 - If all the company's badges are spoken for, the person may purchase an additional badge for \$10.00 on Saturday or \$5.00 on Sunday. This will include admission for both days of the Fair.

THINGS THAT WILL BE AT THIS BOOTH:

- Large Map of Fair with Updated Exhibitor Key
- Boxes of printed name badges.
- Cash Box
- Program Guides

Floaters

TEAM LEADER: Linda Gonzales and Amy Alcorn

MEETING PLACE FOR VOLUNTEERS: Volunteer Sign-In Area

Your main responsibility is to be ready, able, and willing to work wherever we need you. Most volunteers will be helping out with Parking & Perimeter unless other shifts need coverage.

As you are perusing the Fair, please do the following:

- Make sure vendors have everything they need. Introduce yourself and let them know you are available to help them.
- Make sure all volunteers are OK. If someone needs to take a break to go to the bathroom, offer to momentarily cover their shift while they are gone.
- Make sure that all people have wristbands for the day that you are working.
- Make sure that all people drinking beer have Pink wristbands. Alert Kellie or Tony Falbo if you find anyone not compiling.
- Make sure the eight Water Stations stay full. Fill when needed.
- Make sure the Dog Water Bowls are full. Fill when needed.
- If you see any trash lying around, pick it up and put it in the appropriate Waste Station bin.
- If people look lost or confused, offer to help them.
- Familiarize yourself with the Fair map so that you can guide people to the place they're trying to find.
- Ask the team leaders, people in RMSLA staff shirts, if they need any assistance.

Familiarize yourself with this booklet so that you have a basic understanding of what areas you might be able to assist with, and what areas you should be checking on while on your shift.

Main Entrance

TEAM LEADER: James Mitchell

MEETING PLACE FOR VOLUNTEERS: Main Entrance

- 1) Make sure EVERYONE has the correct wristband before entering the perimeter.

Wristbands:

- Blue = Saturday Admission (for kids = Red Sunshine)
 - Yellow = Sunday Admission (for kids = Green Sunshine)
 - Pink = Beer Garden (Ages 21+)
- 2) If someone does not have a wristband, please direct them to one of the following booths (located outside the Fair perimeter)
 - (a) TICKET SALES & WILL CALL
 - (b) VOLUNTEER SIGN-IN
 - (c) RMSLA BOOTH

** If the visitor needs to purchase an admission ticket, please let them know that if they become a member of the RMSLA, they receive free admission.*

- 4) Hand out Program Guides to everyone entering the Fair
- 5) Direct visitors as needed (familiarize yourself with the Fair Map)
- 6) Greet attendees and create a welcome atmosphere for guests as soon as they enter the Fair. Be friendly, helpful, and excited about the Fair. If people are unsure, let them know about the great things inside
- 7) Make sure no one leaves the perimeter with alcohol!
- 8) If there are emergencies, contact Kellie Falbo via Radio

Other Helpful Information

Admission Prices:

- General Admission = \$8.00 per day
- Kids under 12 = FREE

RMSLA Membership Prices:

- RMSLA Membership (Student/Senior) = \$25.00
- RMSLA Membership (Community) = \$50.00
- RMSLA Membership (Non-Profit Business) = \$75.00
- RMSLA Membership (Corporate Business) = \$125.00
- RMSLA Membership (Sustaining) = \$250.00
- RMSLA Membership (Visionary) = \$500.00
- RMSLA Membership (Lifetime) = \$1000.00
- RMSLA Membership (Friends of RMSLA) = Monthly Giving Program

**If you purchase a membership, you get free admission to the Fair both days*

Natural Parenting

TEAM LEADER: Marna Widom

MEETING PLACE FOR VOLUNTEERS: Natural Parenting Entrance

General Rules and Regulations:

- Children under 7 must be accompanied by an adult
- No drinking or smoking in Natural Parenting
- Displays and equipment should be handled respectfully
- Keep all equipment in designated areas
- Beach balls are for the volleyball area only
- Encourage new parents to participate in area activities
- If there seems to be nothing to do consider being reassigned and speak directly to your Team Leader Marna Widom.

