



September 3, 2024

Dear Volunteer,

The 43<sup>rd</sup> Holiday Tree Festival, presented by the Volunteers of Akron Children's Hospital, kicks off the holiday season on Saturday, November 16 and runs through Sunday, November 24 at the John S. Knight Center. The Holiday Tree Festival has raised more than \$7.3 million for the patients at Akron Children's Hospital through the sale of trees, wreaths, holiday gifts, and donations. Success depends upon the help of more than 1,000 volunteers like you who assist during these nine days by greeting guests, selling raffle tickets, working among the trees, the retail table or kids' area. **Please sign up early! We can't do it without you!**

Enclosed is information about volunteer opportunities. Keep in mind that the raffle table is very popular, so it is not possible for everyone to be assigned to that position. Please visit [www.akronchildrens.org/treefestival](http://www.akronchildrens.org/treefestival) under the volunteer tab to sign up for the day/s and shift/s that you would like. Please do not bring valuables, purses or snacks with you.

The schedule for each shift is as follows. **Please arrive 20-30 minutes before your shift begins:**

**Saturday 11/16 – Saturday 11/23**

11 a.m. – 2 p.m.

2 – 5 p.m.

5 – 8 p.m.

(Saturdays only – we start at 10 a.m.)

**Sunday 11/17 & Sunday 11/24**

11 a.m. – 2:30 p.m.

2:30 p.m. – 6 p.m.

As a note of interest, other opportunities exist throughout the entire year. If you are interested in joining a committee, please feel free to contact us. Be sure to visit our website at [www.akronchildrens.org/treefestival](http://www.akronchildrens.org/treefestival). We hope you will be a part of our exciting Holiday Tree Festival!

Thank you,

*Laura Jones*

Laura Jones  
Volunteer Day Captain Chair  
330-327-8886  
lbjones050712@gmail.com

## HOLIDAY TREE FESTIVAL GENERAL INFORMATION AND VOLUNTEER OPPORTUNITIES

**Parking:** During the Festival, please park in the Broadway Parking Deck, take a ticket, and enter the John S. Knight Center via the skywalk and through the concourse. Once inside, report to the Volunteer Room located on the 1<sup>st</sup> floor of the John S. Knight Center. The Day Captain will stamp the back of your parking ticket before you leave to pay the discounted \$2 fee upon exiting. Weekend parking is free.

**Sign-in:** After you sign in, you will be assigned a position by the Day Captain. The Day Captain will circulate during your shift to give you a break if needed. Please do not bring valuables, purses or snacks with you. Keep money in your pocket or apron pocket. We cannot be responsible for valuables left in the Volunteer Room. Please remain at your assignment until a replacement arrives.

**Attire:** For identification purposes, please wear a white shirt/blouse with a dark skirt or pants. **No jeans please!** Wear comfortable shoes. You will be given an apron and name tag to wear. Aprons and name tags are to be returned to the Day Captain in the Volunteer Room at the end of your shift.

**Cell Phones:** Refrain from using cell phones in front of visitors.

**Security:** Please try to leave the John S. Knight Center in groups of two or more.

**Skills:** Volunteers are required to be **friendly, courteous, and helpful. PLEASE SMILE!**

### **VOLUNTEER OPPORTUNITIES:**

**Raffle:** Volunteers are assigned to sell raffle tickets at tables located around the large raffle display. Raffle tickets are \$1 each or six for \$5. There is a cash box provided and both cash and checks (made payable to Akron Children's Hospital) are accepted. There are also two charge machines. The tables cannot be unattended. If additional tickets or cash are needed, one of the sellers must contact a Treasurer.

**Retail Table:** Volunteers will be selling various holiday items. For cash and check sales, complete the 2-part receipt, give one copy to the buyer, and place the cash, check and your copy of the receipt in the cash box. For credit card sales, run credit card in machine and complete receipt.

**Kids' Area:** Help kids color get well cards for the patients, write a letter to Santa, read a book or get a tattoo.

**Cap and Bootie Tree:** The Cap and Bootie Tree is a tree decorated with photos of babies who were patients in our Neonatal Intensive Care Unit. A volunteer will be assigned to share information with visitors about the tree. The volunteer must stay close to the tree as there is money on the tree. A chair is provided.

**Trees/Wreaths/Gifts:** Volunteers will circulate throughout the display areas to keep an eye on the trees and all other items, provide information on any items for sale, and assist potential buyers with a purchase. If a sale is made, take the price tag from the front of the sign and the information card (located in an envelope attached to the back of the sign), along with the purchaser to the Treasurer's Table. The Treasurer will then complete the sale.

