



The San Gabriel/Pomona

PARENTS' PLACE

Family Resource & Empowerment Center

Non-Profit 501(c) (3) Tax ID 95-4620243

Greetings Volunteers!

We are excited to announce that planning is underway for our **31st Annual Information Fair & Festival!** This year's event will take place on **Sunday, April 26th, 2026 from 1:00 pm to 4:00 pm** at Cortez Park in West Covina. Volunteer shifts will begin as early as 7:00 am.

Each year, hundreds of volunteers like you make this event possible, and we couldn't do it without the generous support of our community. Every role is important, no task is too big or too small.

Volunteer Incentives: Receive volunteer service hours, t-shirt, snacks, and lunch.

Ways to Get Involved:

We have a variety of volunteer opportunities, whether you are an individual or part of an organization. Key areas we need help with, including Saturday setup projects and fair cleanup can be located on page 3.

Instructions for Individuals:

1. List your name on the sign-up sheet (on page 3).
2. Select your top 2 preferred assignments from the available volunteer roles.
3. Sign the Volunteer Release Form (on page 4).

Instructions for Organizations:

1. Choose a group leader who will complete the sign-up form on behalf of the organization.
2. Have your group leader email the volunteer list to tavia.l@parentsplacefrc.com (Certificates of volunteer hours will be provided).
3. Ensure each volunteer completes the Volunteer Release Form (on page 4).
4. Select your top 3 preferred assignments. Volunteer assignments are filled on a first-come, first-served basis. Submit application early for preferred assignments. If from an organization, we will place your group together in the same area if possible.

Volunteer Packet Includes:

1. Volunteer Flyer
2. Sign-Up Form (one organization form per group)
3. Volunteer Release Form (each volunteer **MUST** complete the Volunteer Release Form before volunteering at the fair)

Please return the application no later than April 17th, 2026, to guarantee assigned areas. A confirmation email will be sent once your application is received. We greatly appreciate any help you and your family can offer to make this event a success. Thank you for your consideration. Questions, please email tavia.l@parentsplacefrc.com or call 626-919-1091.

Sincerely,

Tavia L. Lawson

Volunteer Coordinator

*** A parent, caregiver, group/church leader, and/or school leader must always be on the premises. We appreciate your understanding. ***



The Parents' Place 31ST ANNUAL INFORMATION FAIR & FESTIVAL

Sunday, April 26, 2026



**Make a positive difference in the lives of individuals
with special needs and their families!**

SIGN UP TO BE A VOLUNTEER!

Volunteer opportunities include:

Game Booths

Sensory Area

Registration

Snack Machines

Face Painting

Parking Attendant

Food Area

Moon Bounces

**Loading/Unloading Trucks
& many others!**



**For more information,
please contact us:**

**The Parents' Place Family Resource
and Empowerment Center
1500 South Hyacinth, Suite B,
West Covina, 91791**

Telephone: (626) 919-1091

Email: tavia.l@parentsplacefrc.com

[Click here to get your volunteer application!](https://tinyurl.com/3zsne8bz)

<https://tinyurl.com/3zsne8bz>

THE SAN GABRIEL / POMONA
PARENTS' PLACE



**SERVING THE
SPECIAL NEEDS COMMUNITY**



PARENTS' PLACE
SUNDAY, APRIL 26TH, 2026
ANNUAL INFORMATION FAIR & FESTIVAL



If not part of an organization/club,
please list your name: _____

of Volunteers expected
(Organizations/Clubs Only):

Group Leader Information (Organizations/Clubs Only)

Name: _____

Phone #: _____

Email Address: _____

Organization/Club Information (Organizations/Clubs Only)

Organization/Club Name: _____ Phone #: _____

Address: _____

Volunteer assignments start the Saturday before the fair.
Each volunteer MUST complete the Volunteer Release Form.

Please write the # of volunteers to the left of the requested assignment.

Saturday, April 25th, 2026 (the day BEFORE the fair)

- ☐ **9:00 am - 1:00 pm:** load truck at Parents' Place (1500 S. Hyacinth, Suite B, West Covina, CA 91791)
☐ **7:00 pm - 9:00 pm:** Park Clean Up at Cortez Park (2441 E Cortez St, West Covina, CA 91791)

Sunday, April 26th, 2026 (the day of the fair)

On Sunday setup begins at 7:00 am and clean-up ends at 7:00 pm. We truly appreciate any additional help with clean-up and loading or unloading the truck.

