



Volunteer Handbook

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Dear Volunteer,

Welcome on behalf of the Southwest Folklife Alliance (SFA) Board and Staff. Thank you for joining us for the Annual Tucson Meet Yourself Festival.

We greatly appreciate your time, energy, and positive attitude to make this Tucson's premier festival. We could not put on this amazing event without you. Volunteers are the key to the festivals continued success.

You are the face of the Festival and your interactions over the course of the weekend are what our visitors will remember. Thank you for the respectful impact that you'll make on our community.

This handbook is your introduction to Tucson Meet Yourself (TMY) and provides information about your role as a festival volunteer. Please read the Handbook thoroughly.

For three days, the festival is filled with a complex schedule of activities and behind the scenes work. Understanding your role is critical to achieving a smooth production. We hope your experience will be rewarding on many levels.

We welcome feedback about your volunteer experience and your constructive suggestions for improvement in any area.

Thank you for volunteering with us.

The Board of Directors of The Southwest Folklife Alliance

The Tucson Meet Yourself Festival Oversight Committee

MISSION STATEMENT

The TMY mission is to ***research, document, interpret and present the living traditional arts and expressions*** of everyday life of the folk and ethnic communities of the multi-national Arizona-Sonora region.

HISTORY

The Southwest Folklife Alliance, the producing organization of the Tucson Meet Yourself (TMY) festival is an affiliate non-profit organization of the University of Arizona, College of Social and Behavioral Sciences. TMY is different from other large events. It is a “folklife” festival. This means that our focus is on presenting artists and communities that carry on living traditions rooted in a group’s own definition of identity, artistry, and cultural significance.

The festival has been held each year in Downtown Tucson, Arizona since 1974. TMY was founded by University of Arizona folklorist and anthropologist Dr. James “Big Jim” Griffith, who was honored by the National Endowment for the Arts with a prestigious recognition as a 2011 National Heritage Fellow.

Four decades later, the festival continues to thrive and expand while remaining true to its mission.

In addition to the annual festival, SFA leads several other projects year-round, such as Ethnographic Field Schools, a Master-Apprentice Award Program. Consultation services in diversity training, professional development training for heritage based artists and artisans are offered annually. Public programs and projects are also produced in partnership with local organizations. Please visit our websites tucsonmeetyourself.org and southwestfolklife.org for additional information.

YOUR RESPONSIBILITY AS A VOLUNTEER

You are the face of the Tucson Meet Yourself festival. As a volunteer, you represent Tucson Meet Yourself in its entirety as a Folklife Festival. Your enthusiasm for the festival and understanding of this is important in making the festival an enjoyable and successful experience. Training is available online and in person.

TMY uses an on-line volunteer coordination database to help you navigate your volunteer management on-line. From your volunteer profile you will be able to sign-up for the volunteer assignments at the time of your choice, you will be able to specify your skills and interests and you will be able to track your volunteer hours all through www.Tucsonmeetyourself.org.

THE TMY VOLUNTEER CENTER is located in Jacome Plaza (Church & Pennington). This is where you will sign in and out for each volunteer shift. This is also where you will pick up your Festival T-shirt.

ARRIVAL TIME AND ASSIGNMENT

The festival times are:

Friday	11:00 am to 10:00 pm
Saturday	11:00 am to 10:00 pm
Sunday	11:00 am to 6:00 pm

Your assignment may start before, and end after the festival hours. Please arrive at least 30 minutes before your shift begins.

The duration of your shift will be dependent on the volunteer duty you signed up for on the Volunteer Impact website please check your profile to confirm your volunteer position.

Except: 7am shift where volunteers should arrive at 7am

If you are in a leadership position and unable to make it for your shift, please give 24 hour notice at 520-621-4046 and TMYVolunteer@gmail.com.

SIGN IN: All volunteers must register at the Volunteer Center each day. When registered, you will receive a volunteer T-shirt and be given directions to the festival area where you will meet the Area Captain who will assign your task.

CHECK IN: After registration, please check in with your designated Area Captain for your specific assignment.