Natural Parenting Weekend Schedule

Both Days.....	Beeswax Modeling (All Ages All Day)
SAT 11am - 12pm	Flower Essences for the Child
SAT 12am -1pm.....	Watercolor Painting/Michaelmas Stars
SAT 1pm -2 pm	Food Allergies and Children
SAT 2pm - 3pm	Watercolor Painting/Michaelmas Stars
SAT 3pm - 4pm	Herbal for Pregnancy, Birth, Breastfeeding and Babies
SAT 4pm - 5pm	Wildflower Seed Balls
SAT 5pm - 6pm	Simple fun with Yarn
SUN 11am - 12pm	Infant Massage Postnatal Mommy Care
SUN 12pm - 1pm	Watercolor Painting/Michaelmas Stars
SUN 1pm - 2pm.....	Practical Parenting for Positive People
SUN 2pm - 3pm.....	Watercolor Painting/Michealmas Stars
SUN 3pm - 4pm.....	Joseph Cornell Sharing Nature w/Children
SUN 4pm - 5pm.....	Simple fun with Yarn

Parking & Perimeter

TEAM LEADER: Darren Hein

Goal:

- To continually walk the perimeter and make sure there are no breaches.
- Assist with Parking for the Fair.

Duties:

- Secure the perimeter.
- Assist vehicles with parking in designated areas.
- Inform vehicles about our free shuttle service, alternative transit opportunities, and give them maps indicating the shuttle pick up.
- Make sure everyone has a wristband.
- Make sure everyone who has a beer has a PINK wristband. There is NO BEER ALLOWED outside of the Fair perimeter.
- BIKE PATROL: One volunteer per shift will be patrolling the perimeter on a bicycle and making certain that there are no breaches in the fencing and assisting other parking and perimeter volunteers if they are in need of assistance.

Remember:

- Make sure that all prime breach spots are covered and then have other volunteers cover the parking.
- Answer questions, they should have program guides to pass out. And assist in maintaining the perimeter.
- BE COURTEOUS, even with gatecrashers.
- Keep pedestrians out of the streets.

Frequently Asked Questions

- Where can I park?
- How much does it cost to get in? - \$8.00 per day, Kids under 12 FREE
- Familiarize yourself with the Fair layout map in order to answer many of the questions you will be asked. Tell them program guides are available at the Main Entrance.

Planet Youth

TEAM LEADER: Amelia Schmid

MEETING PLACE FOR VOLUNTEERS: Planet Youth Area

General Rules and Regulations:

- Children under 7 must be accompanied by an adult
- No drinking or smoking in Planet Youth
- Displays and equipment should be handled respectfully
- Hula-hoops, hackey sacks, etc... must be kept to designated areas
- Beach balls are for the volleyball area only
- Encourage kids to participate
- If there seems to be nothing to do, feel free to start games of tag, etc.

Positions:

- Smore Station (1)
- Craft Table (1-2)
- Face Painting (1)

Planet Youth Weekend Schedule

10:30 am	Make your own Butterfly Feeder from reused container lids
11:30 am	Plant an Indoor Herb Garden and enjoy fresh herbs all winter long
12:30 pm	Learn about Organic Cooking for Kids
1:30 pm	A presentation from The Green RADventures of Nico, featuring the Green Minstrel
2:30 pm	Take the Zero Hero challenge and join in the Bean Bag Toss to win prizes for 1st, 2nd, and 3rd place
3:30 pm	Make your own Hydroponic Planter from reclaimed soda pop bottles
4:30 pm	Enjoy the Three Little Pigs Puppet Show, reconstructed, presented by ZeroHero
5:00 pm	Join in the fun, make your own mask from recycled materials, and march with us in the 1st ever Procession of the River Species

RMSLA Booth

TEAM LEADER: Jodie Riesenberger

MEETING PLACE FOR VOLUNTEERS: RMSLA Booth

RMSLA Membership Prices:

- RMSLA Membership (Student/Senior) = \$25.00
- RMSLA Membership (Community) = \$50.00
- RMSLA Membership (Non-Profit Business) = \$75.00
- RMSLA Membership (Corporate Business) = \$125.00
- RMSLA Membership (Sustaining) = \$250.00
- RMSLA Membership (Visionary) = \$500.00
- RMSLA Membership (Lifetime) = \$1000.00
- RMSLA Membership (Friends of RMSLA) = Monthly Giving Program

**If you purchase a membership, you get free admission to the Fair both days*

Wristbands: (all new members should receive wristbands for both days)

- Blue = Saturday Admission (for kids = Red Sunshine)
- Yellow = Sunday Admission (for kids = Green Sunshine)

Other Helpful Information:

- A board member will be at the booth during the Fair.
- Information about the RMSLA will be at the RMSLA booth located east of the main entrance and found in the Program. We want to educate as many people as possible about the RMSLA.
- T-shirts will also be sold at the booth for \$15.00. Stainless steel water bottles are for sale \$15.00 each. Posters are \$2.50.
- Shopping bags are for sale for \$5.00 each. These are handmade out of recycled parachutes by Sew Natural, a locally owned and operation business.

