



**POWWOW
FOR HOPE™**



American Indian Cancer Foundation's 7th Annual Powwow for Hope

SAVE THE DATE | MAY 5, 2018

PowwowforHope.org | Base Camp Facility, 201 Bloomington Rd, Minneapolis, MN 55111

We imagine a world without cancer.

Thank you for Volunteering at the 7th Annual Powwow for Hope!

This packet shares details about Volunteering at Powwow for Hope. Be sure to read the packet all the way through. It will answer your questions and give you important instructions.

We've divided the packet into four sections:

- 1. About Powwow for Hope**
- 2. Venue**
- 3. Parking**
- 4. Volunteer Duties**

1. About Powwow for Hope

The 7th annual Powwow for Hope is on Saturday, May 5, 2018. Powwow for Hope, the nation's only known cancer awareness powwow, is a community event that honors loved ones who have battled or are fighting cancer by creating a space for healing and honor. Proceeds benefit the American Indian Cancer Foundation's work to eliminate cancer burdens on American Indian families throughout Indian country. Proceeds from past events have allowed us to create and deliver culturally-relevant cancer prevention resources to more Tribal and urban communities, connect AI cancer survivors and caregivers to healing and supportive services, and partner with more Tribes so we can change the outcome of cancer in our communities.

LET'S DO MORE! With your help we can enhance our services, develop a survivorship support program, deliver cancer care packages and provide education to more communities, provide more resources to those in need and build larger campaigns and initiatives to address the cancer inequities faced by our communities.

Volunteers contribute greatly to the success of this annual community event and fundraiser. We cannot do this work without YOU!

2. Venue

Powwow for Hope is held in the **Base Camp Facility** at Fort Snelling, located at 201 Bloomington Road, Minneapolis, MN 55111, which is off of Hwy 62 & Hwy 55 and on the Blue Line Light Rail Transit. Basic directions and a map are included.

From I-94 going West: Merge onto I-35E S to MN-5 W/7th St W, Take exit toward Bloomington Rd, Keep left at the fork, follow signs for Fort Snelling, Turn left onto Bloomington Rd. Take first right onto Airport Service Rd. Base Camp will be on the right.

From I-94 going East: Exit 234A and merge onto MN-55 E/Hiawatha Ave. Continue straight onto Minnehaha Ave. Turn Right onto Airport Service Rd. Base Camp will be on the right.

From I-35 going North: Follow I-35W N and onto MN-62 E. Take exit toward Bloomington Rd/Fort Snelling Historic Site. Merge onto Minnehaha Ave. Turn onto Airport Service Rd. Base Camp will be on the right.

From I-35 going South: Take I-35E S to MN-5 W/7th St W. Take exit toward Bloomington Rd. Keep left at the fork, follow signs for Fort Snelling, Turn left onto Bloomington Rd. Take first right onto Airport Service Rd. Base Camp will be on the right.

3. Parking

A map of the parking areas is included. **Volunteers, please park in the overflow lot unless you need your vehicle for duties.** There may be a shuttle from the Light Rail to Base Camp. Shuttle times TBA. Look for signs leading to the Powwow for Hope (Base Camp).



4. Volunteer Duties (& Check-in)

When you arrive at the Powwow for Hope, please go to the Volunteer Registration table. Look for the “Volunteers” sign. This is where you’ll check-in, receive your t-shirt, button, and lanyard listing your shift time(s). This year, we are providing volunteers with lanyards to wear during their shift that will display shift time, so staff are aware of who is on volunteer duty at any given time.

Volunteers need to return to the Volunteer station when assigned duties are completed and are in need of a new next task. This is extremely helpful for AICAF staff to come to one area and have volunteers ready to help out when needed, rather than walking around the Powwow looking for assistance.

We have accounted for some overlap between shifts to ensure that all new coming volunteers are registered before the prior shift is over. Therefore, please do not leave your area until relieved by incoming volunteer. We greatly appreciate your assistance!

Descriptions of Volunteer Duties are listed below.

Teams Donations (Accounting)

Because Powwow for Hope is a fundraising event, there are several teams fundraising during the Powwow. We rely on volunteers to assist with counting and organizing the funds raised in an efficient, accurate, and accountable way. A staff member is in the accounting room at all times, or the room will be closed.

Teams Donations Opens after 1 PM Grand Entry. Although it is scheduled to **close at 7:30 PM**, there may be more donations coming at after that time. Volunteers are expected to stay.

Note: “Donations” may include cash, coins, checks, MoneyGram, etc.

