



**Project Eden Lambda Youth  
Gay Prom 2017 Volunteer Application**



**Saturday, June 3, 2017**

**PERSONAL INFORMATION: (Please Print)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_ WORK: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**HAVE YOU VOLUNTEERED AT GAY PROM BEFORE?  NO  YES**

If yes: How many times have you volunteered? \_\_\_\_\_

In what capacity did you serve? \_\_\_\_\_

\_\_\_\_\_

If no: How did you hear about prom? \_\_\_\_\_

Please check the boxes that best reflect your interests in volunteering:

- Housekeeping & Patrol       Farewell/Goodnight       Sales/Fundraisers
- Receiving Line               Clean-up Crew               Food and Beverage

Below are areas in which we need assistance. Please check the boxes in which you could lend a helping hand.

**HOUSEKEEPING AND PATROL**

- You are the eyes and ears of prom. You are responsible for making sure the prom is a safe environment for all.
- You need to check the smoking areas and bathrooms for any safety concerns or smoking violations.
- Walk around the prom area to make sure all is well with the prom goers and volunteers.

**RECEIVING LINE**

- Stand in the courtyard to cheer the prom goers coming into prom and make sure they feel welcome.
- Feel free to bring flags, pom-poms, posters to help cheer them into prom.
- Expect to see protestors, our policy is that we do not encourage in any form conformation with them.

**FOOD AND BEVERAGE**

- Taking food tickets.
- Serving food and beverages.
- Must be able to stand for long periods of time.
- The concession-stand is located inside the dance hall, so you must be able to tolerate the music.



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### FARWELL/GOODNIGHT

- Friendly/Goodbye (handing out souvenirs) etc.

### CLEAN-UP CREW

- Must stay from 12:00 AM to 1:00 AM to clean up all areas for prom.
- Includes taking down all decorations and clean off all tables.

### SALES/FUNDRAISING

- Sell programs ads.
- Secure sponsors and underwriters for prom
- Solicit prizes for Gay Prom
- Special events, auctions, raffles, etc.
- Promote advance ticket sales (discount ticket sales for groups 10 or more)

### SECURITY/DOOR MONITORS

- Make sure the prom goers all have a wrist band.
- Check all purses and bags
- May need to escort prom goers to their cars

### THE SMALLEST, TINIEST, MOST SUBTLE BIT OF POLICY

Volunteers must not have outstanding warrants or criminal court cases.  
No sexual/intimate relationships between volunteers and youth working and/or attending Gay Prom.  
Youth confidentiality must be maintained at all times.  
No alcohol or drug use during any volunteer activities or at Gay Prom.  
Formal or dressy attire is requested inside Gay Prom (Carnival Room service providers excluded).  
Provide safe and respectful event for all attendees, media, community members and staff.  
First time volunteers must attend Orientation Meeting. (see details below).

**I have read and understand the general policies and declare that all information provided by me is true and correct to the best of my knowledge.**

**“FIRST TIME VOLUNTEERS”** An Orientation letter will be emailed/mailed to you with Prom Guidelines and Volunteer Instructions. In the interim if you have any questions or concerns please contact Prom Coordinator Valerie Gay at 510-247-8216.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Thank you for taking the time to complete this form and your interest in making Gay Prom a success – it would not happen without you! Volunteers will receive training and individual attention appropriate to their job(s). The coordinator, crew chief or committee chairperson will be your next contact. Please return the completed form to Lambda Youth Project, 22646 Second Street, Hayward, CA 94541 or fax to 510-247-8202.

THANK YOU!!!!

### GAY PROM LOCATION

Chabot College  
25555 Hesperian Boulevard  
Hayward, CA 94545-2400



**If you wish to sponsor a youth a \$25.00 donation please send your contribution to Project Eden Lambda Youth Project, 22646 Second Street, Hayward, CA. 94541.  
Thank You for your continued support!!!**