- ☐ **7:00 am - 9:15 am:** unload U-Haul truck at Cortez Park (2441 E Cortez St West Covina, CA 91791)
☐ **3:30 pm - 5:30 pm:** clean up and load U-Haul truck at Cortez Park (address above)

- ☐ **5:30 pm - 7:30 pm:** unload U-Haul truck at Parents' Place (1500 S. Hyacinth, Suite B. West Covina, 91791)

Sunday Morning Setup

- ☐ 7:00 am – 6:00 pm: volunteer check-in floater
☐ 7:00 am – 11:00 am: unload truck/distribute items
☐ 7:15 am – 12:30 pm: parking lot/vendor guidance
☐ 7:30 am – 12:30 pm: fair setup (balloons, tables, canopies, snack machines, prizes, games, food, etc.)

Sunday During the Fair (Continued)

- ☐ 12:15 pm - 5:30 pm: craft/sensory area/clean-up
☐ 12:15pm - 5:30 pm: games/prizes/moon bounces
☐ 12:15 pm – 5:30 pm: maintain park (trash pick-up)
☐ 12:15 pm – 5:30 pm: clown/magician/costumed characters **space is limited**

Sunday During the Fair

- ☐ 11:00 am – 5:30 pm: assist with vendor tables/ clean-up
☐ 11:00 am – 5:30 pm: sign-in families/guest/ clean-up
☐ 11:00 am – 5:30 pm: food/water station and BBQ areas
☐ 11:00 am – 5:30 pm: operate snack machines/clean-up
☐ 12:15 pm – 5:30 pm: facepainting and clean up
☐ 12:15 pm - 5:30 pm: traffic guide in parking lot area (18 plus)

☐ Any assignments as needed, availability from _____ to _____ .

****a minimum of 2 hours is required****

E-mail tavia.l@parentsplacefrc.com or Mail to Parents' Place Info Fair – Volunteer

1500 S. Hyacinth Ave Ste B West Covina, CA 91791 this form back by Friday, April 17th, 2026

**“One Day” Special Event Volunteer Release Form for
Parents’ Place Information Fair & Festival
Volunteering from April 25th, 2026 to April 26th, 2026**

Please print legibly. The application must be thoroughly completed, please email form to tavia.l@parentsplacefrc.com

(FOR STAFF USE ONLY) Date received: _____ / Confirmed: _____

Name: _____ Language(s) spoken: _____
Address: _____ City: _____ Zip: _____
Phone #: _____ Email address: _____

Your T-Shirt Size

Family members to join me and please provide your t-shirt size: _____

(Please be certain to list their ages, if under 18, and list them on the Release Form as well)

NAME	AGE	T-SHIRT SIZE

Are you under the age of 18? ☐ Yes ☐ No

*** A parent, caregiver, group/church leader, and/or school leader must always be on the premises. We appreciate your understanding. ***

PARENTAL CONSENT MUST BE COMPLETED IF A VOLUNTEER IS UNDER 18 YEARS OF AGE.

I hereby consent for my minor child (named above) to be a volunteer with Parents’ Place

Parent/ Legal Guardian Name (please print): _____ Signature: _____

In case of an emergency, please notify: _____ Relationship: _____

Phone #: _____

Address: _____ City: _____ Zip: _____

**San Gabriel/Pomona Parents’ Place & City of West Covina
Hold Harmless/Indemnification Agreement**

The undersigned agrees to and shall indemnify, defend and hold harmless the San Gabriel/Pomona PARENTS’ PLACE and CITY OF WEST COVINA, its agents, officers, elected and appointed officials, employees and volunteers against any legal proceeding in law or equity, and further shall indemnify, defend, and hold harmless the San Gabriel/Pomona PARENTS’ PLACE and CITY OF WEST COVINA, its agents, officers, elected and appointed officials, employees and volunteers from and against any and all claims, liabilities, demands, suits, judgments, expenses, costs, and other legal expenses of every kind to which the San Gabriel/Pomona PARENTS’ PLACE and CITY OF WEST COVINA may be subject by reason of any act or omission, whether intentional or negligent, or from strict liability, arising from the conduct of any participant, invitee, attendee, sponsor or any third person who is or is not an invitee, attendee, participant, or sponsor of the event.

I have read the Hold Harmless/Indemnification Agreement, and I agree with its content.

Date: _____ Event: **Parents’ Place 31st Annual Information Fair & Festival**

Signature of Volunteer: _____
(If under 18, signature of parent/legal guardian required)

**Email: tavia.l@parentsplacefrc.com Phone #: 626-919-1091
1500 S. Hyacinth Ave Ste B West Covina, CA 91791**