There is a **Team's Donations Table** stationed outside of the Accounting room. Two volunteers will greet team members, count the donations, issue a receipt, and prepare for the accounting room. Each donation must be counted twice to ensure accuracy, have a receipt issued (white copy to team member, yellow copy attached to donation), sealed in an envelope; and, given to the accounting room for final count and deposit preparation. Three to four volunteers are inside the accounting room to recount the money, record amounts, and prepare deposits. A staff member is involved in this process and will tally team donations deposited. Another staff member will visit the accounting room to record team totals throughout the day.

Duties include:

Teams Donations Table (outside of accounting room):

- Greet team members who drop off or “bank” their donations throughout the day
- Count donations (Volunteer 1, then Volunteer 2; at least twice for accurate total)
- Issue white receipt to team member (even if they refuse!). All donations must have receipts!
- Seal donations in an envelope and include/attach yellow receipt
- Accounting room will collect envelopes located outside of door when ready

Team Donations Accounting Room (inside):

- Get envelopes from outside (after all other donations have been prepared for deposit, recorded, and accounting table is clear)
- Donations are counted to verify accuracy of receipt (revise yellow receipt if necessary)
- Checks are stamped
- Verified donations are ready for deposit (hold receipts for next two steps)
- Fill out deposit slip
- Donations and white deposit slip are placed into a deposit envelope (no receipts)
- Receipts are paper clipped to pink copy deposit slip in booklet
- Deposit slip copy and receipts are given to staff for review
 - Staff reviews deposit slip and verifies with receipts

- Staff records all team totals/donations based on receipts
- Staff seals deposit envelope
- Deposits are picked up for deposit (Must be Staff approved!)

Signs/Parking

With two parking lots and high volume of guests, we need volunteers to coordinate traffic flow and provide directions to the overflow lot. There are some reserved parking spaces in the lot that volunteers will direct people away from. Guests may be coming from the light rail station. Therefore, volunteers will place traffic/directional signs and may draw chalk signs on the sidewalk along the route to the building (from overflow lot and light rail). A map will be provided indicating where signs need to be placed in the morning and picked up in the evening.

During the Powwow, we need volunteers in the two lots and stationed at the light rail at all times. These will be two-hour shifts. After parking duties are done, volunteers will transition to general assistance. General assistance volunteers will transition to parking duty. **DO NOT LEAVE STATION UNTIL RELIEVED of DUTY.**

Duties include:

- Set up signs (morning): directional and parking
- Make chalk directions
- Set up cones: some next to parking spaces next to Handicap parking, some next to curbside along lawn for bus
- Direct traffic/people to building entrance and parking areas
- Assist with Shuttle service (guidance/direction)
- Help unload TEAM and Sponsorship vehicles and bring items to designated location
 - 11:00am Teams arriving
 - 11:30pm Sponsors arriving
- Pick up signs (evening)

Rock Climbing Wall

At the Powwow the rock wall will be open. With a \$5.00 donation participants can climb on the wall. We will need volunteers to assist with helping Basecamp staff secure participant harnesses.

Table/Chair Set-up

Several volunteers are needed to assist with the setup of tables and chairs. A staff member from the American Indian Cancer Foundation will be leading the setup. A map is available indicating the layout plan for table and chair setup.

Duties include:

- Powwow arena, drums and stage
- Teams tables
- Upper Floor (seating around perimeter and team tables)
- Handwashing Stations (A staff will assist and instructions available)
- Nation flags as directed by staff
- Place labels/signs for fundraising team tables, luminary bag table, sponsor tables and volunteer table, etc.
- AICAF merchandise area set-up and organizing
- Registration table set-up and organizing
- Ribbon Making and table set-up

Arena Assistance 12:00pm - 6:00pm

Volunteers will be needed to assist with Powwow arena needs. Making sure head staff requests are fulfilled and water is readily available to them as well as drummers and dancers. A large part of this role will be pulling and organizing dancer shirts. When dancers arrive they will register provide their shirt size and be given a number. After each dancer exhibition dancers can pick up their shirts at designated area. For tiny tots a special swag item will be distributed. An AICAF will lead this duty.

Duties include:

- Provide assistance to Powwow stage staff - Emcee, Co-Emcee, Spiritual Advisor, Arena Director, Co-Arena Director, etc.
- Regular check ins with Arena Director to see what needs are
- Checking with drum groups and dancers to see if they need water
- Refilling water coolers when necessary
- Pulling and distributing dancer shirts (swag item for tiny tots)
- Staying in contact with AICAF appointed lead staff
- Asking CEO Kris Rhodes if she is in need of assistance or items
- Distributing drum swag item
- Luminary Bag Set-Up and Wrap-Up (will take place during healing song)

General Assistance

General Assistance needs will vary depending on shift. Below you'll find 3 general assistance duties based on shift times. Some volunteers are assigned split-shift duties (2 hours) in General Assistance, then are expected to relieve a volunteer in signs and parking. Others in General Assistance may be assigned to silent auction wrap up, feast, or Luminary bags. If assigned, please refer to the job descriptions provided in this packet to find duties. We may ask volunteers to extend their shift to ensure that all is covered. Some volunteers are "floaters" and may be assigned duties listed below. If you are in need of a duty, please go to the volunteer area for another assignment, or an AICAF staff may come grab you when needed.