What is the RMSLA?

The Rocky Mountain Sustainable Living Association (RMSLA) is a non-profit organization working to educate people and communities in the Rocky Mountain Region to make healthy, sustainable choices. The Sustainable Living Fair offers educational programs that combine a local sense of place with global respect for sustainability. Programs that deliver valuable, long-term benefits for a wide range of community interests and that improve the relationship between people and the environment. This event is designed to educate people of all ages and backgrounds about: Sustainable Living Practices, Environmental and Social Responsibility, Sustainable Agriculture and Forestry, Renewable Energy, Organic Agriculture, Fair Trade, Alternative Fuels and Vehicles, Natural Building Techniques, Socially Responsible Investing, and Natural Health. For more information visit our website at <http://www.sustainablelivingassociation.org>.

Set-Up & Take-Down

TEAM LEADER: Ray Sanchez (aka Raydog)

MEETING PLACE FOR VOLUNTEERS: Main Entrance

Set-Up

Tents will be set-up by the company providing them. We will need your help setting up tables and chairs. You will need to be able to lift and move things and will be helping vendors setup their places.

Some vendors provide their own tents and will need help setting them up. You will possibly be setting up tents, moving straw bales, driving stakes, and setting up perimeter fencing.

If you need guidance on how you can help out, contact Ray Sanchez (camouflage hat) or any other team leaders/committee member. All team leaders/committee members will be wearing staff t-shirts during Wednesday, Thursday and Friday Set-Up and the Fair.

Take-Down

We have to leave the area by the Rocky Mountain Raptor area as clean as it was before we started setting stuff up. There will be fence poles to be pulled and piled, fencing to roll up and tie. We will be helping vendors get their stuff to and into their cars as needed.

Other duties may include stacking straw bales, chairs and tables.

Flashlights and/or headlamps would be helpful. Please bring your own if you have a set.

Special Areas

Those assisting in special areas like the Signage and Geodome Teams will need to get instructions from your Team Leaders. Justin Wagner is the Geodome Team Leader this year. Elan Alford is the Signage Team Leader this year.

When you have finished assisting in one area please continue your shift and assist any remaining areas with their set up or take down needs.

Silent Auction

TEAM LEADER: Ariana Friedlander and Trinity Bigford

MEETING PLACE FOR VOLUNTEERS: Silent Auction Booth

What Is A Silent Auction?

The Silent Auction fundraiser benefits the Rocky Mountain Sustainable Living Association (RMSLA), and is held at our annual fair. The Silent Auction will take place on both Saturday and Sunday during our two-day event.

A silent auction is where donated items are placed in a central location with a bid form and a starting bid. Bids must follow the bid rules (see Silent Auction Rules). The person who places the highest bid for an item will be awarded that item. Items that will close on Saturday will appear on yellow bid forms and items that close on Sunday will appear on blue bid forms. Payment is made after the item closes and bid winner is announced.

Silent Auction Rules

Bidding begins when the fair opens at 10 AM on Saturday, September 19th. All bids must begin with the minimum starting bid or higher.

Items for bid may be examined, but not opened or shook.

To be valid, all bids must include your full legal name, email address or telephone number and amount being bid.

Each bid must be increased by the specified bid increment on the bid sheet. Making a bid will constitute an irrevocable offer to purchase that only expires upon receipt of a valid higher bid or sale of the item.

Items appearing on a yellow bid form close at 5 PM on Saturday, September 19th and items appearing on a blue bid form close at 4 PM on Sunday, September 20th.

Only an auction official can nullify a bid. The closing bid circled by an auction official constitutes the winning bid. In the event of a dispute, an auction official will act as the final authority to determine the winning bidder.

Winners (the person with the last, highest bid) will be announced when the items close and are expected to pay for their items at that time. In the unlikely event that the highest bidder is not present to win, they will have 10 days upon notification to pay or the item will be given to the second highest bidder.

