



**Los Angeles County
Office of Education**
Leading Educators • Supporting Students
Serving Communities

Los Angeles County Office of Education

Head Start-State Preschool Division
presents the 3rd annual



Head Start Learning and Resource Fair

RSVP: Your Invitation to Volunteer!

Come show your support and be a volunteer! Friends, family and community members are needed to help children and families obtain community resources, services in education, health, nutrition and much more! When you give back, for the good of the community, it benefits volunteers and those in need. **YOU** can make a difference in a child's life!



Saturday, May 19, 2012

10:00 a.m. – 3:00 p.m.

The Expo Center

3980 Bill Robertson Lane
Los Angeles, California 90037



Complete the volunteer sign-up form and return to:

Fabian_Victoria@lacoed.edu

Phone: (562) 940-1747

Fax: (562) 401-5317





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3rd Annual Head Start Learning & Resource Fair Volunteer Sign-up Form



Volunteer Name: _____

Telephone: _____ **Email:** _____

- | | |
|---|--|
| <input type="checkbox"/> LACOE Staff
<input type="checkbox"/> Delegate Agency _____
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Referred by Head Start Staff
Name: _____ |
|---|--|

- | | |
|---|---|
| <input type="checkbox"/> Bilingual (Spanish) | <input type="checkbox"/> Bilingual (Other) _____ |
|---|---|

Please check (✓) your preferred shift(s):

- | | |
|---|---|
| <input type="checkbox"/> 6:30am – 9:30am
<input type="checkbox"/> 7:00am – 10:00am
<input type="checkbox"/> 8:30am – 11:30am
<input type="checkbox"/> 9:30am – 12:30pm | <input type="checkbox"/> 10:30am – 1:30pm
<input type="checkbox"/> 12:30pm – 3:30pm
<input type="checkbox"/> 1:30pm – 4:30pm |
|---|---|

Please check (✓) your preferred area(s):

- | | |
|--|---|
| <input type="checkbox"/> Kids Activity Zone
<i>-Monitor play area activities</i>
<i>-Lead early childhood education activities</i>
<i>-Floaters/Relieve Volunteers</i> | <input type="checkbox"/> Clean-Up
<i>-Assist with breakdown</i>
<i>-Pack materials for transport</i>
<i>-Provide support as needed</i> |
| <input type="checkbox"/> Evaluation
<i>-Provide forms for guest feedback</i>
<i>-Conduct parent interviews</i> | <input type="checkbox"/> Exhibitor Support
<i>-Distribute information packets to exhibitors upon arrival</i>
<i>-Direct exhibitors to their assigned tables</i>
<i>-Provide exhibitor support as needed</i> |
| <input type="checkbox"/> Head Start Referral Booth
<i>-Use laptop to locate Head Start agencies</i>
<i>-Distribute brochures flyers, bookmarks, etc</i> | <input type="checkbox"/> Fair Information Booth
<i>-Provide information on fair activities & exhibits</i>
<i>-Provide support as needed</i>
<i>-Lost & Found</i> |
| <input type="checkbox"/> Parking
<i>-Direct incoming traffic</i>
<i>-Direct outside patrons to alternate parking lot</i>
<i>-Direct buses</i> | <input type="checkbox"/> Safety Team
<i>- Walk through safety inspections</i>
<i>- Facilities inspection for hazards</i> |
| <input type="checkbox"/> Refreshments
<i>-Coordinate distribution of meals</i>
<i>-Room set-up</i> | <input type="checkbox"/> Set-Up
<i>- Post flyers, banners and signs</i>
<i>-Set-up Kid's Activity Zone, table, chairs</i> |
| <input type="checkbox"/> Special Guest Support
<i>-Greet and host guests</i>
<i>-Provide support as needed</i>
<i>-Assist with logistics at the main stage</i> | <input type="checkbox"/> Welcome Table
<i>-Distribute Fair Packets</i> |

Please return form by **May 11, 2012** to:

Fabian_Victoria@lacoe.edu
Phone: (562) 940-1747

Fax: (562) 401-5317