



Dear Volunteers:

**The 20<sup>th</sup> annual ACT Kids Health Fair is on Saturday, September 25, 2010, at the University Public School Phoenix (Formerly: Phoenix Preparatory Academy), 735 E. Fillmore Street, Phoenix Arizona 85006.** The school is just North of Van Buren on 7<sup>th</sup> Street. You will be parking on the school ball fields, South, at the rear of the school. There will be parking attendants to guide you where to park.

The cafeteria will be the check in point for volunteers as well as later used for breaks and lunch. There will be snacks, coffee, and juices in the morning, and a Subway box lunch and soft drinks for lunch, and, plenty of bottled water.

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**Morning Volunteers:** You will need to arrive in the cafeteria by **6:30am** in order to register, pick up your assignment, t-shirt and lunch ticket. The supervisor of the area you are assigned to will advise you about lunch schedules.

**Afternoon Volunteers:** You will need to arrive in the cafeteria by 10:30am, in order to register, pick up your assignment, t-shirt and lunch ticket. The supervisor of the area you are assigned to will advise you of your lunch schedule.

- **Bilingual (Spanish):** You will wear a **YELLOW t-shirt.**
- **Non-bilinguals (English only):** You will wear a **WHITE t-shirt.**

See the 1<sup>st</sup> and 2<sup>nd</sup> level school floor plan. Large maps will be in the gym. We will utilize both 1st and 2nd floors in the academic buildings. It is important that the hallways not become jammed. For both hearing and physicals there will be waiting rooms - a number will be given out upon entering the room. A volunteer will coordinate this. The gymnasium will be the starting point for the children where they will wait in line with their parent/guardian and then be escorted to the various classrooms for the different screenings. FORMS for services received by the kids are to be turned in to the gymnasium prior to leaving.

City of Phoenix Traffic Officers will be directing traffic on surrounding streets as well as our security.

The doors to registration will open at 7:30am, so we **MUST** be ready to go at that time.

This 20<sup>th</sup> Annual ACT Kids Health Fair could not happen without You!!!

**THANK YOU** for volunteering with us and all your hard work! **THANKS!**