Winners may pay by check (payable to RMSLA), cash or Visa / MasterCard credit card.

All sales are final. There can be no exchanges, transfers, or refunds on items unless specified in item description. Unless otherwise indicated, all auction items and services must be used within one year of the date of this auction. Dates and times for applicable items are to be arranged at the mutual convenience of the donor and winning bidder.

Legalities

Bid submission serves as your statement that you are able to form legally binding contracts under applicable law. If you are under the age of 18, you may submit bids in conjunction with, and under the supervision of, your parents or guardians. By making a bid, you are agreeing to the terms and conditions in the latest revision of these Silent Auction Rules.

Tax Deductibility

The RMSLA is a 501(c)(3) non-profit organization. Donations made through the auctions are tax deductible to the full extent of the law. Auction item donations are deductible to the extent that the contribution exceeds the stated retail value of the item. This information will be found on each items bid form.

If the donation qualifies as a charitable contribution based on the information stated above, the bid winner can keep the bid form associated with their item for tax purposes. He or she may claim the difference between the amount paid and the published retail value as a charitable contribution deduction.

You may wish to consult your tax advisor if you have questions on the deductibility of donations.

In addition, donors who provide goods for charities to sell at an auction often ask the charity if the donor is entitled to claim a fair market value charitable deduction for a contribution of appreciated property to the charity that will later be sold. Under these circumstances, the law limits a donor's charitable deduction to the donor's tax basis in the contributed property and does not permit the donor to claim a fair market value charitable deduction for the contribution. Specifically, the Treasury Regulations under section 170 provide that if a donor contributes tangible personal property to a charity that is put to an "unrelated use", the donor's contribution is limited to the donor's tax basis in the contributed property. The term "unrelated use" means a use that is unrelated to the charity's exempt purposes or function, or, in the case of a governmental unit, a use of the contributed property for other than exclusively public purposes. The sale of an item is considered unrelated, even if the sale raises money for the charity to use in its programs.

Other Helpful Information:

- The Silent Auction will close at 4:00 PM on Sunday. Volunteers will assist until 6:00 PM.
- Please keep watch on all items and make sure people understand the bidding rules.
- Sample bid forms and the list of Silent Auction Items will be at the booth.

Speaker Assistants

TEAM LEADER: Kellie Falbo

MEETING PLACE FOR VOLUNTEERS: Keynote Speaker Tent

Goal:

- To assist the speakers with whatever is needed. A full listing of our speaker information is on the RMSLA website at <http://www.sustainablelivingassociation.org/fair/speakers.html>.

Rules & Regulations:

- Volunteers will be working with the public, so professionalism is expected.

Duties:

- Aid with keeping the booth running smoothly and organized by directing customers into lines for book signing and book purchasing.
- Answering customer's questions;
- Taking down booth; and
- Assisting keynote speakers with any general requests needed to do their job.

Remember:

- It would be helpful to spend a bit of time to read the website or program guide to familiarize yourself with the Keynote Speaker's bios.

Ticket Sales

TEAM LEADER: James Mitchell

MEETING PLACE FOR VOLUNTEERS: Ticket Sales/Will Call Booth

- 1) **THE FIRST THING TO SAY TO PEOPLE WANTING TO PURCHASE A TICKET IS:** "Would you like to become a member of the RMSLA and receive free admission both days this year?" If so, please ask them to visit the RMSLA booth (on the opposite side of the Main Entrance) to sign-up.

RMSLA Membership Prices:

- RMSLA Membership (Student/Senior) = \$25.00
- RMSLA Membership (Community) = \$50.00
- RMSLA Membership (Non-Profit Business) = \$75.00
- RMSLA Membership (Corporate Business) = \$125.00
- RMSLA Membership (Sustaining) = \$250.00
- RMSLA Membership (Visionary) = \$500.00
- RMSLA Membership (Lifetime) = \$1000.00
- RMSLA Membership (Friends of RMSLA) = Monthly Giving Program

**If you purchase a membership, you get free admission to the Fair both days*

- 2) There will be four people at the Ticket Sales Booth at all times. There will be two lines for ticket purchasing. Each line will have two volunteers: one person collecting money and getting the Entrance Ticket completed and the other person distributing wristbands.

