

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 2019 National FCCLA STAR Events in Anaheim, California. You have been assigned as follows:

Position: (Position Assigned)

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

Location: (Location)

INFORMATION FOR STAR EVENTS VOLUNTEERS

STAR Events volunteer orientations begin at 7:30 AM on the morning of your assigned event (Baking and Pastry and Culinary Arts will have a different schedule and will receive a separate email closer to the event).

Event locations and dates are listed in the Competitive Events Tentative Schedule and Event Location document. <http://www.fcclainc.org/programs/leadership-conference-competitive-events-information.php>. You are highly encouraged to take a few minutes to view the informational volunteer video! Be familiar your event volunteer handbook and bring it with you to the conference. Additional copies will not be available on site.

Volunteers are expected to stay until released by the Event Lead Consultant, which is typically no later than 5:00 p.m. You will receive \$15 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.

Attend the appropriate orientation for your event. Orientation locations are listed in the Competitive Events Tentative Schedule and Event Location document, as well as the conference app. During orientation, Event Lead Consultants will answer any questions you may have.

INFORMATION FOR FCCLA/LIFESMARTS KNOWLEDGE BOWL VOLUNTEERS

FCCLA/LifeSmarts Knowledge Bowl volunteer orientation is Friday, June 29, at 10:00 AM in the Anaheim Marriott, Grand Ballroom F. Additional information will be emailed to you closer to the event.

If you have any questions, please contact Hali Kapperud, Competitive Events Intern, at hkapperud@fcclainc.org. We look forward to seeing you at the 2019 National Leadership Conference!