



TO: Volunteers

FROM: Claudia Bailey, Director of Business Affairs
Rob & Sarah Mitchell, Event Planning Co-Chairs

RE: **The Warren Center Fantasy Football XVI**

Volunteers Needed

We are preparing for **The Warren Center Fantasy Football XVI** and need your help!

Draft night is scheduled for **Thursday, September 3, 2009** in the new Dallas Cowboys Stadium in Arlington. We are recruiting volunteers to help with several phases of the event, and hope you will give of your time to benefit the children of **The Warren Center**. We need at least 80 volunteers to make this another successful event.

We need volunteers to help with setting up and taking down, registration, selling raffle tickets and bricks, coordinating the draft at each table, checking out participants and data entry. Data entry will occur on Saturday morning, September 5, 2009. All other volunteers will be needed on Thursday, September 3rd from approximately 1:00-10:30 p.m. Set up will begin at 1 p.m.

Training for draft coordinators will begin at approximately 4:30 pm. Complimentary dinner for volunteers will be prior to 6:30pm, so we are ready to welcome our players as they arrive at 6:30 pm. Your help is appreciated and you will have a great time. This year's event will include Janet and Tony Dorsett—legendary Cowboys running back, Heisman Trophy winner, and member of the Pro Football Hall of Fame, and Carole and Scott Murray.

Please complete the enclosed form and return it to **The Warren Center** by July 22nd. If you have any questions, please call Claudia at (972) 490-9055, ext. 126 or email to claudia.bailey@thewarrencenter.org.

For more information regarding **The Warren Center** and its services for North Texas children and their families, please visit our website: <http://www.thewarrencenter.org>.



what matters.™

320 Custer Road
Richardson, TX 75080

P 972-490-9055
F 972-490-9058

www.thewarrencenter.org

Check all that apply:

_____ Yes, I would like to volunteer on **Thursday, September 3, 2009.**

_____ Set up – beginning around 1 p.m.
(Set up Participant tables and Silent Auction)

_____ Take down – beginning at 10 p.m.
(Take down of Participant tables and Silent Auction)

_____ Draft Table Coordinator (League Commissioner)
Must attend training at 4:30 p.m. on September 3, 2009
(Sit at a table of drafters and keep track of drafted players; turn in all forms)

_____ Registration/Check In
Must be there by 5 p.m. for training on September 3, 2009
(Check in participants, distribute packets, take credit card for check out)

_____ Check out – beginning at 9:30 p.m.
Must be there by 9:30 p.m. for training
(Pull bid sheets, scan bid sheets, print invoices, take payment)

_____ Ticket Sales (approximately 5:30 p.m. – 10:00 p.m.)
(Sell tickets for raffle, bricks, football toss, etc. during the event)

_____ Yes, I will help with data entry of draft statistics on **Saturday, September 5, 2009.**

_____ No, I cannot volunteer this year but please ask me again next year.

Please return by July 22nd:

Claudia Bailey
The Warren Center
320 Custer Road
Richardson, TX 75080
Phone: (972) 490-9055, ext 126
Fax: (972) 490-9058
Email: claudia.bailey@thewarrencenter.org

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE (Home): _____ PHONE (Cell): _____

E-MAIL: _____

[Note: Look for emails to all volunteers beginning about 3 weeks prior to the event.]