Duties include:

Morning General Assistance (9:00AM-12:00AM)

- Setup
- Unloading boxes
- Setup water station for dancers, drums, and head staff
- Help unload TEAM and Sponsorship vehicles and bringing items to designated location
 - 11:00am Fundraising teams arrive
 - 11:30am Sponsors arrive
 - Bring fundraising teams necessary products (hair nets, cleaning supplies, gloves, etc.)
- Set up water stations in assigned area
- Make sanitary solution

Afternoon General Assistance (11:45am- 2:45pm and 2:30pm-5:30pm)

- Checking on team tables
- Check on various Powwow Tables (Luminary Bag station, Donation Tables, Registration, Rock Wall, etc.)
- Restroom and dressing room walk through (paper products, etc.)
- If Assigned: go to parking area for parking shift to relieve parking attendant, or transition to general assistance after parking shift expires. DO NOT LEAVE parking area until you are relieved.
- If Assigned: Silent Auction Wrap-up @ 4:00 PM
- If Assigned: Luminary Bag Special setup @ 4:00 PM
- Floaters and other duties as assigned
- Check/make sanitary solution
- 1:00pm-4:00pm Luminary bag donation table and requests
- **4:30 Luminary bag set-up**

Evening General Assistance (4:15pm-8:00pm)

- Checking on fundraising team tables- take down of fundraising team tables
- Restroom and dressing room walk through (paper products, etc.)
- Community Feast: setup tables and chairs for feast, prepare plates prior to start of feast, pass out plates to elders, volunteers assigned to tables, etc., put tables and chairs back to original location
- Cleanup duties at the end of the Powwow
- If Assigned: go to parking area for parking shift to relieve parking attendant, or transition to general assistance after parking shift expires. DO NOT LEAVE parking area until you are relieved.
- Check/make sanitary solution

Greeter/Donation Table

At this year's Powwow we will have two designated donation tables located at each entrance for participants to donate as they walk into the Powwow. The Powwow is free and open to the public so it is not required that they donate.

Duties include:

- Remain at the donation table at ALL times
- Welcome attendees to the Powwow
- Provide general information to Powwow participants
- Hand out Powwow programs
- Answer easy and general questions about layout of the Base Camp Facility
- Notify AICAF staff when donation jar should be emptied and brought up to the accounting room

Registration Table

Assistance will be needed with the registration of the various Powwow categories: Dancers, Drums, Teams, Pink Shawls and Volunteers. We need 1-2 volunteers to help with the registration of different categories at different times of the day. You will need to give them their items (if any) and tell them what location they should head in to find their table. Each funding raising team will have a bag(s) that will contain their shirts. After the rush of teams registering to set up their table at the Powwow there may be other teams that come to only get their t-shirts. Around 12:00pm there will be a high volume of dancers and drummers registering. Therefore two volunteers should register dancers and drummers and make sure they fill out the registration form completely to receive Thank You Cards that will be sent out after the

Powwow. Dancers will also be given a number that they can use to pick up a complementary Powwow for Hope T-Shirt. Please do not leave the registration table until shift is over.

Duties include:

- Register Powwow Participants:
 - Funding raising teams- checking off teams on list as they come; give out bag of t-shirts and telling where their table area is
 - Sponsors- Checking off sponsors as they come; give swag bag if they have one
 - Dancers- Make sure to ask for contact information to send Thank You cards to, organize t-shirt sizes on registration forms and pull t-shirts to hand out to dancers after exhibition song
 - Drummers- Make sure to ask for contact information to send Thank You cards and to hand out Powwow for Hope towels
 - Pink Shawl- Make sure to tell them about survivor special that will take place at 2:00pm and get contact information to send Thank You cards

Merchandise Table

At the Powwow AICAF will have an area set up that will be dedicated to Powwow for Hope Merchandise. This is another way AICAF raises funds at Powwow for Hope. There will be assigned staff at this table at all times to help with transactions. But volunteers are needed to help with pulling items when a donation is made.