CHECK OUT: Please let your Area Captain know your shift is over and CHECK OUT at the VOLUNTEER CENTER to ensure your hours are recorded, especially if you need credit for the hours you have worked. You will also be able to check out and track your volunteer hours on your volunteer profile.

VOLUNTEER PROCEDURES

EMERGENCY PROCEDURE

In the event of any possible threat to safety - including theft, fire, injury, property damage or protest demonstration, contact your Area Captain or TMY Staff immediately.

A First Aid box for minor injuries is available at the Volunteer Center. If serious, call 911 and immediately inform Area Captain.

In the event of extreme weather conditions, an announcement will be made to all staff, volunteers, participants and festival attendees. Volunteers are required to assist in securing the site. Please do not leave without informing the Area Captain.

LANDFILL, COMPOST & RECYCLE

Keeping the festival "green & clean" is vital to the enjoyment of our patrons and participants. TMY is a Styrofoam-free festival operating under a minimal waste initiative. All volunteers are asked to assist by picking up litter and properly sorting it at one of our Green Stations. Disposable gloves are provided in the Volunteer center for this purpose. If you notice build up in the landfill, compost or recycling bins, please notify the Area Captain or Green team volunteer in your area and assist as needed.

CHANGING ASSIGNMENTS

We appreciate your time and ask that you do not request a change in assignment. This helps us manage the high volume of volunteers we work with over the weekend of the festival. If you have an urgent need to change your assignment, please consult your Area Captain to discuss options.

PUBLIC INQUIRIES

If you receive questions about specific traditions please refer them to the presenters, exhibitors, curators and festival board and staff members.

TMY's focus is on the interpretation and presentation of living cultural communities in all their variety, both traditional and contemporary. A lot of thought has gone into every detail, and providing accurate information about the obvious or less traditional cultures is important. It is necessary for any given opportunity that we communicate to the public the beauty, respect, dignity, and creativity that makes TMY a unique experience.

LOST PERSONS AND ITEMS

Lost children should NOT be moved from the area the child was found. If possible inform area captain or management team without moving child, this can also be accomplished by informing another volunteer to find the area captain or a member of the management team. Lost items should be taken to the Volunteer Center.

CLOTHING

Please wear comfortable, lightweight clothing. Sunglasses and a hat are recommended.

SELF-CARE

Water is supplied free of charge to all volunteers. Please keep yourself hydrated. Sunscreen will be available from several sunscreen stations around the festival, provided courtesy of the Skin Cancer Institute, Arizona Cancer Center.

REFRESHMENTS

While in the Volunteer Center please help yourself to available refreshments.

DIRECTIONS & PARKING

Please visit www.tucsonmeetyourself.org for maps and directions to the festival.

Getting to the Downtown area and the Parking Maps are also available from Downtown Tucson Partnership. www.downtowntucson.org/get-around/parking/

RIDE THE BUS! www.suntran.com offers award-winning public transportation to Downtown Tucson.

RIDE A BIKE! Tucson is one of the most bike friendly cities in the USA
<http://dot.tucsonaz.gov/bicycle/>

RIDE THE NEW TUCSON STREET CAR! <http://www.tucsonstreetcar.info/>

'Tucson Park Yourself Downtown'

El Presidio Garage - 160 W Alameda

Public Works Garage - 50 W Alameda

La Placita Garage - 211 S Church Ave (entrance from Jackson, between Church/Stone)

Main Library Garage - 101 N Stone (entrance on Alameda St)

Pennington Street Garage - 110 E Pennington (enter at Scott Ave)

Depot Plaza - 45 N 5th Avenue

City/State Garage - 498 W Congress

Plaza Centro Garage - 345 E Congress

Franklin Lot - 50 W Franklin (2 blocks North of TMY Festival)

Catalina Lot - 419 W Congress (2 blocks West of TMY Festival)

Tucson Convention Center Parking Lots A, B & C

Additional Parking is available on many other Private Parking lots and FREE parking at one of 1200 metered street spaces after 5pm Friday and all weekend.

