

2011 Guidelines for Peace Booth Coordinators at the State Fair

Working in the Peace Booth gives volunteers the feeling of the large peace community we are a part of, the opportunity to learn more about peacemaking, nonviolence and justice issues, and to influence fairgoers about these same issues. Following are some guidelines that we felt would help you to make this opportunity even more beneficial for your volunteer Peace Booth staffers.

As a Coordinator:

- You are expected to get 12 people to staff the Peace Booth for the day you have chosen (6 if you have chosen 1/2 day). It's best to enlist them at least one month before of the State Fair.
- Make sure your staffers agree to work the 2 hour shift **and** plan to attend one of the two 90 minute Orientation sessions on October 10th or 11th (even if they have staffed the Peace Booth before). During the Orientation session you can give them their free tickets to the Fair, the Guidelines & Suggestions for Staffers, Fair Ground maps, copies of new handout material & petitions, **and** they will also be able to share their experiences, ideas and pointers. We need them. Otherwise you are responsible for getting this material to them individually.
- Bring your filled out daily assignment (Volunteer Sign-up) sheet to the orientation session you and your staffers attend. Have all slots filled. This is for the Red Book that is kept at the Booth. It is fun to read all of the names. You can print a sign-up sheet from the PB web site.
- We have found it best to have two hour shifts with 2 people each shift. We have found the best schedule to be 9-11, 11-1, 1-3, 3-5, 5-7, and 7-9:45. You can distribute the last 45 minutes throughout the day if you want.
- It is best for you to be at the State Fair the whole time you are the coordinator, or to have one of your volunteers do this. You, or they, should stop by the booth at the beginning and end of each shift to resolve any concerns, or to take the slot of a sick volunteer so the booth is not empty or have only one staffer. Plan to touch base with the previous or next coordinator if you have 1/2 day.
- You may want to take a shift yourself, but please don't deprive others of this opportunity by taking more than one shift yourself, or assigning anyone to more than one shift.
- Getting to the Peace Booth will take time due to traffic and other events. Strongly encourage your staffers to be at the State Fair well ahead of time, check in at the Booth early, and to get to the Booth at least 15 minutes before their shift. Encourage staffers to take the bus.
(<http://www.ncstatefair.org/2011/General/GetToFair.htm>)
- Staffers can spend the whole day at the Fair. The free ticket gives them a whole day to be there ahead of time.
- Youth can staff the booth, but only with one adult. Discourage more than two people in the booth at any time.
- Leo Klohr may have the names of some additional volunteer staffers, if you have a need.

Thanks for your help!

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