Admission Prices:

- General Admission = \$8.00 per day
- Kids under 12 = FREE

Wristbands:

- Blue = Saturday Admission (for kids = Red Sunshine)
- Yellow = Sunday Admission (for kids = Green Sunshine)

Other Helpful Information:

- Cash or Check only, no credit cards. There will be an ATM at the Entrance and Beer Garden.
- Exhibitors have already received 5 name badges per day. If vendors need additional name badges, the price is \$10.00 on Saturday or \$5.00 on Sunday and they can be purchased at the Exhibitor Check-In Booth.
- Ray Sanchez will be stopping by periodically to collect the money acquired at Ticket Sales.
- Program Guides will be distributed at the Main Entrance.

Volunteer Lunch Tent

TEAM LEADER: Margaux Dart

MEETING PLACE FOR VOLUNTEERS: Volunteer Lunch Tent

All volunteers at the 2009 Sustainable Living Fair will be provided with a bag lunch.

Grant Family Farms and Vitamin Cottage have teamed up to provide Fair volunteers with a healthy, organic, and freshly prepared meal. Volunteers receive one (1) free meal voucher per day and one (1) free beverage voucher per day. We have EXACTLY enough lunches for each day of the Fair, so it is imperative that you collect the food and beverage tickets and keep them in the envelopes provided and only give food and drink in exchange for the correct ticket.

Rules and Regulations:

- All volunteers receive one meal and one drink per shift (limit: one per day).
- One meal consists of one wrap, one bag of chips, fruit and cookie.
- Additional food and drinks can be purchased at one of our local food vendors.
- Volunteers with long hair should wear their hair tied back, under a hat or bandana.
- Volunteers should wash their hands prior to their shift. There are hand-washing stations located at the fair.
- Keep one volunteer at the Volunteer Food Tent at ALL TIMES.

Work directly with Margaux Dart, Tony Falbo, Mike McDonald or Scott Hinkson of New Belgium Brewing Company to retrieve lunches from the refrigerated beer truck. The beer truck is located in the beer garden and Tony, Mike and Scott will have the key to this truck.

Use your best judgment as to how many box lunches to retrieve at a time. Try to keep them cool and out of direct sunlight.

Keep the beverage bins stocked and filled with ice. There is a cooler full of ice near the beer garden, please take only what is needed, this ice is used for other areas of the fair.

Menu

Food tickets are WHITE and you have a choice of:

- A vegetarian or non-vegetarian meal.
- Fresh, local & organic fruit, which volunteers do not need a ticket for and are allowed as much as they would like (within reason).

Beverages tickets are BLUE and choices are:

- Choose from a variety of brand juices, sodas or teas.
- Alcoholic beverages can be redeemed at the Beer Garden.

Please note: water is available from Eldorado Natural Spring Water at the Water Stations. Water is free to fair attendees and volunteers.

Volunteer Sign-In

TEAM LEADER: Linda Gonzales and Amy Alcorn

MEETING PLACE FOR VOLUNTEERS: Volunteer Sign-In Booth

- 1) When volunteers arrive, first have them sign-in on the sign-in sheet provided. The sheet is alphabetized by last name.
- 2) Mark off the day they are arriving for and make sure they know if they have a shift on another day that they will need to check in with us again so that we can show they were there.
- 3) While they are signing in, find their (pre-assembled) Volunteer Packet, located in the boxes provided. The packets will be alphabetized by name.
- 4) Ask the volunteer what size shirt they wear and provide them with that size or if not available give them the next size up.
- 5) If they need help on where to go, the location of their "meeting place" will be found on the sheet located in this packet. Please direct them to their area if they are unsure.
- 6) Familiarize yourself with Fair Map.
- 7) If people do not have wristbands but say they are volunteering, check to see if their name is on the volunteer sign-in sheet. If not, contact Linda Gonzales or Amy Alcorn.

Waste Station

TEAM LEADER: John Long

MEETING PLACE FOR VOLUNTEERS: Beer Garden

ZeroHero is the emerging leader in Zero Waste Management and Renewable Energy Education in Northern Colorado. We invite you to visit their website at <http://www.ZeroHeroEvents.com> for more information about their company and listings of other volunteer opportunities. You can contact John directly at John@ZeroHeroEvents.com.

Rules and Regulations

- Keep your area clean and educate attendees on RMSLF Zero Waste goals.