MAP KEY

Volunteers are frequently asked for directions to places in the festival areas. Please review this festival map at TucsonMeetYourself.org . The most common questions are related to locations listed on the map key as printed in the festival program. Programs are available on arrival at the festival.

FESTIVAL FEATURES & EVENTS

Tucson Meet Yourself brings together cultural practitioners, artists, and performers of diverse, authentic traditions from communities throughout the Arizona-Sonora region.

FOLK ARTS

Folk artists learn their skills within their communities, by means that are sanctioned by that particular community for the learning of that particular art form. Thus, western saddle makers and Mexican bakers learn through formal or informal apprenticeship, while quilters and Ukrainian Easter egg makers usually learn by working with and observing older relatives. *Two important concepts for the understanding of folk art are “community” and “tradition.”*

EXHIBITORS & VENDORS

Exhibitors are tradition bearers of handmade jewelry, ceramics, baskets, clothing, woodcarvings, glass, rugs, textiles, henna, hair and body art, musical instruments, needlework, leather goods, wooden toys and metalwork.

Community Matters Pavilion will house local businesses, non-profits, cultural organizations, and government agencies that present their services, products and wares to bring awareness of their work in the community.

TUCSON MEET YOURSELF HOSPITALITY TABLES

These areas provide general information about TMY and SFA, Sell T-shirts, Membership and other fundraising items for the festival.

PERFORMERS

Performance stages and designated performance areas, with facilities to accommodate large and small audiences, provide settings for many forms of traditional music, dance, and other performance genres. Performers are chosen based on the quality, authenticity and appropriateness of their performance.

AIDS WALK TUCSON Southern Arizona AIDS Foundation partners with TMY at 8AM Sunda. Walking the perimeter of the festival grounds, participants will culminate in the ritual unfolding of NAMES Quilt Panels in the grass area west of the library in Jacome Plaza.

EXHIBITS

TMY hosts temporary placemaking by inviting cultural institutions and community partners to use the civic space of downtown Tucson to create temporary exhibits that tell us something authentic and or historical about our local community. This year we will host the below exhibits.

100 Years of Anthropology at the University of Arizona: This exhibit in Jacome Plaza will showcase nationally recognized research done by Anthropologists at the University of Arizona. The exhibit will provide opportunities for public engagement and interaction and a 2015 festival feature.

Culture Kitchen: This exhibit invites local cooks from the various cultural societies and food vendors represented at TMY to do food demos and talks about their cultural traditions and food.

LOWRIDER CAR CLUBS “SHOW AND SHINE” The traditional exhibit of numerous lowrider cars will be on display. Situated on Church Avenue between Pennington and Congress on Saturday and Sunday the show and shine theme will tell the stories of the car club tradition.

Volunteer Waiver-Hold Harmless

Volunteer releases and forever discharges the Tucson Meet Yourself Festival and all sponsoring organizations, from any responsibility, personal liability, or claims of loss or damage arising out of or in conjunction with participation in the Tucson Meet Yourself Festival. The Tucson Meet Yourself Festival is not responsible for any injury sustained by volunteers, performers, patrons or guests. Volunteers store and carry personal property at their own risk. Volunteers also waive their right to photographic images as the property of Tucson Meet Yourself. To print out a youth waiver form please click on the link. [Youth Waiver](#)

VOLUNTEER FEEDBACK

TMY would not be the success it is without the help of our many volunteers throughout the years. We aim to make your experience engaging, enjoyable and rewarding. We would appreciate if you took a little time to provide feedback on what you saw, heard, and experienced in relation to volunteering, as well as the festival activities -- we are always learning and improving. Please email your comments to TMYVolunteer@gmail.com.



www.facebook.com/tucsonmeetyourself



www.twitter.com/TucsonMeetYrslf



www.instagram.com/TucsonMeetYourself



<https://www.flickr.com/photos/tmyphotos/>

General information - please call 520-621-4046

For more information, visit our website: www.tucsonmeetyourself.org

