

SAMPLE EMAIL SENT TO ALL COMPETITIVE EVENTS VOLUNTEERS

To: (Name)

From: Christine Hollingsworth, Competitive Events Manager, FCCLA

RE: National STAR Events or FCCLA/LifeSmarts Knowledge Bowl Volunteer Assignment

Thank you for volunteering to assist with the 2018 National FCCLA STAR Events in Atlanta, Georgia. You have been assigned as follows:

Position: (Position Assigned)

Competitive Event (STAR Event or FCCLA/LifeSmarts Knowledge Bowl): (Event/Category)

Location: (Location)

If you have been assigned as a **STAR Events Volunteer**, your orientation will begin at 7:30 AM on the morning of your assigned event (Culinary Arts and Interior Design will have a different schedule and will receive a separate email closer to the event).

Event locations and dates of competition are listed in the Competitive Events Tentative Schedule and Event Location document. <http://www.fclclainc.org/programs/leadership-conference-competitive-events-information.php>. You are highly encouraged to take a few minutes to view the informational video on volunteering for competitive events.

Please be familiar your event volunteer handbook, and bring it with you to the conference. Additional copies will not be available on site.

STAR Events volunteers are expected to stay with their assigned event until released by the Event Lead Consultant, which is typically no later than 5:00 p.m. Each volunteer will receive \$10 to help cover lunch costs for the day and a small thank you gift. Water will be available throughout the day either in the event room or from water fountains in the conference facility.

Please attend the appropriate orientation for your event, as listed above. Orientation locations may be found in the Competitive Events Tentative Schedule and Event Location document, as well as the conference program and app. During the orientation, event Lead Consultants will provide you with additional information about your role, any changes to the schedule or locations, and answer questions you may have.

If you have been assigned as a **FCCLA/LifeSmarts Knowledge Bowl Volunteer**, your orientation will be on Friday, June 29, at 10:00 AM. Additional information will be emailed to you closer to the event.

Thank you again for volunteering your time. If you have any questions, please contact Kayelani Kirschbaum, Competitive Events Intern, at kkirschbaum@fclclainc.org. We look forward to seeing you at the 2018 National Leadership Conference!