Expectations

- To engage users with a smile & and a thank-you and educate attendees as to what sustainable products are being used and how they contribute to our Zero Waste goal.
- Alert other waste recovery station volunteers when bins become full.
- Keep waste streams clean through education and occasionally pick out wrongly placed items. (Gloves will be provided.)
- Familiarize yourself with typical waste items and determine which bin they belong in. Please visit <http://www.zeroheroevents.com/education.php> to educate yourself with typical items you will be encountering.
- Explain what can be composted, what can be recycled, and what must be thrown away.

Other Helpful Information

- **Please arrive to your shift 30 minutes early for orientation of the fair grounds and a short tutorial on sustainable products being used at the Fair.**
- Waste stations will be clearly marked indicating the various waste streams (RECYCLE, COMPOST, TRASH). The ZERO WASTE GOAL was established at the 2001 RMSLF. The goal is to recycle or compost all waste. Compost will be sent to a commercial composting facility in Platteville (A1Organics) (for example; dairy manure compost).
- If there are any problems, please contact John Long.
- Familiarize yourself with the Fair Map in order to help people find different vendors/areas.
- Encourage everyone to be a ZeroHero!

Workshops

TEAM LEADER: Bryan Birch and Emily Elmore

MEETING PLACE FOR VOLUNTEERS: Workshop Presenter Check-In Tent

Hello volunteers and thank you for helping out our workshops at this year's Fair. Below, are a few points to help you cover all the areas you're responsible for. It's not too much, so relax and enjoy your job. Once again, thank you for your help. Please visit the RMSLA website at <http://www.sustainablelivingassociation.org/fair/workshops.html> for a full listing of the workshop schedule.

- At the beginning of each workshop, please assist the presenter in arranging tables and other visual aids, projectors, or other materials.
- You may be asked to hand out brochures, flyers, or other educational materials before, during, or after a workshop.
- Ask each presenter if there is anything that you can assist him or her with during the workshop.
- Offer water to the presenters before/during the workshops.
- Help each presenter keep on time. Use time cards to let them know when there is only 10 minutes left. Communicate when it's time to "wrap it up," (by flashing cards) so the following scheduled workshop can start on time.
- Please pass out evaluations to each attendee after the workshop. You may collect them and put them in the evaluation box.
- Help straighten chairs and isles in-between workshops.
- After your workshop volunteer shift, get a beer, get some food, and enjoy the rest of the Fair.

Other Helpful Information:

- A Blue, Green or Yellow Flag can distinguish the tents. Please make sure people understand which tent they are at.
- Familiarize yourself with workshop schedule.
- If there are any problems, contact Emily Elmore (cell phone 970-988-9367)
- Make sure guests are quiet while speakers are presenting.

Zen Zone

TEAM LEADER: Jake Van Vonderen

MEETING PLACE FOR VOLUNTEERS: Zen Zone Entrance

Please see the Program Guide for more information

Rules and Regulations:

- This is a non-Alcoholic Area - there will be a table in front of the zone for people to place their labeled cups. Otherwise they must finish their beer before they come in.
- The Meditation Tent will be a place of complete silence. No talking or whispering. No children without adult supervision.
- Please limit your time to be respectful of others waiting to use the Zen Sand Boxes.
- No children in the Zen Craft Tent without parents somewhere in the Zen Zone.
- No materials other than completed craft items can leave the Zone. We are accountable for loan objects especially from our sponsor Bath Nursery. Please visit their website at <http://www.bathgardencenter.com>.

Volunteers are to expect / Volunteers are expected to

- That people will want to bring beer into the Zone with them. This is not allowed and the rules should be enforced.
- Children will want to run around the zone and create havoc. This is a Zone of quiet tranquility. Volunteers should be mindful to remind patrons that others are trying to relax and contemplate. A sign will be posted about the rules. Volunteers should ask patrons to read the rules and to please abide by them.
- The Zen Crafts Tent will have lots of intricate beads, colored sand for the Mandala, and fragile paper for the origami. Volunteers will keep an eye out for all the materials and make sure they don't disappear and that kids are not creating chaos in this area with the materials.
- People might want to buy items from Bath Nursery on display at the Zone. We will have them take the ticket to the Bath Nursery Booth, pay and come back with a receipt. Then and only then will they be able to remove items from the Zen Zone.

Workshop Schedule - please see website and program guide to familiarize yourself with the weekend's workshops.