Duties include:

- In the AM: helping organize merchandise for easy access during Powwow
- Pulling items such as: t-shirts, sweaters/hoodies in correct size, water bottles, ornaments, lapel pins, key chains, window clings, buttons, etc.
- Filling out order forms for merchandise
- Please stay at merchandise table at all times

Survivor Table

Visiting with Cancer Survivors, registering survivors to receive a pink shawl in near future, taking information of those who are interested in starting a survivors group in area and/or giving information of current survivors support group, giving window clings. The qualifications to receive a pink shawl are: going through breast cancer, survived breast cancer, or a caregiver to someone who has passed from breast cancer.

Duties include:

- Staying at table at ALL times
- Taking registration information for survivor support group and pink shawls
- Visiting and listening to Cancer Survivors stories
- Giving information about survivors special at 2:00pm

Volunteers Registration Table

Assistance will be needed throughout the day at the volunteer registration table. During shift changes there will be a high number of volunteers checking in and checking out. The volunteer at the table will be needed to help register volunteers and answering questions about the Powwow.

Duties include:

- Check off registration list as volunteers arrive
- Create shift badge with badge paper and plastic holder
- Give shirt, button, and lanyard for badge
- Tell volunteers which duties they are assigned
- Explain the designated volunteer area
- Explaining the volunteers duty hand out to refer to when needing additional tasks
- Answering any volunteer questions

Feast Helpers 5:30-7:00pm

Setup area of feast and help clean up once feast concludes. Get plates ready and serve to elders, team vendors, and volunteers and staff who are unable to leave station.

Duties include:

- Determine how many plates should be made beforehand
- Move handwashing station
- Refill and re-ice water station
- Setup feast area
- Hand out plates to: elders, team vendors, and volunteers and staff who are unable to leave station (make sure to wear gloves when making and handing out plates)
- Make handwash solution
- Collect donations during feast
- Cleanup once feast concludes: put back tables and chairs used

Silent Auction

Help unload materials and setup of the silent auction room in the AM. Afternoon assist in the room while auction is open. Help with enticing people to come to look at the items, and to bid. At 4:00pm help close down the auction with finalizing auction slips, organizing winning bid sheets and packing up items for winners. Finally help take down room. Silent Auction volunteers will receive detailed instructions for closing the silent auction.

Duties include:

- Set-up silent auction room and tables
- Set out silent auction items with corresponding bid sheets
- Monitor silent auction items
- Enforce bid rules
- Fill out bid sheets for items received during the powwow
- Close silent auction (instructions will be provided)
- Check-out winning bidders by collecting payment via cash or Square Cash app
- Write receipts for bid winners
- Distributing silent auction items to winners
- Pack silent auction materials after closing
- Load staff vehicles

Security

Maintain security for event attendees & property (indoor & outdoor) during event until all attendees are gone.

Duties include:

- Patrol & monitor all facility grounds (indoor & outdoor)
- Required to assist with and monitor fundraising team donations booth
- May be required to escort teams donations personnel when doing deposit drops
- Monitor teams donations booth consistently near the end of event and after as more donations may be turned in
- **ENFORCE NO SMOKING POLICY ON GROUNDS**
- Work with local police and paramedics and other emergency response teams, if necessary
- Ensure a safe and positive experience for everyone
- Perform other services that are reasonably related

Cleanup

The Powwow will conclude after the community feast. We will need assistance with the take down of the Powwow arena and packing up.

Duties include:

- Putting table and chairs away at the end of the Powwow
- Packing up registration table
- Packing up merchandise table
- Gathering and packing Powwow signs
- Packing flags and flag holders
- Putting boxes in AICAF staff cars

7th Annual Powwow For Hope Schedule:

- 1:00 pm Grand Entry
- 2:00 pm Honoring Survivors + Pink Shawl Survivors
- 3:00 pm TEAM Recognition
- 4:00 pm Honoring Caregivers + Pink Shawls Caregivers
- 5:00 pm Jingle Dress Healing Song
- 6:00 pm Closing Ceremony
- 6:30 pm Healthy Feast

Silent Auction will be held from 12:30pm-4:00pm

Special Events During Powwow that Needs Extra Volunteer Assistance:

- 9:00am Set up (Silent Auction, tables, and chairs, etc.)
- 11:00am Fundraising teams arrive and registration opens
- 11:30am Sponsors arrive and register
- 12:00pm Registration Opens for dancers and drummers
- 12:30pm Silent Auction Opens
- 4:00pm Silent Auction Closes
- TBD Healthy Native Foods Demonstration
- 4:30-5:30pm Luminary bag special
- 5:30-7:00pm Feast set up, feast, and feast clean up
- 8:00 pm Clean up and Wrap up