Please visit [www.akronchildrens.org/treefestival](http://www.akronchildrens.org/treefestival) and click on the volunteer tab for more information.



# JOHN S. KNIGHT CENTER

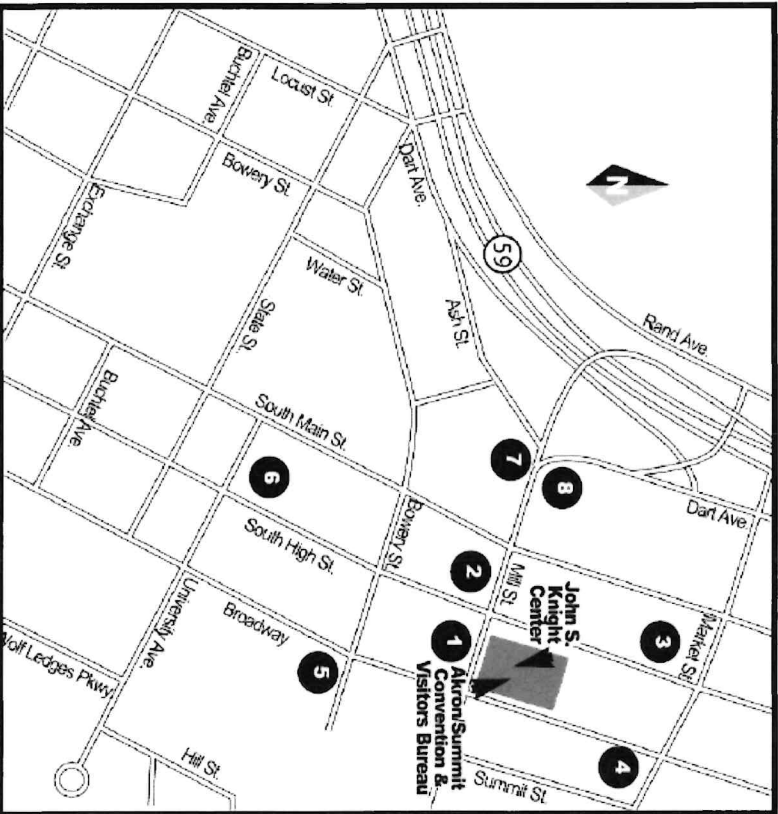
77 E. Mill Street Akron, OH 44308  
330.374.8900 800.245.4254  
[www.johnsknightcenter.org](http://www.johnsknightcenter.org)

## ADJACENT DOWNTOWN AREA PARKING

**NOTE:** - Parking is FREE in all City of Akron decks on Fridays after 6pm, Saturdays, Sundays and Holidays.

- Mondays through Thursdays, 6pm to 6am - \$2 flat rate.
- City of Akron-owned decks include: Broadway, Cascade, CitiCenter, High/Market & Morley.

- 1** Broadway deck -690 spaces  
120 S. Broadway St.  
Skywalk to John S. Knight Center  
\$1.00 per ½ hour, \$7.00 max  
\$65/\$65 per month (rooftop)  
24 hrs, 7 days  
330.375.2597
- 2** CitiCenter deck -236 spaces  
132 S. High St.  
\$1.00 per ½ hour, \$7.00 max  
\$70/\$92 per month  
M-F 7a-9p  
330.375.2598
- 3** High/Market deck -695 spaces  
40 S. High St.  
\$1.00 per ½ hour, \$7.00 max  
\$70 per month  
M-F 7a-11p  
330.375.2671
- 4** Broadway/Market lot -183 spaces  
43 S. Broadway St.  
\$2.00 (quarters only)  
\$35 per month  
24 hrs, 7 days



A comprehensive parking map for the entire downtown Akron area is available at [www.downtownakron.com](http://www.downtownakron.com).

- 5** Morley Health Center deck -549 spaces  
177 S. Broadway St.  
\$1.00 per ½ hour, \$6.00 max  
\$65 per month  
24 hrs, 7 days  
330.375.2594
  - 6** Summit County deck -1,140 spaces  
200 S. High St.  
75¢ per ½ hour, \$5.00 max  
\$57.50/\$62.50 per month  
M-Sat 7a-11p  
330.434.7232
  - 7** Cascade deck -2,031 spaces  
10 W. Mill St.  
\$1.00 per ½ hour, \$6.00 max  
\$70/\$92 per month  
24 hrs, 7 days  
330.375.2595
  - 8** Akron Centre deck -1,014 spaces  
11 W. Mill St.  
\$1.00 per ½ hour, \$9.00 max  
\$75/\$100 per month  
M-F 7a-11p  
330.375.2596
- Note: Rates are subject to change.